



# RIPE 82

Virtual | 17 - 21 May

**Meetecho**  
Guidelines for Participants

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**How to join Meetecho**

# Internet connection

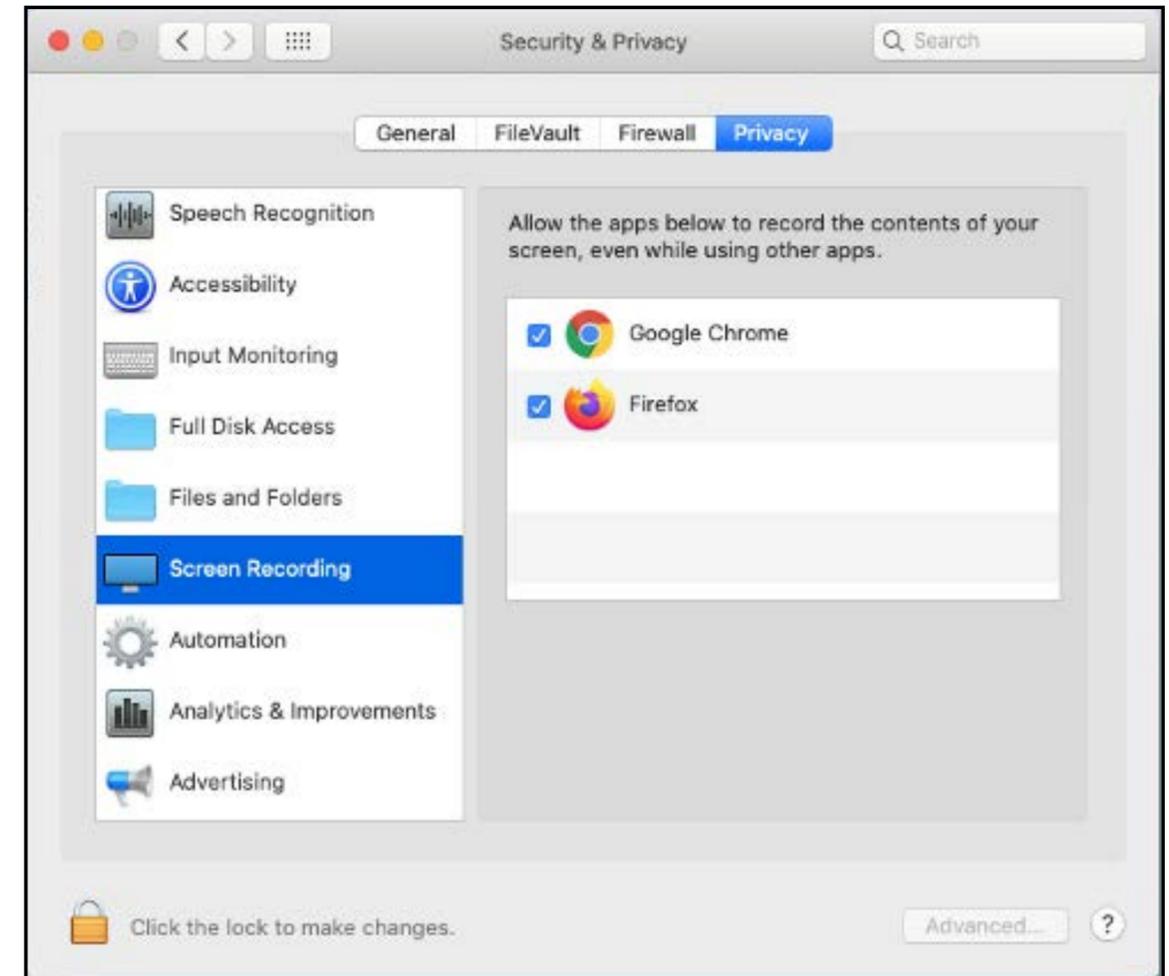
- Only the hosts (RIPE NCC staff), session chairs and speakers are expected to share their screens
- All other participants are expected to send audio only. If needed, participants can make requests of session chairs to send also video
- For these reasons, the expected bandwidth usage is expected to 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:
  - Safari only permits sharing the entire screen and not particular application windows
  - Privacy and adblocker browser extensions and add-ons can block audio and video feeds
  - The user interface is not optimised for mobile devices (i.e., phones, tablets)
- WebRTC does not allow screen sharing to be performed from mobile browsers

# System Settings

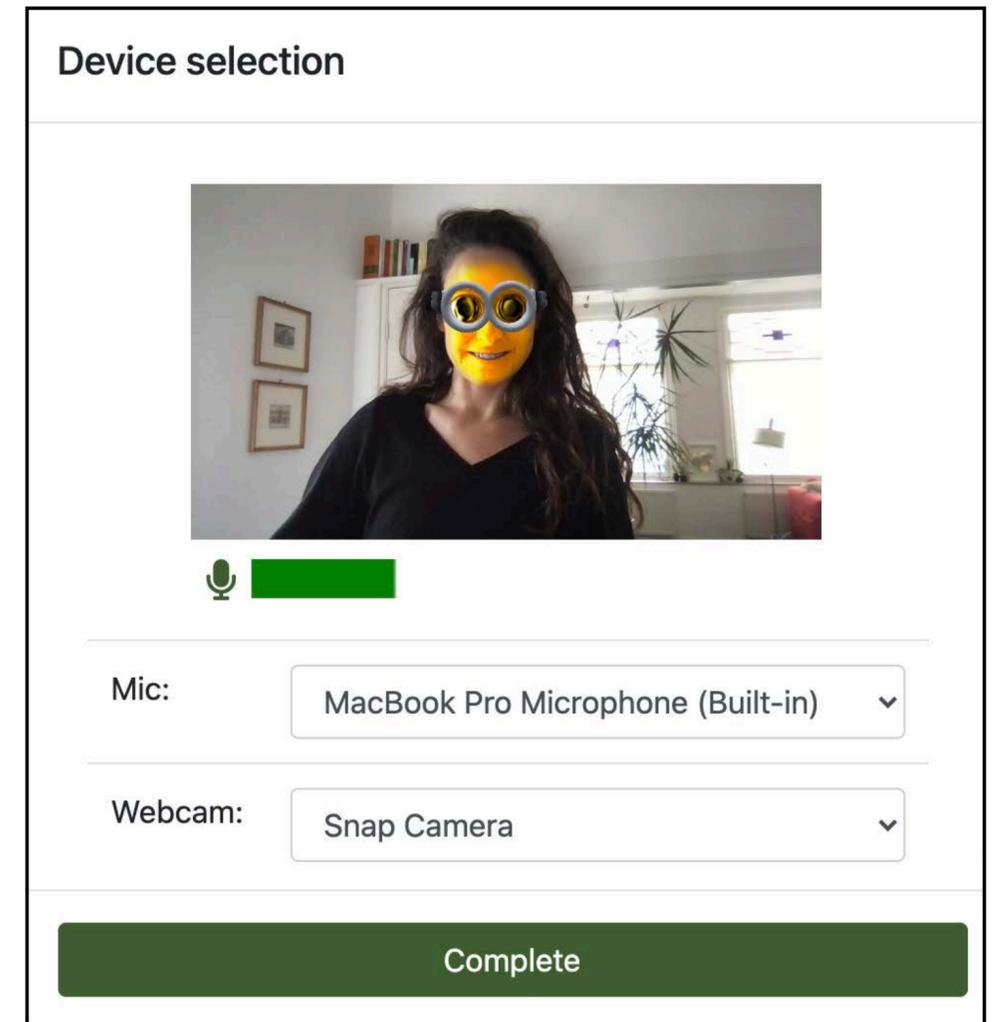
- To enable screen sharing in macOS  $\geq 10.15$  using browsers other than Safari, System Preferences must be set to allow Screen Recording for the web browser being used
- This can be found at: System Preferences > Security & Privacy > Privacy > Screen Recording



*System preferences setting required to enable screen sharing in macOS 10.15 (not applicable to earlier versions of macOS)*

# Unique Link and log in

- You have to register for the meeting to join Meetecho
- If you are registered, you will receive **an email with a unique URL** that you can use to join a session anytime during the meeting week
- When you join a session, a **pre-flight session** will appear where you can select your mic and webcam devices. Check if they are working!



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



# Your Role in Meetecho

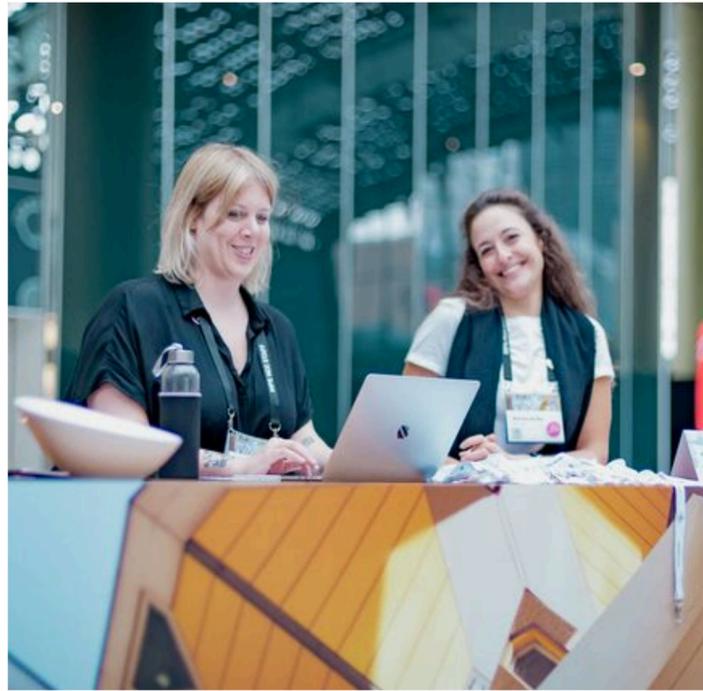
Participant Role

# Your Name and Role

- Your name and role will appear in the upper left-hand corner of the Meetecho window
- You will always enter the session as 'Participant'
- 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 RIPE Meeting  
Tech Team



## Chair

The Session Chairs



## Speaker

Anyone presenting  
at the meeting



## Participant

All the RIPE  
Meeting attendees

# The Participant Can



## Participant

All the RIPE  
Meeting attendees

- Request to use audio (and video) to ask a question and/or comment on something
- Ask questions in writing using the Q&A
- Participate in polls
- Chat with the group or one-on-one with an individual participant
- Use live transcription



# Controls and Actions

Participant Role

# Meetecho Interface

Your Info & Media Controls

Meeting Controls

Window Tabs

The screenshot shows the Meetecho interface for a virtual meeting. At the top, a dark green header displays 'RIPE 82'. Below this, the interface is split into three main areas. On the left, a sidebar contains 'Your Info & Media Controls' (highlighted with a red box) showing the current user 'Marge Simpson' and a 'Window Tabs' section (also highlighted with a red box) listing participants: 'Host 1', 'Martina de Mas', 'Jane Doe', and 'Marge Simpson'. The central area is a large video feed showing a virtual environment with people avatars and a prominent green banner that reads 'RIPE 82 VIRTUAL | 17 - 21 May' and 'RIPE Meetings: connecting the Internet community ripe82.ripe.net'. At the top right, a 'Meeting Controls' bar (highlighted with a red box) contains icons for video, chat, share, info, notifications, mute, and unmute. At the bottom, a status bar shows 'Meetecho' branding, 'audio in: 0 kbps', a 'recording' indicator, a volume slider, and a refresh icon.

# Your Info & Media Controls

- On the left-hand side, where your name and role appears, you will find the media sharing controls
- Left-to-right
  - Send Video
  - Send Audio



# Sending Media

- When sending media, the grey icon for that media (audio, video) will turn green
- The green background in your name block and the waveform under your avatar image are other indications that you are sending media
- To stop sending a type of media, click on the respective icon again



*This screenshot shows the Participant view sending audio*

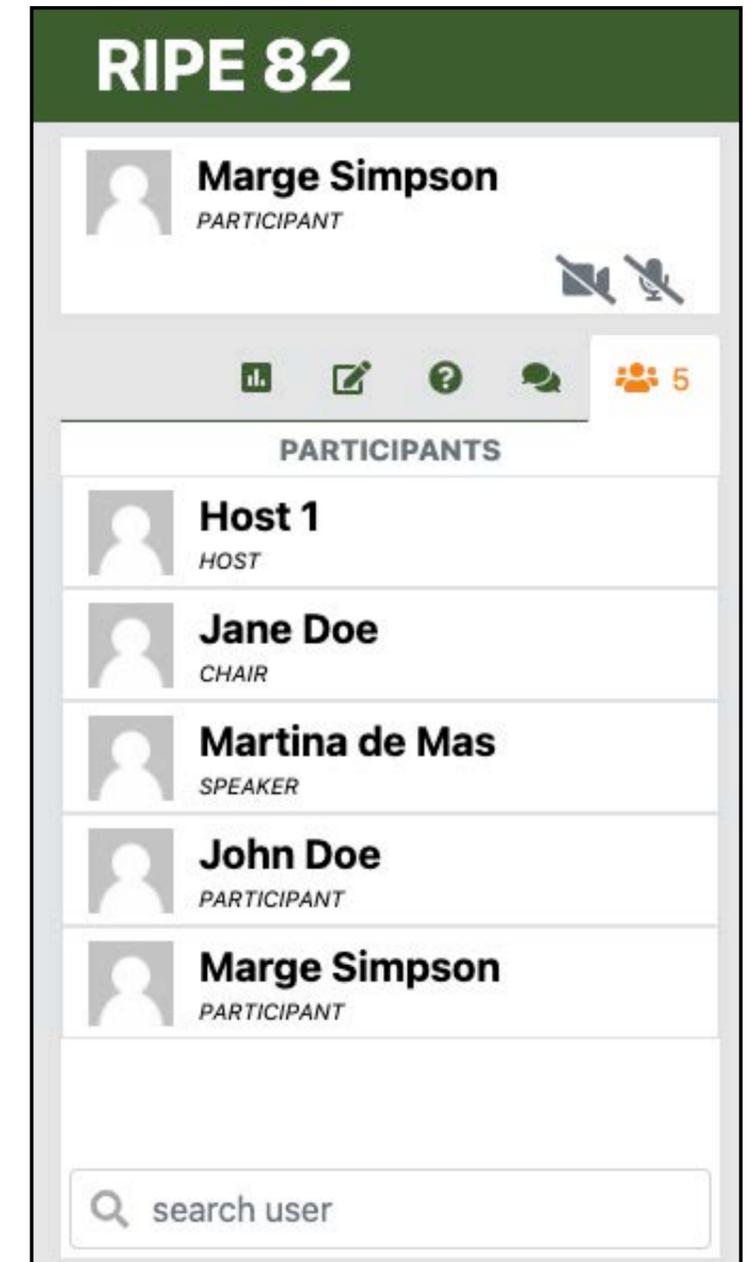
# Window Tabs

- On the left, under the name/role/media, you will find the window tabs
- Right-to-left
  - Participants List
  - Chat
  - Q&A
  - Stenography
  - Poll



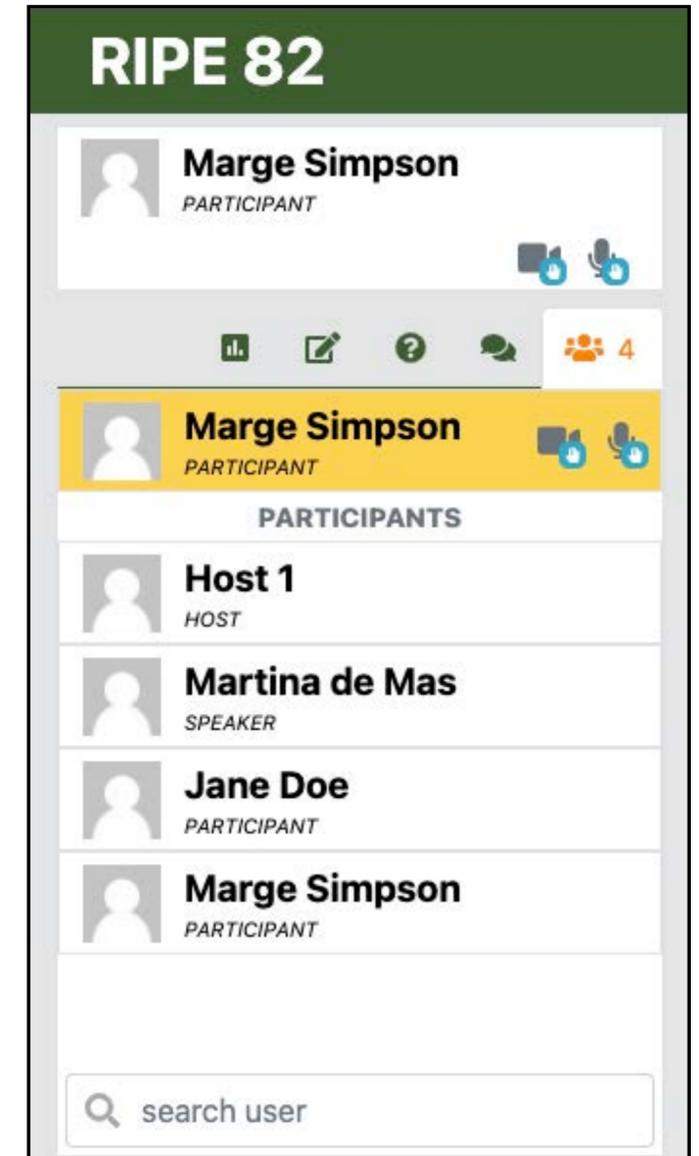
# Participants List

- The total number of people in the room is shown at the top, next to the icon
- The list will show first the Hosts, then Chairs, then Speakers, and then all the Participants in alphabetical order
- You can search for a Participant using the search box (NEW!)



# Audio/Video Queue

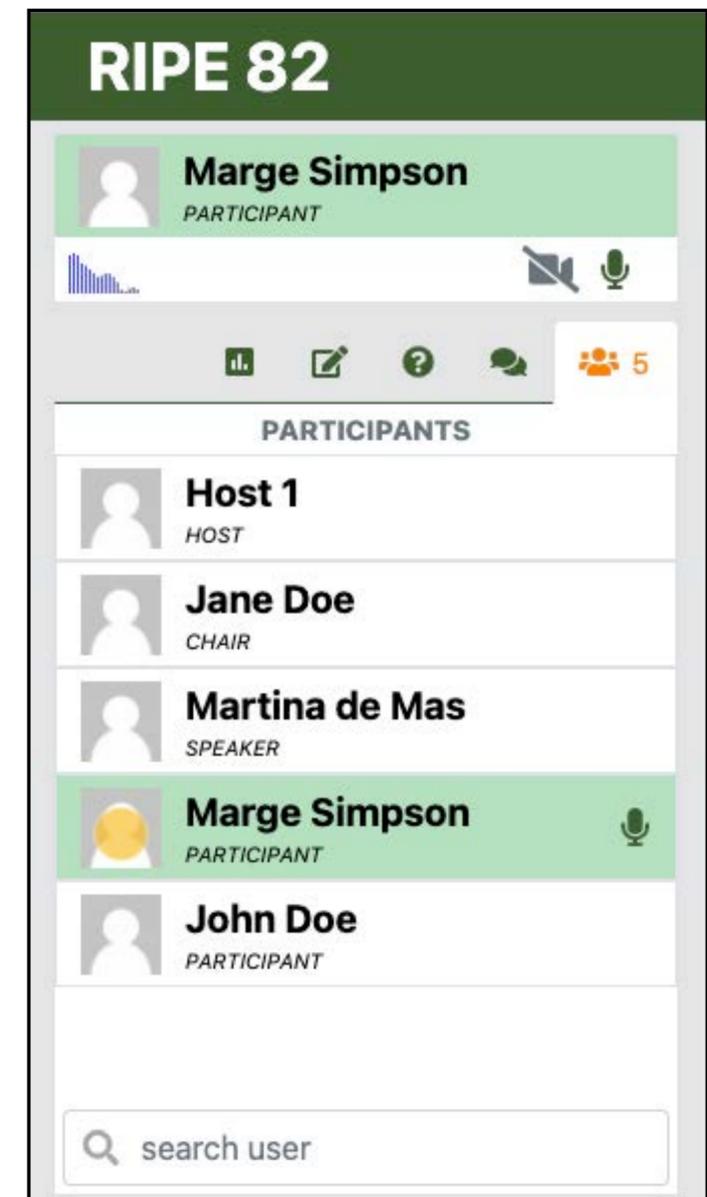
- Audio queues are integrated into the Participants list
- Participants can ask for **audio and video** to comment or ask questions by clicking on the mic or video icon
- If you ask for the floor, your name will appear in the “Queue” section at the top with a yellow background



*This screenshot shows the Participant view, with requests from Participant to send audio and video*

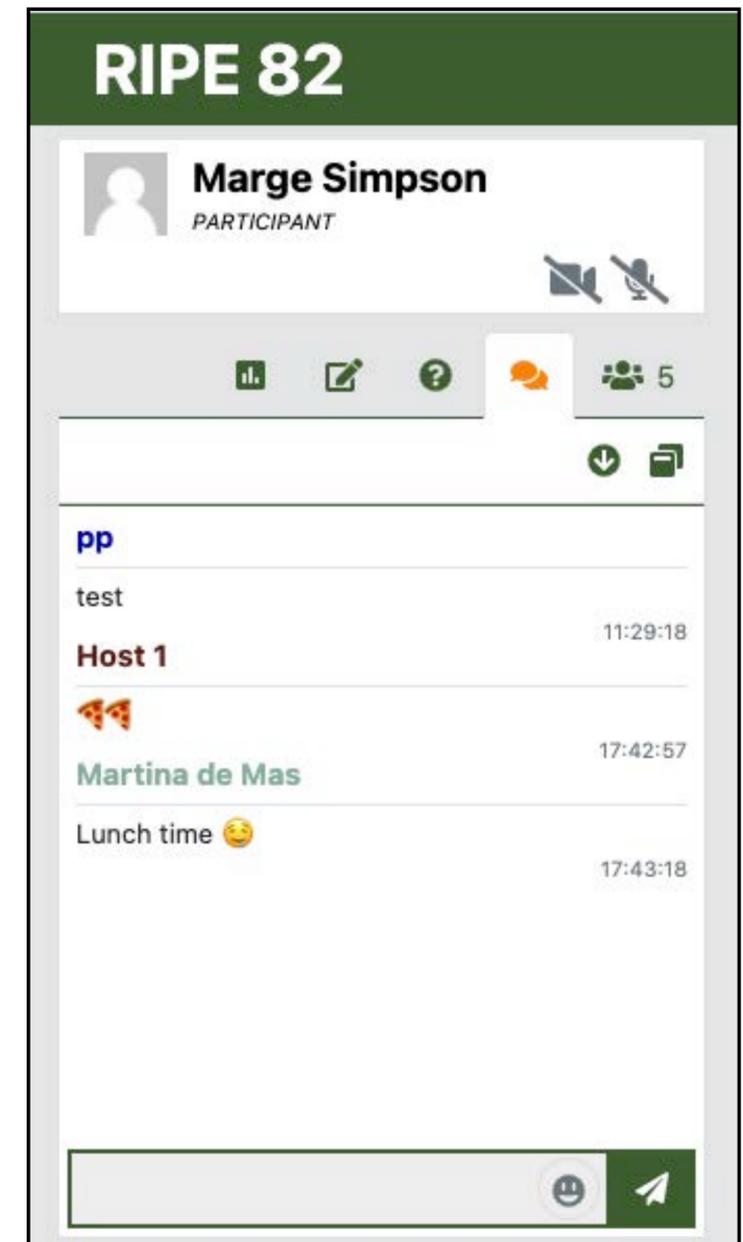
# Audio Queue: Speaking

- When you are granted the floor, the area behind your name will turn green both at the top and in the Participants list
- When you have finished asking a question, you need to 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
- You need to follow the same process if you want to send video as well



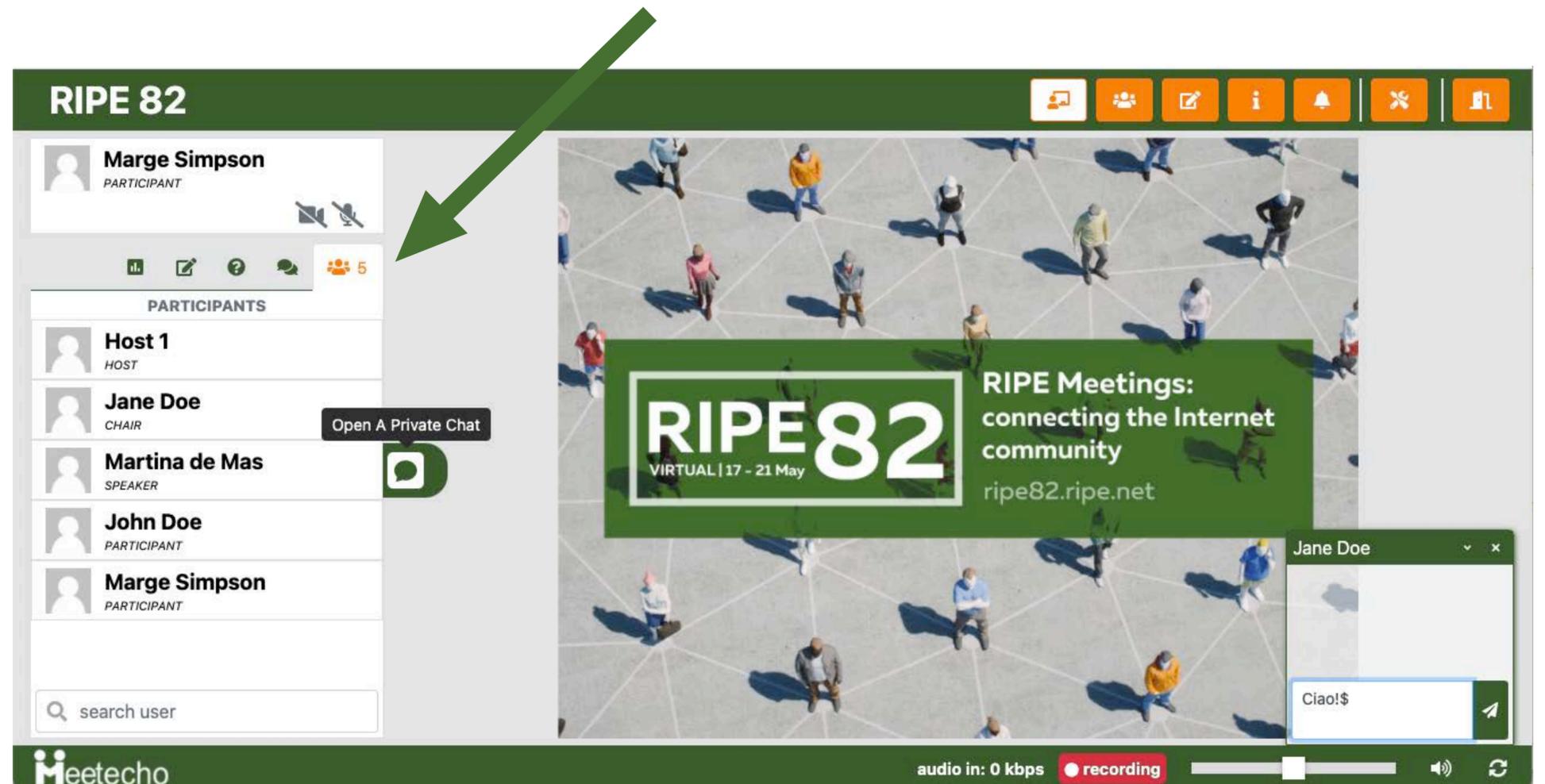
# Public Chat

- Use the chat icon to enter the chat window
- Use the green arrow icon to scroll at the last chat message
- You can detach the chat window using the icon at the top left
- You can send emojis by using the emoji icon (NEW!)



# Private Chat

- You can chat privately with individuals:
  - Go on the Participants list
  - Roll over a name in the Participants list and click the speech bubble “Private Chat”
  - Individual chats appear in the bottom-right corner of the Meetecho window



# Q&A

- Participants can ask questions using audio or by using the Q&A window
- The Chair will make sure that the questions in the Q&A are read out loud so that the speakers can reply live
- It is not possible to ask anonymous questions because the affiliation field is mandatory
- Once you write your questions, it is no longer possible to view them anymore, only the Chairs and Speakers can do so

The screenshot shows a mobile application interface for a virtual meeting. At the top, a dark green header displays 'RIPE 82'. Below this, a white bar identifies the user as 'Marge Simpson' with the role 'PARTICIPANT'. To the right of the name are icons for video and audio. A secondary navigation bar contains icons for a calendar, a document, a question mark (highlighted), a chat bubble, and a group of five people. The main content area is titled 'ASK A QUESTION' and features a text input field labeled 'your affiliation', a larger text area labeled 'write your question here', and a dark green button at the bottom labeled 'Send question'.

# Polls

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

The screenshot shows a mobile application interface for a poll. At the top, a dark green header displays 'RIPE 82'. Below this, a white bar identifies the user as 'Marge Simpson' with the role 'PARTICIPANT'. To the right of the name are icons for a muted microphone and a video camera. A secondary bar contains navigation icons: a poll icon, a pencil, a question mark, a speech bubble, and a group of five people. The main content area features the poll question 'APPLES OR BANANAS?' in green, followed by a countdown timer 'CLOSING IN 8 SECS'. Two radio button options are provided: 'APPLES' and 'BANANAS'. At the bottom, a dark green 'Submit' button is visible.

# Meeting Controls

- From left to right
  - Presentation View: slides and videos
  - Gallery View: only the videos
  - Agenda: connected to the RIPE 82 meeting plan
  - Start The Tour!: brief tutorial that shows where the controls are
  - Notification Settings: turn off/on audio notifications
  - Settings: change audio/video devices
  - Leave The Room: exit session





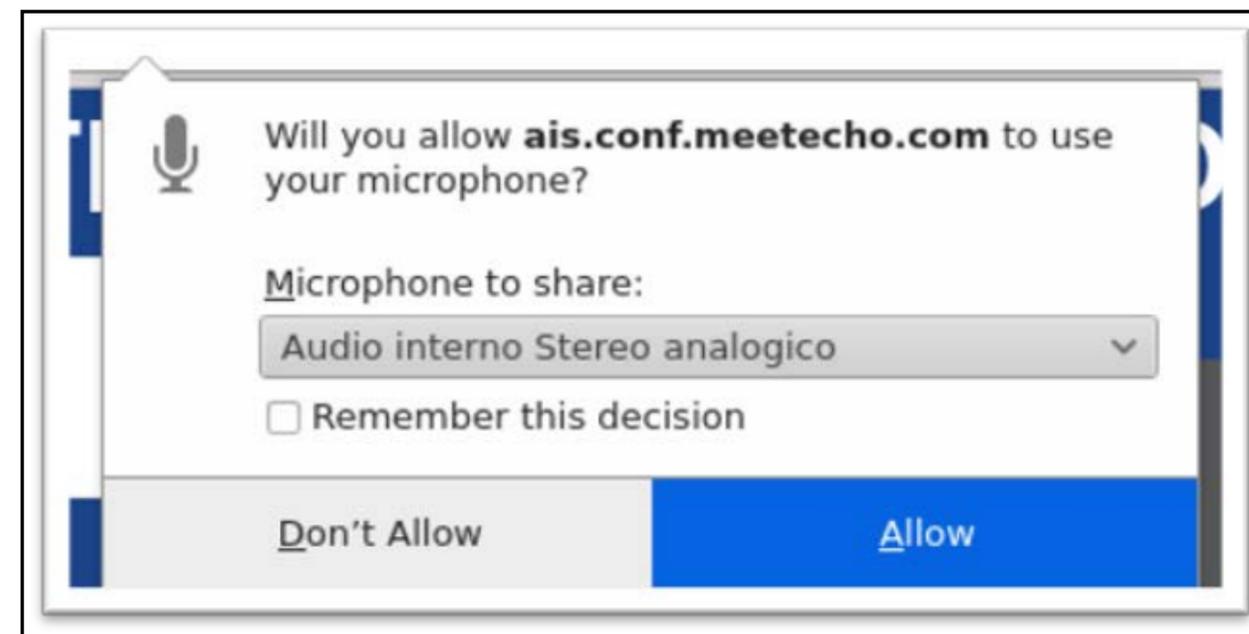
# Troubleshooting

# Web Browser

- Safari only permits sharing the entire screen and not particular application windows. In general, use a different browser if possible
- Privacy and adblocker browser extensions and add-ons can block audio and video feeds
- The user interface is not optimised for mobile devices (i.e., phones, tablets)

# Sending Audio/Video

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

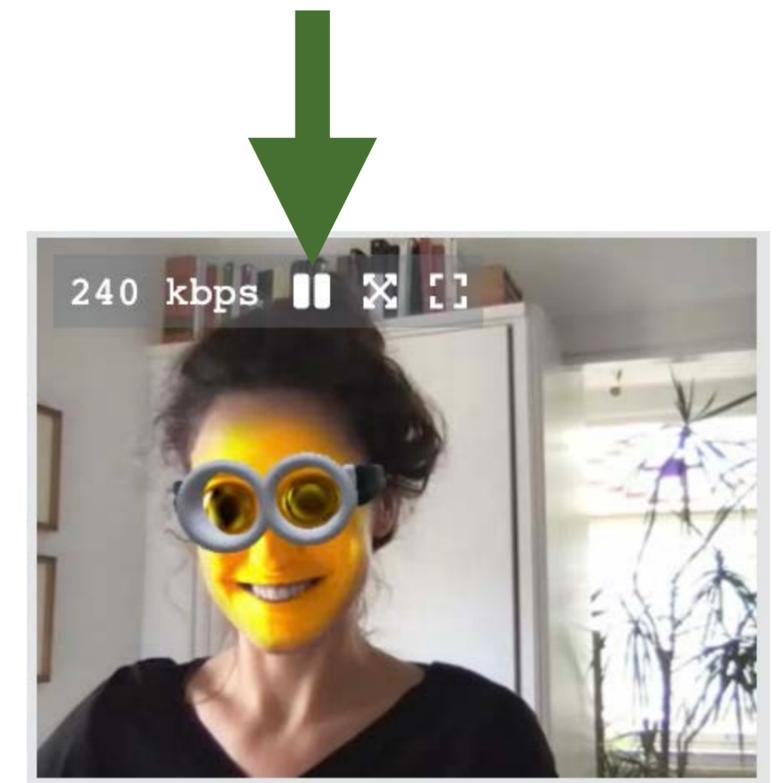


# Receiving Audio/Video

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



- 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



# Other Issues

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



- If you have trouble receiving audio or video, make sure you do not have any browser extension installed that may interfere with HTML5 `<audio>` and `<video>` elements playing

# Tech Desk

- You can contact the tech team before and during the meeting via email at [opsmtg@ripe.net](mailto:opsmtg@ripe.net)
- During the meeting, they will also be available in a separate Meetecho room, “Virtual Tech desk”, where they will help you troubleshoot any tech issue