



DGLINC



SPEAKERS' CONNECTION

GUIDELINES FOR

REMOTE MULTILINGUAL

MEETINGS

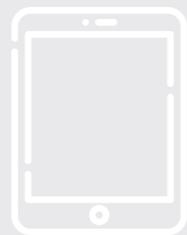
YOU WILL NEED:

1.



Device and browser

To participate in a meeting, you will need either:



A fully charged and updated iPad with the Safari browser.



OR



A personal computer (including Apple) with the Chrome browser (v.69 and up).



Make sure that your device has a **stable internet connection** and **100% battery**. Ideally, this device is the **only one** connected to your WiFi network. Please make sure your device is **up to date** and that **background applications are switched off**.



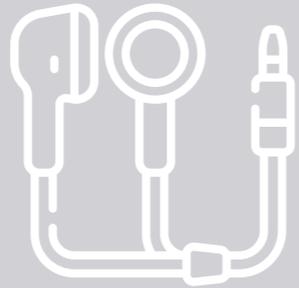
[Download Chrome](#)



Please note: connecting with a phone is not recommended. The video feed is unlikely to work on phones.

YOU WILL NEED:

2.



Headphones and microphone

To ensure the quality of the sound of your speech, please use a **wired headset** or **wired headphones with a microphone**.

Do not use wireless headphones (such as AirPods): they create additional interference and connection issues. Remember to switch off all sound notifications on your device (incoming emails etc.).

3.



A link to the meeting from the organiser

e.g. <https://panel.interactio.io/join/b7gh6s5l>



MEPs: Use Participant link
Staff & APAs: Use Viewer link

CONNECT TO THE MEETING:



Please connect at least **45 minutes ahead of the meeting** to give sufficient time for moderators to **test your connection**, and for the **IT Support team** to help you solve any issues.

1. Click on the **meeting invitation link** from the organiser.

e.g. <https://panel.interactio.io/join/b7gh6s5l>

2. Enter your **EP email** address and click on **NEXT**.

Email

NEXT

3. Fill in **first** and **last name** and click on **LET'S GO**.

First name

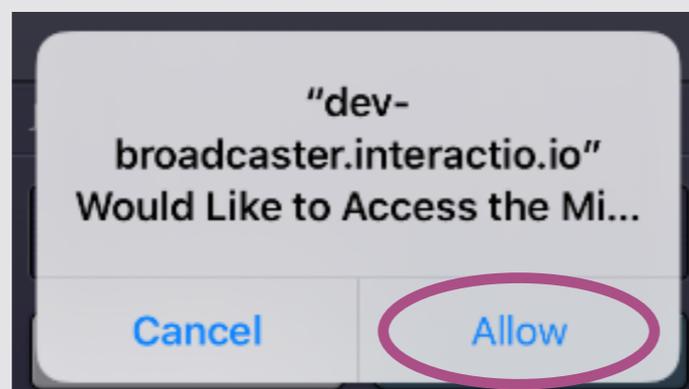
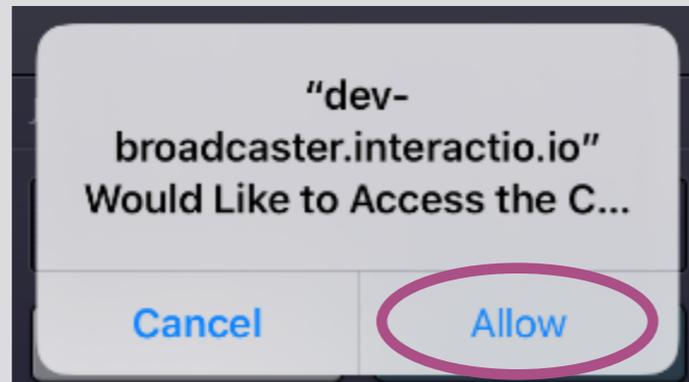
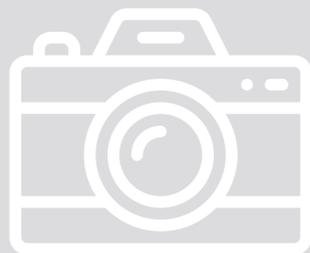
Last name

LET'S GO

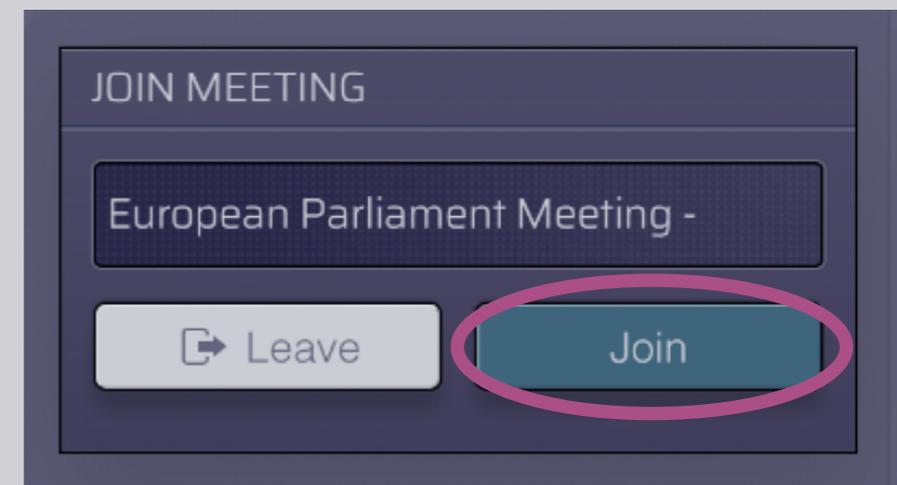
CONNECT TO THE MEETING:

4. Click on **Allow** twice, to give access to both **microphone** and **camera** when prompted.

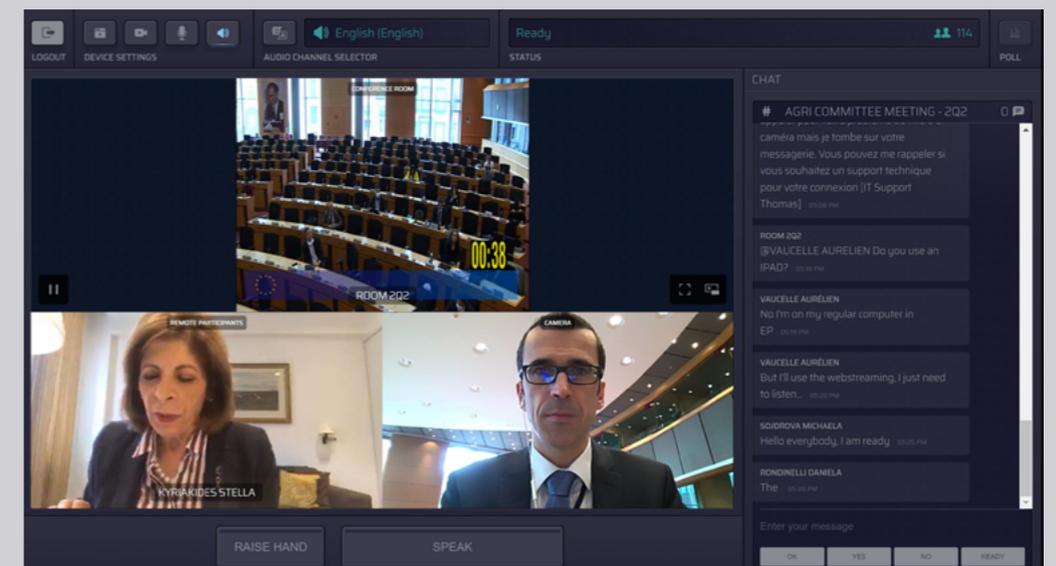
Extremely important step: without allowing, you will not be able to take the floor.



5. Click on **Join**.



6. You're in the meeting!



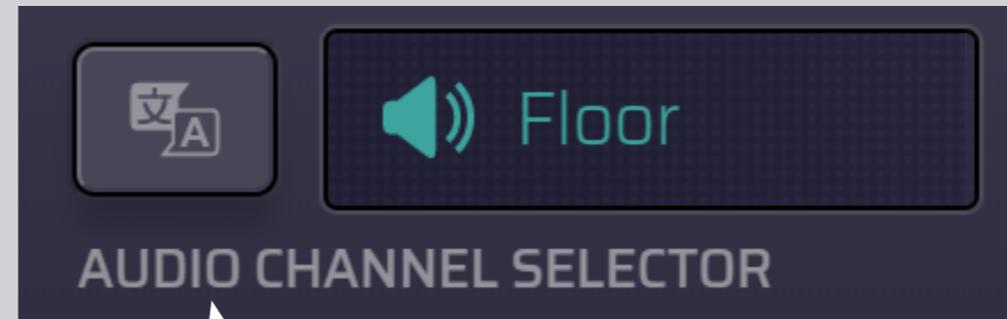
THIS IS WHAT YOU SEE:

The screenshot displays a Zoom meeting interface with the following elements:

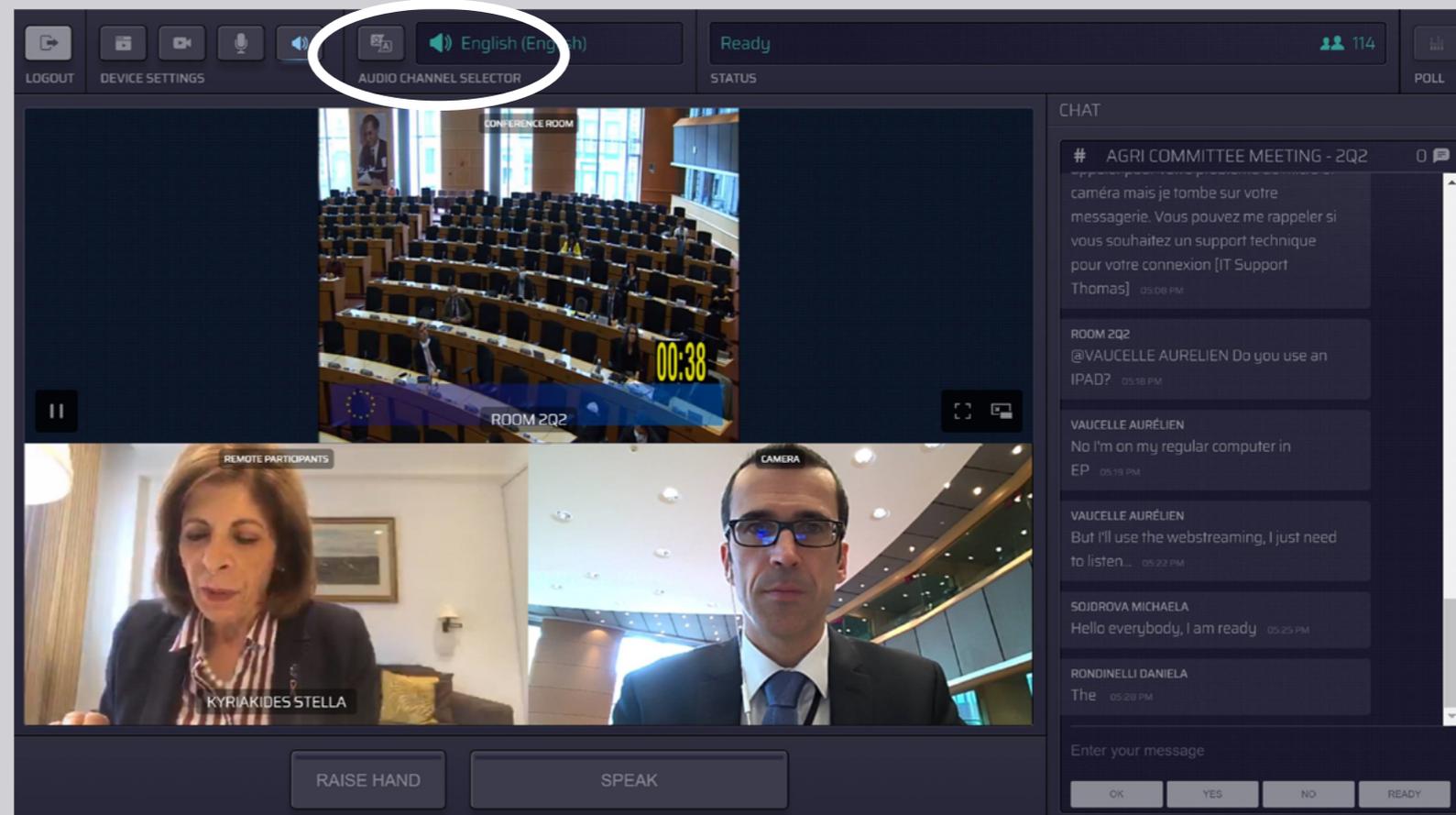
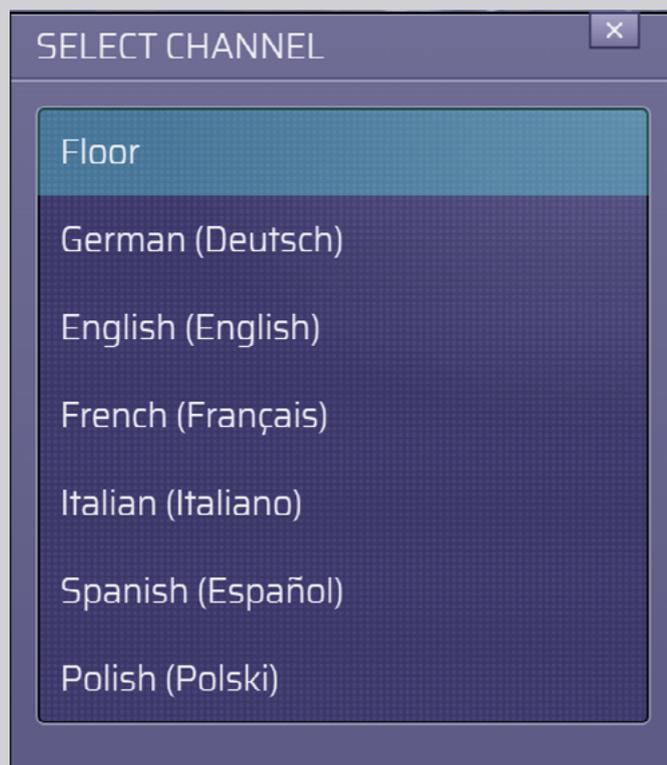
- Top Bar:** Includes buttons for LOGOUT, DEVICE SETTINGS, AUDIO CHANNEL SELECTOR (set to English (English)), STATUS (Ready), and a participant count of 114. A POLL button is also visible on the right.
- Main Video Area:** Shows a large view of a "CONFERENCE ROOM" with a yellow timer at 00:38 and a "ROOM 2Q2" label at the bottom.
- Remote Participants:** A section below the main video shows two participants: "KYRIAKIDES STELLA" and "CAMERA".
- Chat Window:** Located on the right, titled "# AGRI COMMITTEE MEETING - 2Q2". It contains several messages:
 - Message 1: "caméra mais je tombe sur votre messagerie. Vous pouvez me rappeler si vous souhaitez un support technique pour votre connexion [IT Support Thomas]" (05:08 PM)
 - Message 2: "ROOM 2Q2 @VAUCELLE AURELIEN Do you use an IPAD?" (05:18 PM)
 - Message 3: "VAUCELLE AURÉLIEN No I'm on my regular computer in EP" (05:19 PM)
 - Message 4: "VAUCELLE AURÉLIEN But I'll use the webstreaming, I just need to listen..." (05:22 PM)
 - Message 5: "SOJDROVA MICHAELA Hello everybody, I am ready" (05:25 PM)
 - Message 6: "RONDINELLI DANIELA The" (05:28 PM)
- Bottom Bar:** Features "RAISE HAND" and "SPEAK" buttons.

SELECT YOUR LANGUAGE:

1. Click on the **Audio Channel Selector** to select the language in which you would like to follow the meeting. Interpretation is provided into the languages visible in this selection.

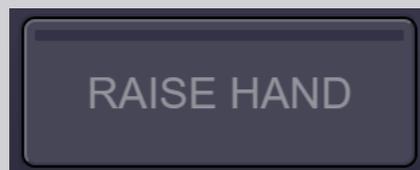


2. Select your **language channel**.

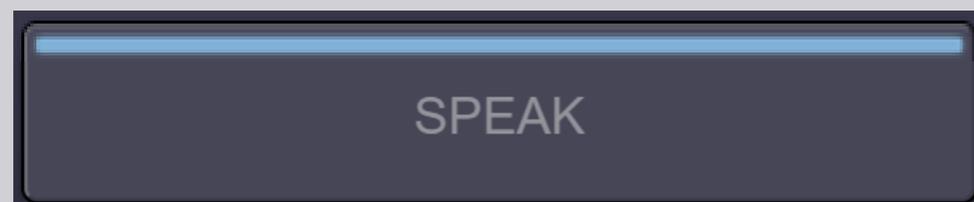
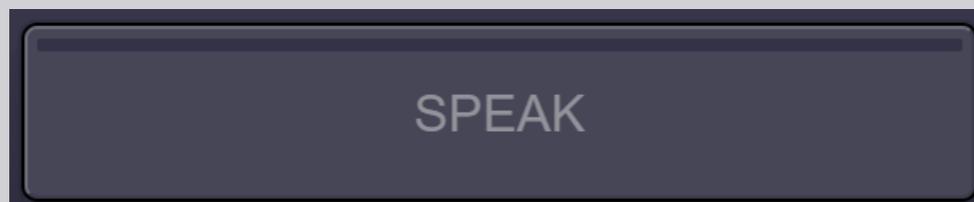


HOW TO SPEAK:

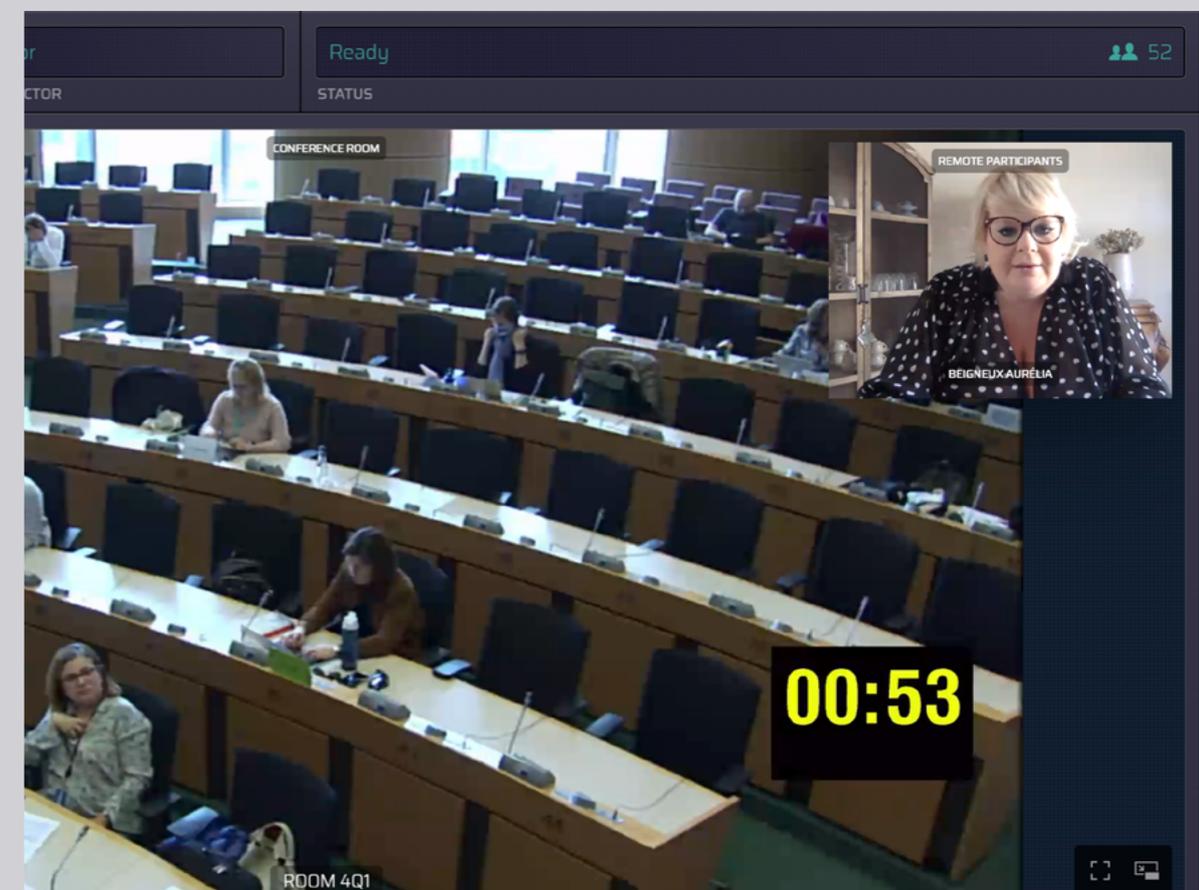
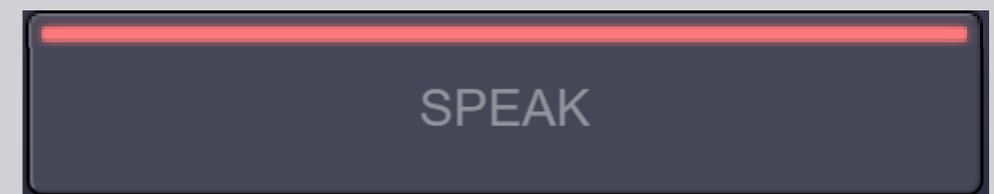
1. Notify the moderator that you would like to speak by clicking **RAISE HAND**. If the light is yellow, your hand is raised and the information is passed on to the Chair.



2. Wait for the moderator/Chair to give you permission to speak.
3. When the **moderator gives you the floor**, the **SPEAK** button turns blue.



4. Press the **SPEAK** button **once** and **wait 3 seconds** to be connected. The **SPEAK** button turns red: you appear on the screen in the meeting room and on remote participants' devices.





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PLEASE READ OUR GUIDE ON:

RECOMMENDATIONS FOR REMOTE SPEAKERS

ENJOY YOUR MEETING!