



**RIPE NCC**  
RIPE NETWORK COORDINATION CENTRE

# Meetecho

Guide for Participants

# Table of Contents



- How to use Meetecho
- Roles in Meetecho
- Controls
- Actions
- Troubleshooting



# How to use Meetecho

For ENOG 17 Participants

# Connectivity



- Internet connection
  - Only the hosts (RIPE NCC staff), session Chairs and Speakers can share videos
  - All other participants can only send audio or use chat to ask questions
  - The expected bandwidth usage will be between 1 Mbit/s and 2 Mbit/s

# Web Browser



- There is no designated client
- You can use any desktop WebRTC-enabled web browser
- Some known issues:
  - There are some technical issues with Safari, so please use a different browser if possible
  - Privacy and adblocker browser extensions can block audio and video feeds
  - The user interface is not optimised for mobile devices (e.g. phones, tablets)

# System Settings



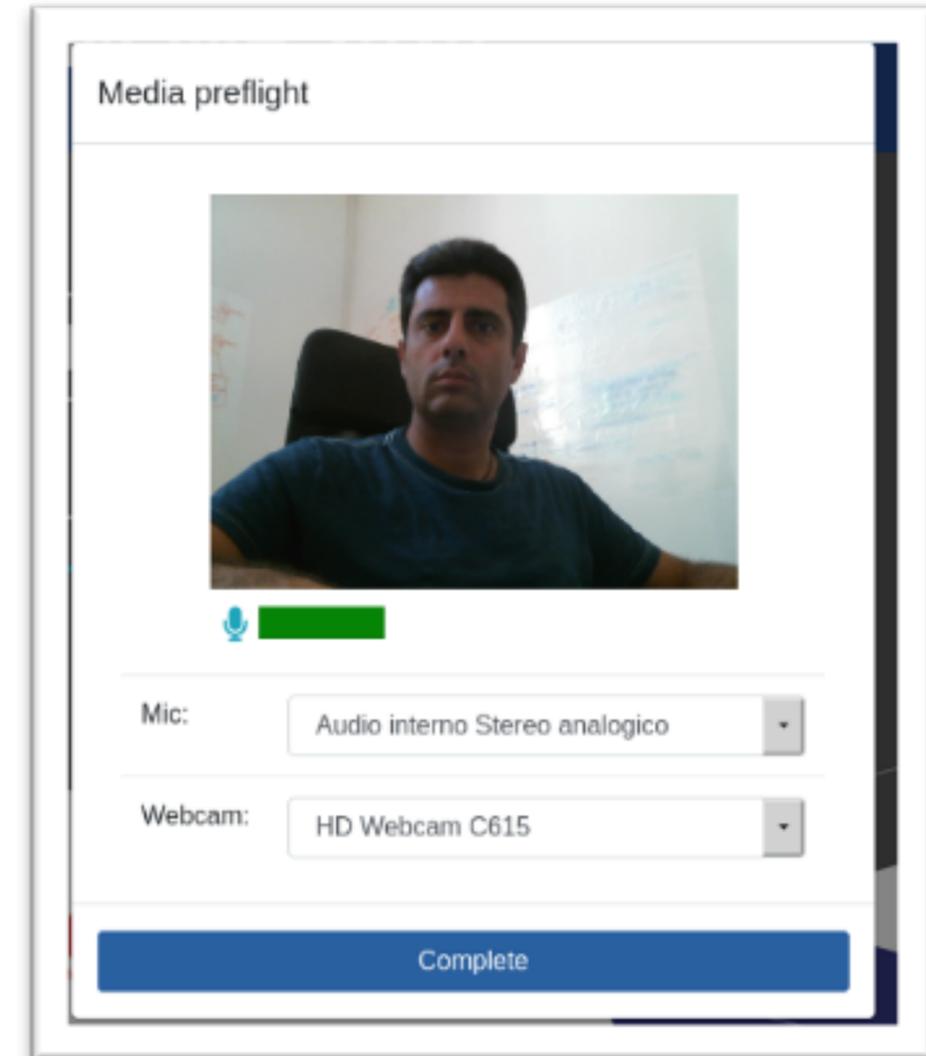
- To enable screen sharing in macOS  $\geq 10.15$  using browsers other than Safari, System Preferences must be set to allow Screen Recording for the web browser being used.
- This can be found at: System Preferences > Security & Privacy > Privacy > Screen Recording



# Meeting Registration and Login



- You have to register to join ENOG 17:
  - <https://www.enog.org/register/>
- Before the meeting starts, you will receive **an email with a unique URL** that you can use to join a session anytime during the meeting
- When you join a session, you can select your mic and webcam devices.
- It's important that you check if they are working!



*You should see your own video and a green bar will move if your microphone is capturing your voice.*



# Roles in Meetecho

Who can do what

# Your Name and Role



- Your role in the session will be ‘Participant’
- Your name and role will appear in the upper left-hand corner of the Meetecho window
- Your profile picture in Meetecho is taken from the Gravatar service based on the email used during the registration process (if available). If you prefer not to display your avatar in Meetecho, please turn it off on Gravatar.

# Roles in Meetecho



## Host

The ENOG Meeting Team

## Chair

The session Chairs

## Speaker

Anyone presenting at the meeting

## Participant

All the ENOG Meeting attendees

## Interpreter

English/Russian translators

# The Host Can



## Host

The ENOG Meeting  
Team

- Use audio/video
- Share screen
- Approve/deny audio requests made by participants
- Promote/demote Participants to/from Chair
- Promote/demote Participants to/from Speaker
- Create/start poll
- Kick off malicious Participants

# The Chair Can



## Chair

The Session Chairs

- Use audio/ video
- Share screen
- Approve/deny audio requests made by participants
- Promote/demote Participants to/from Speaker
- Use the Countdown Clock
- Create/start poll

*Important: ALL Chairs will join the meeting as **Participants** and will be upgraded by the Host to **Chair** before the session.*

# The Speaker Can



- Use audio/video
- Share screen
- See the Countdown Clock
- Create/start poll

## Speaker

Anyone presenting  
at the meeting

*Important: ALL Speakers will join the meeting as **Participants** and will be upgraded to **Speaker** by the Chair when they have to present.*

# The Participant Can



- Request to use audio to ask a question and/or comment on something
- Ask questions in writing using the Q&A
- Participate in polls
- Chat

## Participant

All the ENOG Meeting attendees



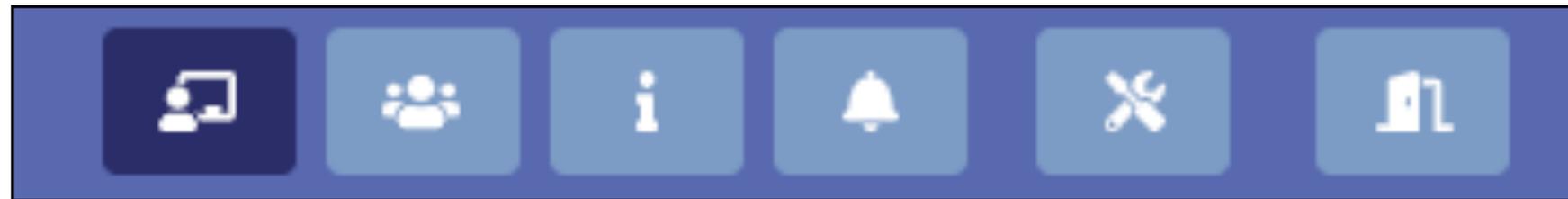
# Controls

# General Meeting Controls



- Meetecho provides tooltips as you roll over various controls
- General session controls and links to other session resources are on the top right

- From left to right



- Presentation view
- Video gallery view
- Information (brief tour of Meetecho)
- Sound notification settings
- Leave the room (exit session)

# Media Sharing and Window Tabs



On the left, you will find the media sharing controls and other interaction options.

- Top left-to-right
  - Raise your hand and request to share audio
- Bottom left-to-right
  - Poll
  - Q&A
  - Stenography
  - Chat Panel
  - Participant List



# Sending Media



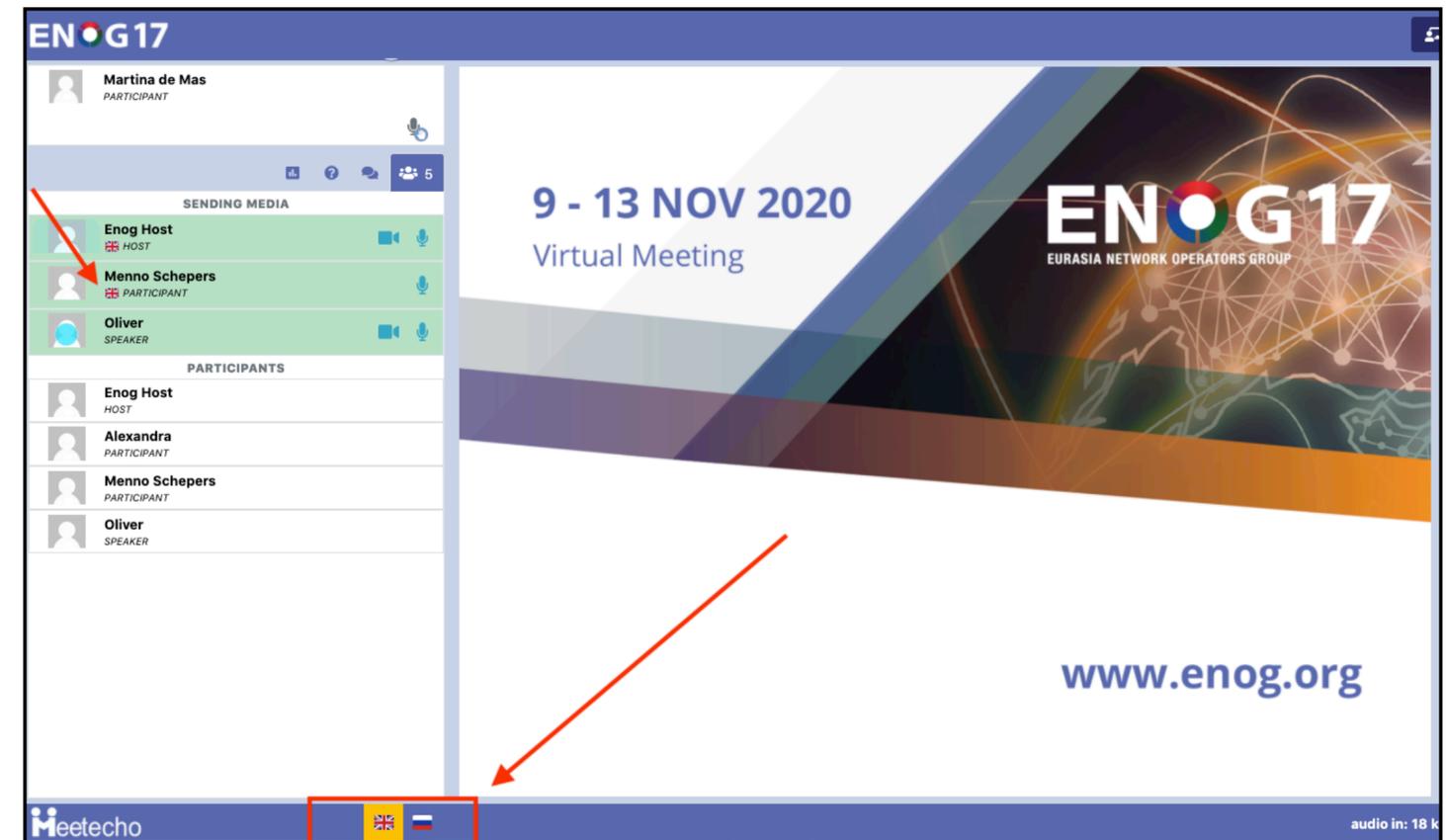
- The green background in your name block and the waveform under your avatar image are indications that you are sending media.
- When you are granted audio, you will join the floor **unmuted**.
- To stop sharing audio, click on the mic icon again.



# Simultaneous Interpretation



- ENOG 17 is offered in two languages: Russian and English. English will be the default language.
- You can switch to Russian and English whenever you want by using the ‘flags’ buttons at the bottom of the page. Depending on the channel you're listening to, one of the flags on the bottom will be highlighted.
- Anyone sending audio has a ‘flag’ next to their name indicating the language they are listening the conference to (RUS or ENG).



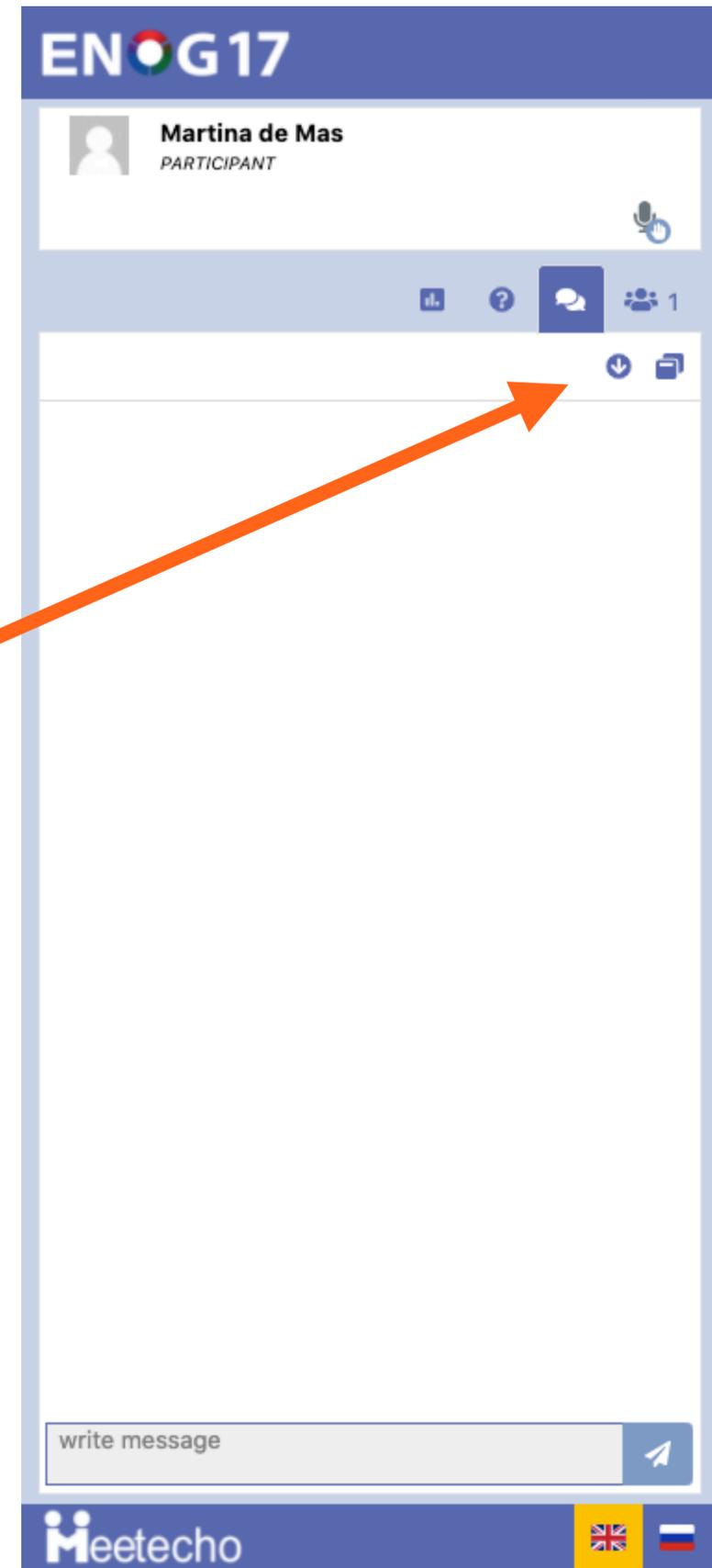


# Actions

Some common actions you might need during a meeting session

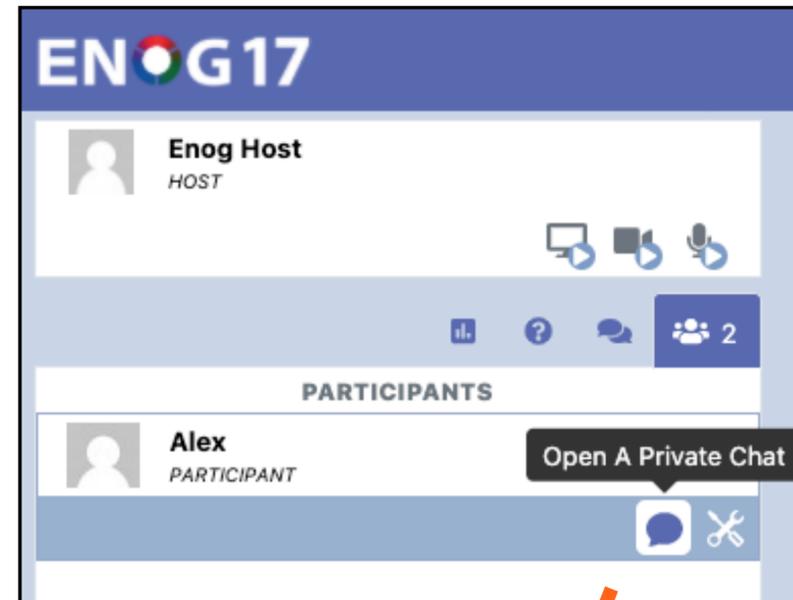
# Chatting

- Use the chat icon on the left side of the window
- Use the arrow icon to scroll all the way down
- You can detach the chat panel to enlarge it and/or drag it



# Private Chat

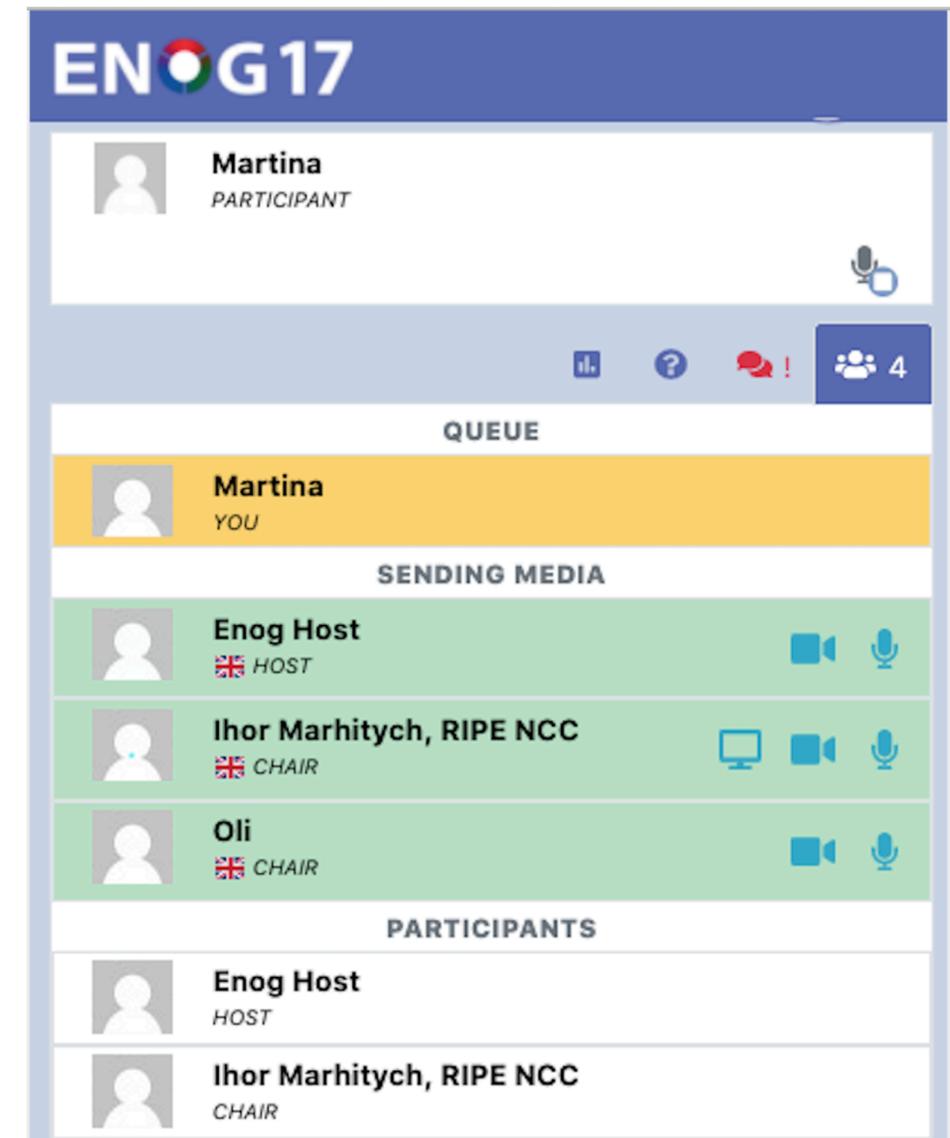
- You can chat privately with individual session participants.
  - Roll over the name in the participant list and click the speech bubble.
  - Individual chats appear in the lower right corner of the Meetecho window.



# Mic Queue: Asking for the Floor



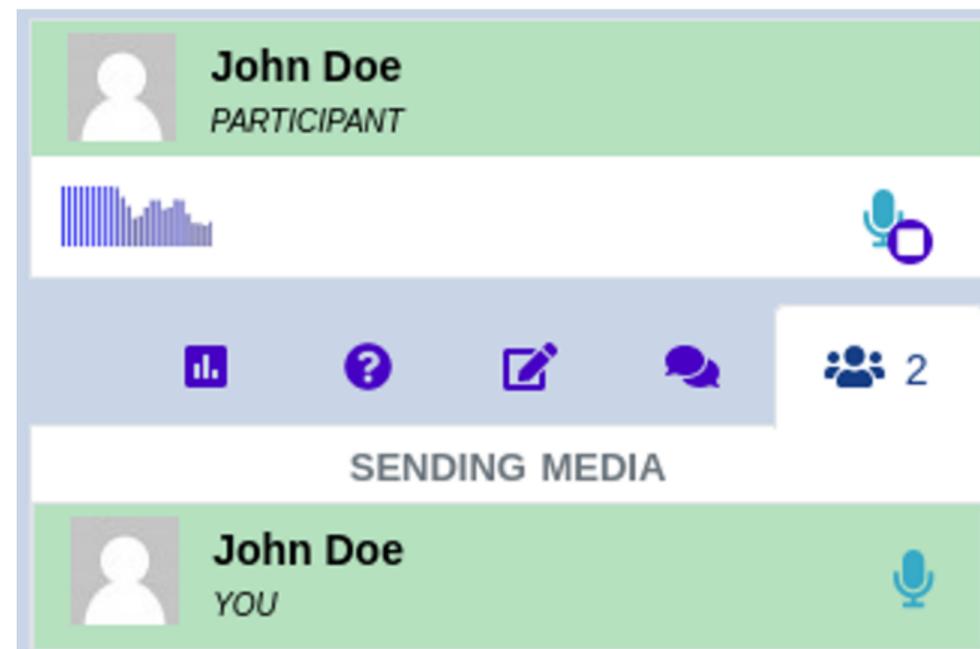
- To ask a question, request audio (ask for the floor) by clicking on the mic icon.
- When you ask for the floor, your name will appear in the 'Queue' section with a yellow background
- Please always state your NAME and AFFILIATION before asking the question and/or make a comment



# Audio Queue: Speaking



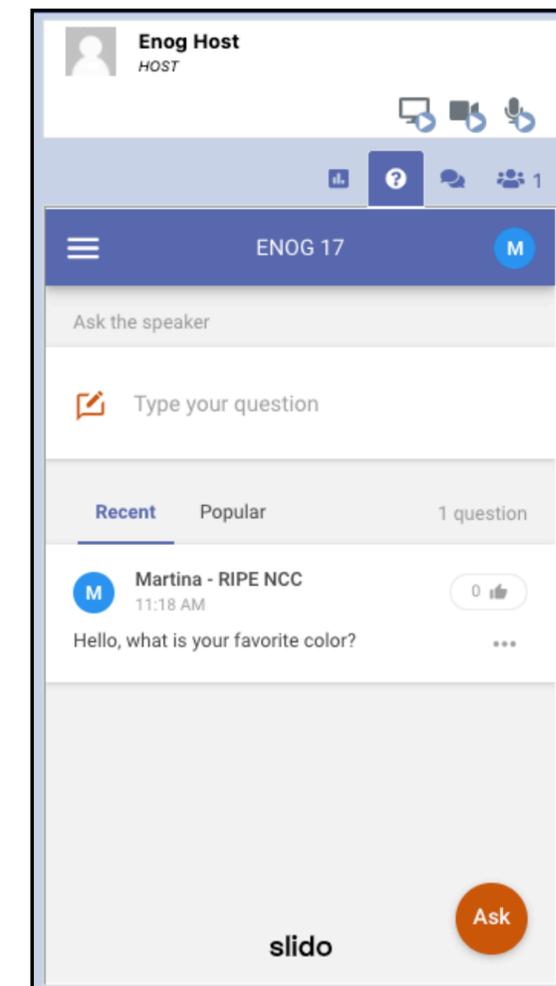
- When you are granted the floor, the area behind your name will turn green and you will see a waveform appear under your avatar image
- When you have finished asking your question, please turn off your mic by clicking on the mic icon again
- If you want to respond to the speaker, or add a reply or comment, you will need to request audio again



# Q&A: Ask Question in Writing

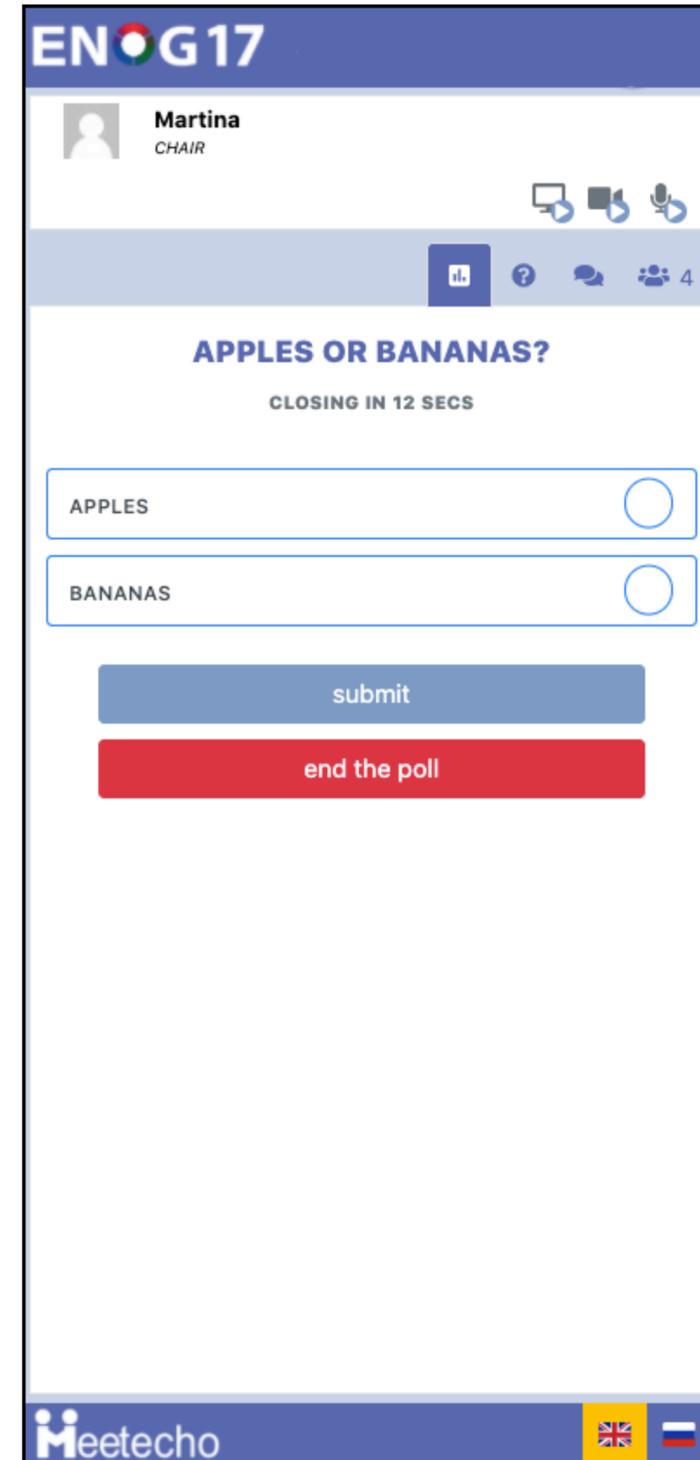


- You can ask questions in writing using the Q&A window, which uses [slido](https://slido.com).
- You can also join ski.do in a different tab using the code **#ENOG 17**
- It is not possible to ask anonymous questions, please write your NAME and AFFILIATION before the question. **PRO TIP: write 'your name - affiliation' directly in the name field!**
- Participants can also upvote questions. However the session chair decides whether to read questions in order of popularity or chronologically.



# Polls

- Chairs and Speakers can start and end polls.
- You will receive a notification when a poll starts.
- Poll results will be shown at the bottom of the same window.





# Troubleshooting

# Receiving Audio



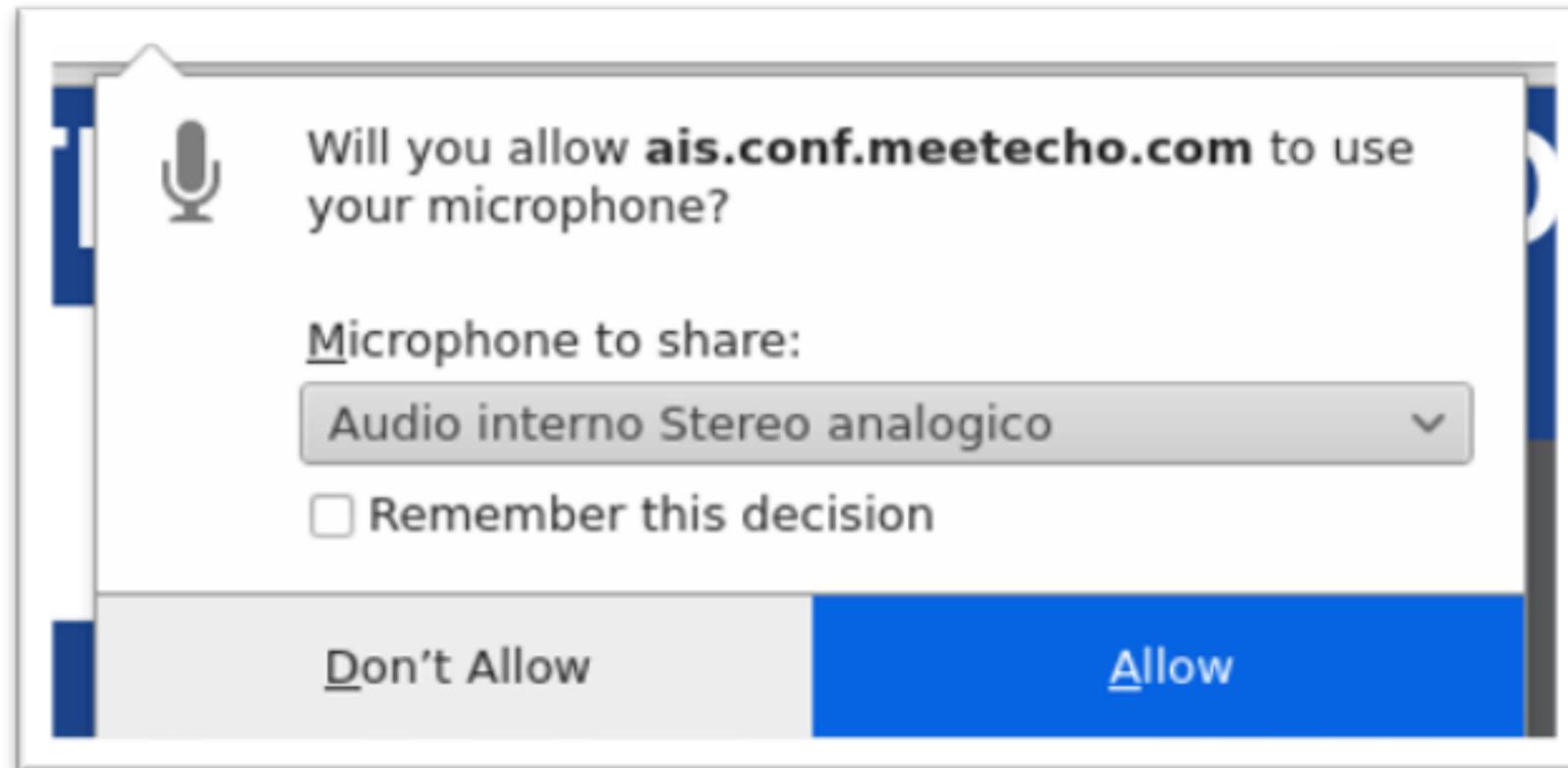
- Trouble receiving audio? Reconnect to the audio stream by clicking on the button on the bottom-right corner of the screen.



# Sending Audio/Video



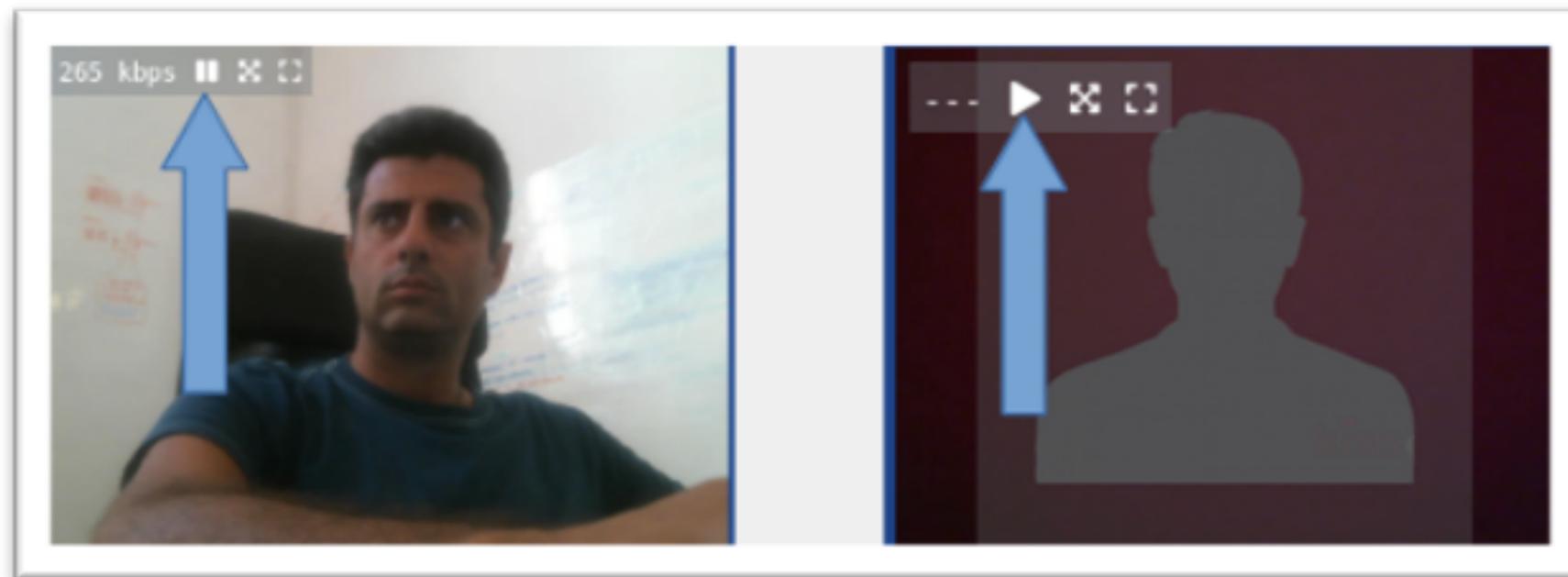
- If you have trouble sending your audio/video, please make sure that you granted permission to the browser to access your capture devices:



# Frozen Video



- If the video is frozen, reconnect to that feed by first hovering on the video. Click the “pause” button and then the “play” button:



# Other Issues



- If you experience bad quality audio/video and you are receiving several video flows, you can try to close some of them by clicking on the “pause” button. This allows you to save on bandwidth and will likely improve your perceived quality.
- If you have trouble receiving audio or video, make sure you don't have any browser extensions that may interfere with HTML5 `<audio>` and `<video>` elements playing.



# Questions



Meeting logistics: [enog@ripe.net](mailto:enog@ripe.net)

Tech questions: [opsmtg@ripe.net](mailto:opsmtg@ripe.net)