To successfully participate in the online meeting here are a few requirements and recommendations

**STABLE INTERNET**
Ethernet (LAN) cable is highly recommended – Wi-Fi often causes breakups when transmitting sound, this could cause low quality of sound and loosing parts of the speech for other participants.

**CAMERA**
Please adjust your camera, it needs to be pointed to you.

**QUIET WORKSPACE**
Close all windows (no external noises like outside traffic)
**Be mindful with noises you create** (shuffling papers, mobile device sounds, keyboard strokes, moving the chair...)

**USB HEADSET**
Ideally with noise cancelling, to prevent the sound from the ear pad being picked up by the microphone
To refresh your browser:
F5 (Fn+F5)

Interpreting language:
Interpreting language

Restart All Lines

Settings

on/off your webcam

on/off your mic

To request the floor,
please click on the green hand icon or click on Alt + H

04:59 PM
05:00 PM

Joao GOMES (UNOG Technical Support) (Host)
Sandrine GAPIHAN (UNOG Technical Moderator) (Host)
Geraldine PIQUIER (UNOG Technical Moderator) (Host)
Laura ESCOFFIER (UNOG Technical Moderator) (Host)
Oleg CHUMAKOV

Gada NAJAH (UNOG Technical Moderator):
You can test your MICROPHONE, WEBCAM and NETWORK https://interpret.world/test

Mariel BOURGOIS (UNOG Technical Moderator):
To request the floor, please click on the green hand icon or click on Alt + H

05:00 PM

Gada NAJAH (UNOG Technical Moderator):
You can test your MICROPHONE, WEBCAM and NETWORK https://interpret.world/test
To request the FLOOR

1. Click on the green hand icon to Request for the floor

And to Cancel a Request for the floor, please re-click on the green hand

2. Your streaming will be activated once the chair gives you the floor

When you have the floor, you have the following option
Click on "AUDIO AND VIDEO" to enable your microphone & webcam or "AUDIO ONLY"

What would you like to stream?

Joao GOMES (UNOG Technical)
Angelique WALKER (UNOG Moderator)
Christian BRUN-COSME-BRUNI (UNOG Moderator)
Dirk CO (UNOG Moderator)
Emeric CAMP (UNOG Moderator)
Gaelle PAILLOT (UNOG Moderator)
Immen AMMAR (UNOG Moderator)
Masym BOBROV (UNOG Moderator)
Una GILTSOFF (UNOG Moderator)
To share a document

1. You have to request for the floor
   When you are on streaming
   You need to open your document (Don’t minimize your document)

3. Go back on your interface and click on the Screen Sharing icon.

4. Then in the pop-up window select

5. Select your document.

6. Click on Share

7. Return on your document and now you can activate the full screen