



## GUIDE TO MEETINGS FOR PARTICIPANTS WITH SPEAKING AND LISTENING FUNCTION

### How to join a meeting with the interprefy platform

For meetings with the *interprefy* platform, kindly use **one of the following browsers: Google Chrome, Firefox, or Microsoft Edge.**



### Registering for a meeting

Once you have registered with the Secretariat of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime (the organizing Secretariat) for a meeting, you will receive a link to the *interprefy* platform.

All registered email addresses for each meeting will be communicated in advance to the *interprefy* platform to be added to a list of approved participants, who will be granted access to the meeting. Kindly complete registration by the indicated deadline **so that your details can be transmitted to the *interprefy* platform.**

### Joining a meeting

**Before** the meeting starts, you can click on the link you have received, and you will be asked to enter your email address (please enter the email address you have registered with). If your email address is on the list of approved participants for the meeting, you will receive a message in your inbox (please also check your spam folder) with a code to join the meeting. Please enter the code and join the meeting.

Your event requires 2-factor authentication

1 — 2

Please add a valid email or phone number, so we could send you a passcode

Enter email or phone number here

SUBMIT ALREADY HAVE CODE

Your event requires 2-factor authentication

1 — 2

Please enter the passcode. If you haven't received it, you can [request a code](#)

Enter passcode here

Code have been requested to gorica.vanovic@interprefy.com

SUBMIT

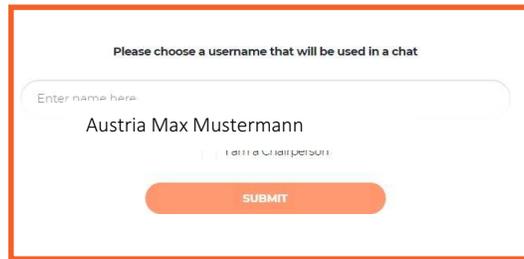
**It is advisable to join the meeting 30-15 minutes in advance of the official meeting start,** particularly if you are using Interprefy for the first time. A technical support staff will be online approx. 20 minutes prior to the meeting.

When you join, you will be asked to choose a username – which is the name which will be shown on the platform as your identification.

**Please always use the following format:**

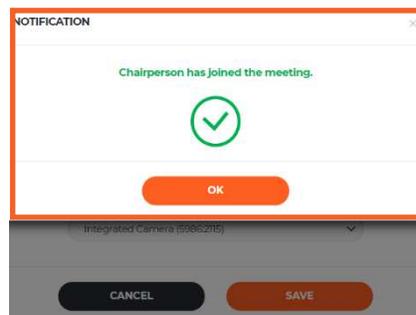
**“Country, First Name, Last Name”** for representatives from Member States and the European Union.

**“Organization, First Name, Last Name”** for representatives from IGOs.

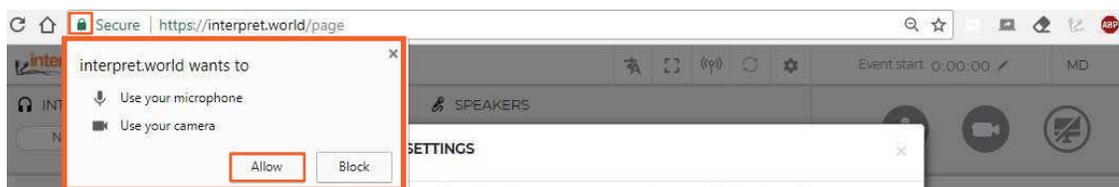


A screenshot of a web form for selecting a chat username. The form has a title "Please choose a username that will be used in a chat". Below the title is a text input field with the placeholder "Enter name here". The field contains the text "Austria Max Mustermann". Below the input field is a small link that says "Learn a Chairperson". At the bottom of the form is an orange "SUBMIT" button.

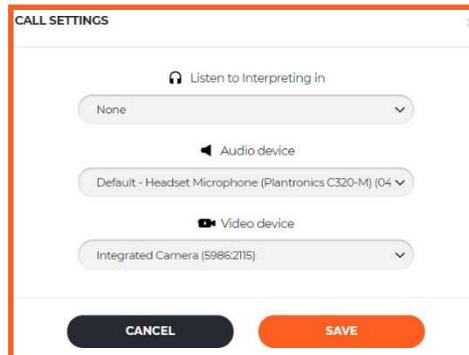
You will receive a notification message once the Chair has joined the meeting.



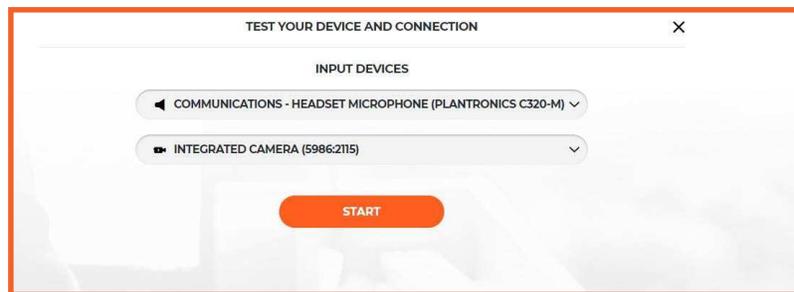
Check if access to the **microphone or camera** is allowed. Click “allow” *interpret.world* to generally enable Interprefy to use your microphone and camera when you are given the floor to speak.



You can now **select the language you wish to hear the interpretation** in. Select proper USB headset and USB camera (or integrated camera). **Do not use audio from your PC.** By using your PC microphone, you will cause audio interference for other participants and interpreters. Both audio and video devices should be plugged in before opening the platform.



In order to test your settings, you can use the following link <https://interpret.world/test>



## Setting up before the meeting

1. **Check your audio and video settings before joining the videoconference.** Get familiar with audio/video equipment to determine the best placement and learn how to operate it successfully.
2. **Control the light.** Do not have a bright light source (e.g. window, lamp) behind you (this will make your face very dark while the background blinds viewers). Try to have sufficient but indirect lighting from the front. Check this before you join the meeting.
3. **Placement of camera.** Try to have the camera at the same level as your head, not far below or above. Find a stable place for your camera and avoid moving it around.
4. **Framing and background.** Check what you see in your frame, try to have your head and upper body represented. Remember that other participants can see what is behind you in the image.
5. **Always use headphones and a stand-alone microphone or a headset with a microphone** in order to eliminate echoes. **Avoid the use of Bluetooth headphones.**

6. **Cut out the background distractions.** If you are conducting your video conference from home, consider using a quiet space where you are alone. Turn off televisions, radios and any other audio-visual distractions, including other browsers that might be open
7. **It is strongly recommended that you connect your laptop through a cable to the network.** If this is not possible, find a location with a strong signal and stay close to the access point for WIFI.

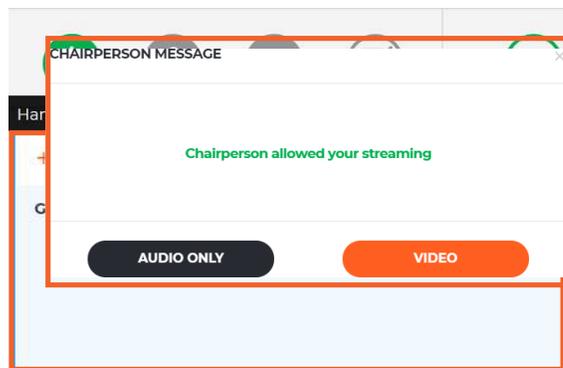
## How to use the *interprefy* platform

### Requesting the floor and making an intervention

To request the floor, ask for a permission to speak by clicking the **green hand icon** to raise your hand



Don't worry if you cannot see yourself in the ALL speakers list. The moment you raise your hand, **the request will be visible on Chair's list.**



When the Chair gives you the floor, you will receive the following message. Please select **video** in order to stream both, audio and video.

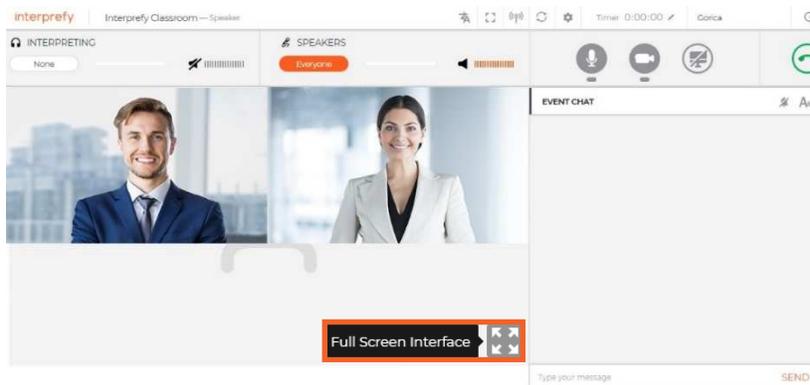
Once you have finished your intervention, please use the disconnect button (red button) to stop your streaming. Red means you are streaming, green means that you are not streaming.



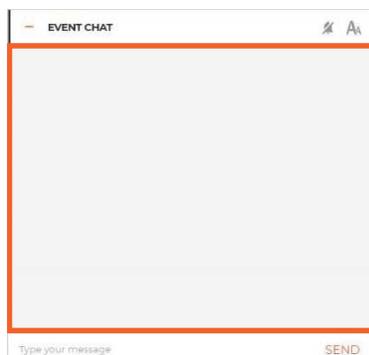
**AUTO VOLUME** – The function Auto Volume is turned on by default. When this switch is on, the volume is automatically adjusted between interpreting and the Floor: when the interpreter is muted, user hears Floor, and when interpreter is speaking, user hears interpreting. This way, a participant does not need to switch between channels and only hears the language he/she understands, either on the Floor or through the interpreter.

## Choosing full screen

Choose full screen (Hover the mouse over the video and icon will become visible)

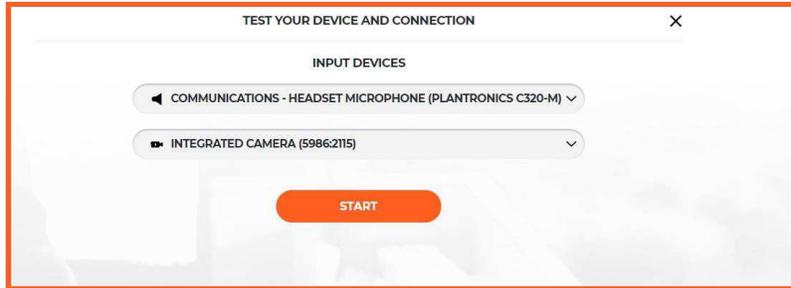


Should you have **technical difficulties** that cannot be addressed using the solutions listed in this guide, you may use the EVENT CHAT to communicate with the moderators. **Please do not use the meeting chat room to request the floor.** Messages and questions to the Chair posted in the chat room will not be addressed.



## Troubleshooting

If you have problems connecting or if you get an error message when trying to stream your audio and video (taking the floor), use the following link <https://interpret.world/test>



If you are facing any problem with audio and video during the meeting itself, please use the button **RESTART ALL LINES** (above hand icon). If issue persists - reload browser.

