# 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.

**USB HEADSET**
Ideally with noise cancelling, to prevent the sound from the ear pad being picked up by the microphone

**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...)

# USING THE MEETING ROOMS' FEATURES

**To refresh your browser**
**F5 (Fn+F5)**

**Settings**

**on/off your webcam**

**Restart All Lines**

**on/off your mic**

interpret.world/user/sign-in

interprefy | Title of the conference - Speaker | Timer 2:00:08 | Your Name | LOGOUT

INTERPRETING | SPEAKERS

Select

Everyone

**Interpreting language**

ALL PARTICIPANTS 14 | Search | X

**Private Chat**

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

UNITED NATIONS GENEVA

interprefy
Requirements

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**+ EVENT CHAT**

**PUBLIC CHAT BOX**

Muriel BOURGEOIS (UNOG Technical Moderator):
*To **request the floor**, please click on the **green hand
icon** or click on **Alt + H***
04:59 PM

Gada NAJAH (UNOG Technical Moderator):
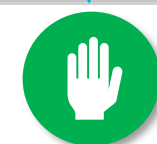You can test your MICROPHONE, WEBCAM and
NETWORK https://interpret.world/test
05:00 PM

**FULL SCREEN MODE**

Type your message | **SEND**

# 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**

**1.**

**Active mode**

**Streaming Allowed**   X

**What would you like to stream?**

**AUDIO ONLY**     **AUDIO AND VIDEO**

**2.**

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**"

— **ALL PARTICIPANTS**  13    Search    X

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)

+ **EVENT CHAT**

# 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 i**con.

**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**

Active mode

1.

2.

3.

Your Entire Screen | Application Window | Chrome Tab

4.

Capture d'écran et croq...   Interpret.world :: User In...   Interprefy v2_for trainin...

Your document

5.

USB DISK (D:)   Boîte de réception - jo...   Compte rendu heures s...

Share   Cancel

6.

interprefy | Title of the conference - Speaker    Timer 2:00:08 ✎    Your Name    LOGOUT

INTERPRETING

Select

LANGUAGE SETTING

🎧 Listen to Interpreting in

None ▾

None
**ENG**, English
**FRA**, French
**RUS**, Russian
**SPA**, Spanish
**CHI**, Chinese
**ARA**, Arabic

SPEAKERS

**SETTINGS**

Input devices

🎙 Audio device          📹 Video device

Par Défaut - Headset Microphone (Jabra Link 3 ▾     Integrated Camera (5986:2118) ▾

Par défaut - Headset Microphone (Jabra Link ...     Integrated Camera (5986:2118)
Communications - Headset Microphone (Jabr...     Logitech HD Webcam C525 (046d:0826)
Headset Microphone (Jabra Link 370) (0b0e:2...
Microphone (HD Webcam C525) (046d:0826)
Microphone Array (Realtek High Definition Au...

crop video to fit

☐ Disable auto pop-up for chats in full screen     ☑ Keyboard Shortcuts: Right, Down, Ctrl+Space

☐ Show own video as reflection

CANCEL          SAVE

STABLE IN
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Moderator          Thibaut Virot

Adio Sodiq Sulaiman
Ahid Manja
Jerome Lindecke
Stephane Wiewiora
Thibaut Virot          **Private Chat**
Emmanuelle Favre
Ahmed Darwish
Hakim Bouzidi
Hanh Rolland
Renata Seczawa          Type your message    SEND

Timer 0:00:00

Oleg CHUM

orefy

ERPRETING

SPEAKERS

Everyone

High ∨

Active speaker video display is OFF

AUTO

ALL PARTICIPANTS  16

Search

Floor -XVI (Host)

Ahmed Darwish (UNOG Moderator) (Host)

Oleg CHUMAKOV (UNOG Moderator) (Host)

Ahmed Fathalla

Marcia V. J. KRAN

Andreas_Zimmermann

Cherry Rosniansky

Eleanor_Robb

Fatiha SALLAHI Meeting Services Assistant

EVENT CHAT

Oleg CHUMAKOV