



**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 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/

# 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.  
**In general, please use a different browser than Safari!**
  - 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



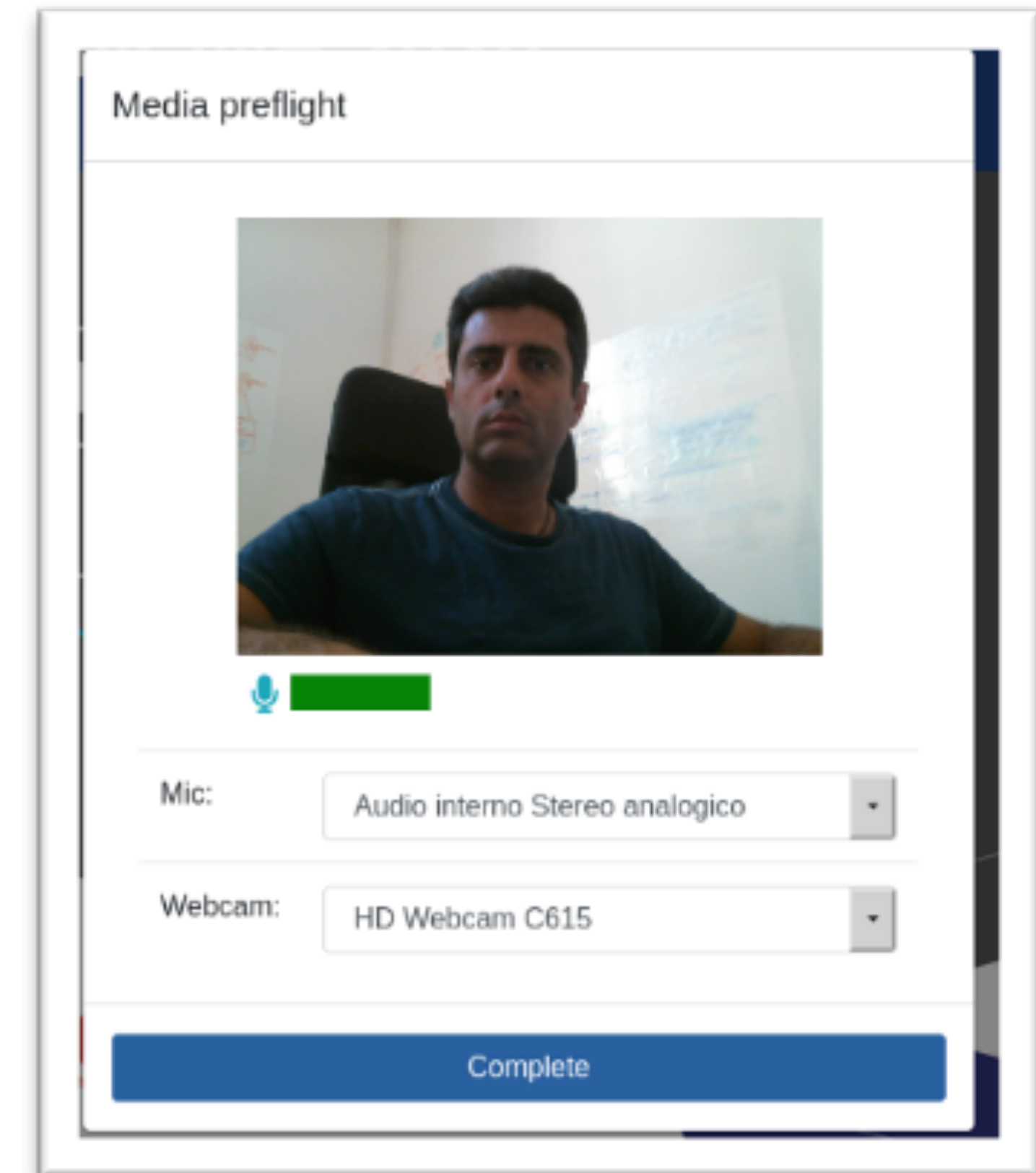
- To enable screen sharing in macOS  $\geq 10.15$  using browsers other than Safari, System Preferences must be set to allow Screen Recording for the web browser being used.
- This can be found at: System Preferences > Security & Privacy > Privacy > Screen Recording



# Meeting Registration and Login



- You have to register for the meeting to join Meetecho:
  - <https://ripe81.ripe.net/attend/register/>
- Closer to the meeting, 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, 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.*





# 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 RIPE Meeting  
Tech Team



## Chair

The Session Chairs



## Speaker

Anyone presenting  
at the meeting

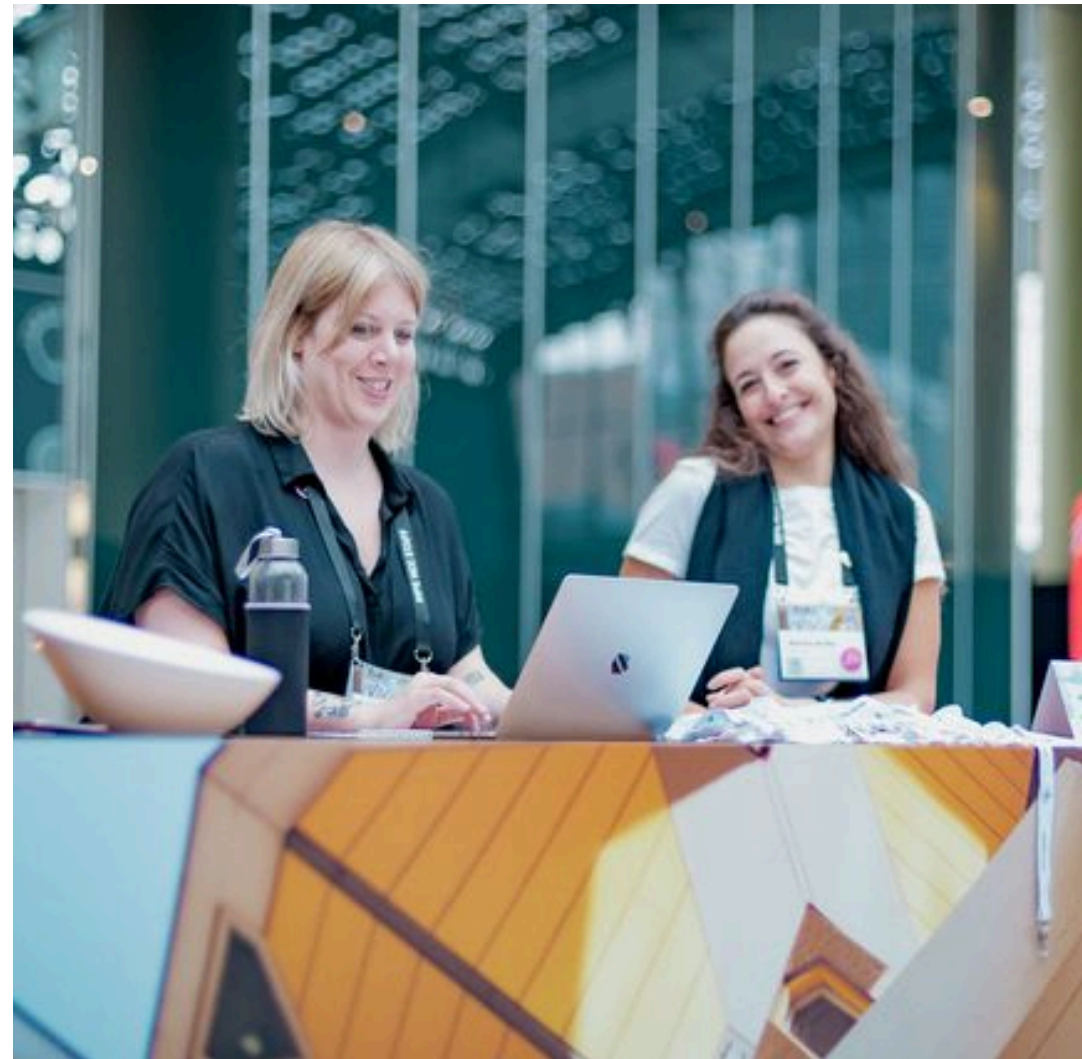


## Participant

All the RIPE  
Meeting attendees



# The Host Can



## Host

The RIPE Meeting  
Tech Team

- Use audio and video
- Share screen
- Approve/deny audio requests made by participants
- Promote/demote Participants to/from Chair
- Promote/demote Participants to/from Speaker
- Create/Start polls
- Kick out malicious participants

# The Chair Can



## Chair

The Session Chairs

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

# The Speaker Can



- Use audio and video
- Share screen
- See the Countdown Clock
- Create/Start polls

## Speaker

Anyone presenting  
at the meeting



# 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 with the group or one-on-one with an individual participant

## Participant

All the RIPE  
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.



# Actions

Chatting, Q&A, polls

# Chatting




- Use the chat icon on the left side of the window
- You can chat privately with individual 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.



# Using the Q&A

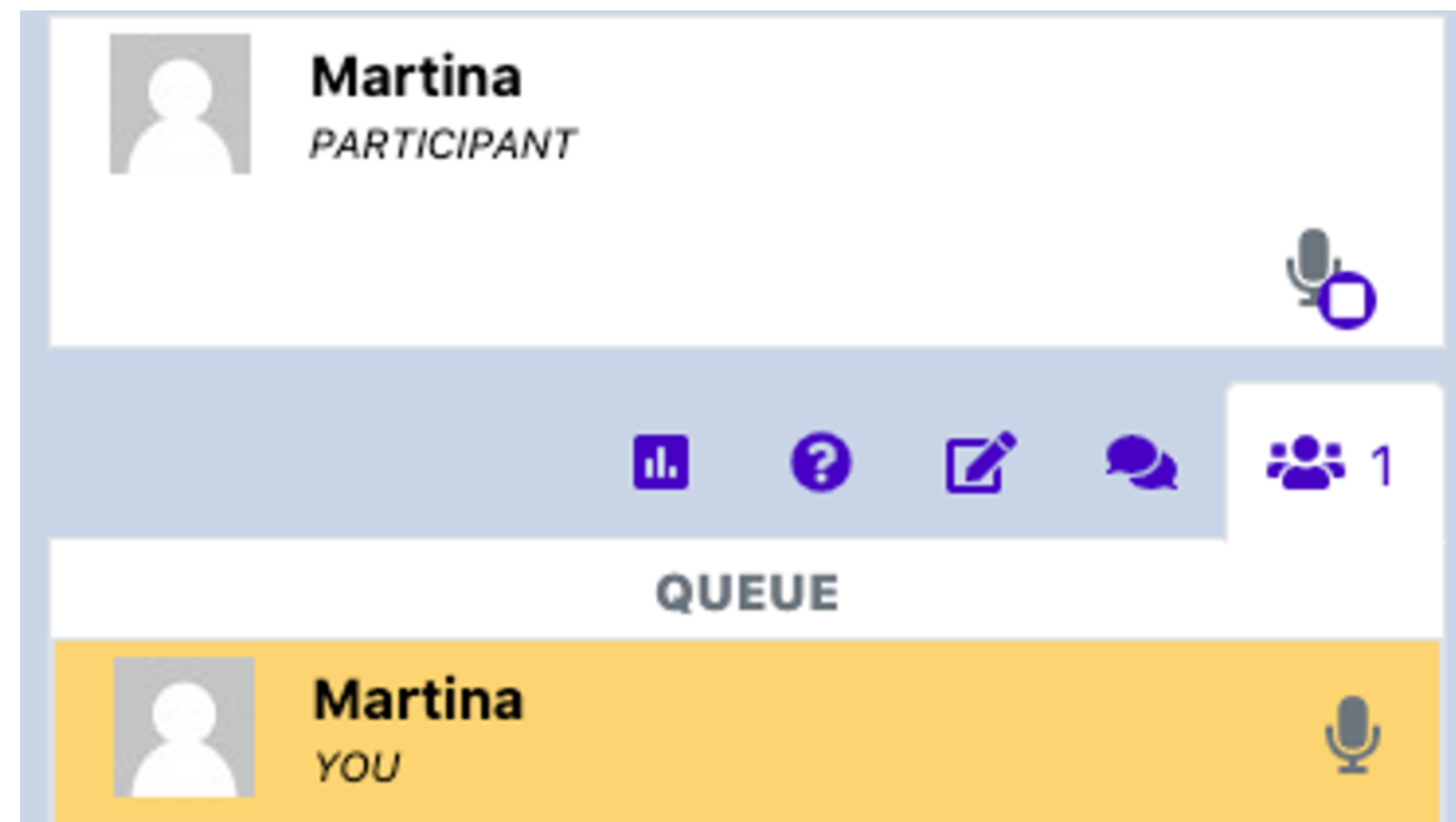


- You can ask questions in writing using the Q&A window. 
- You can also ask questions using audio. The chair will moderate the order of the questions.
- For written questions, the chair will make sure that the questions are read out aloud.
- It is not possible to ask anonymous questions, **please write 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.

# Audio 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.

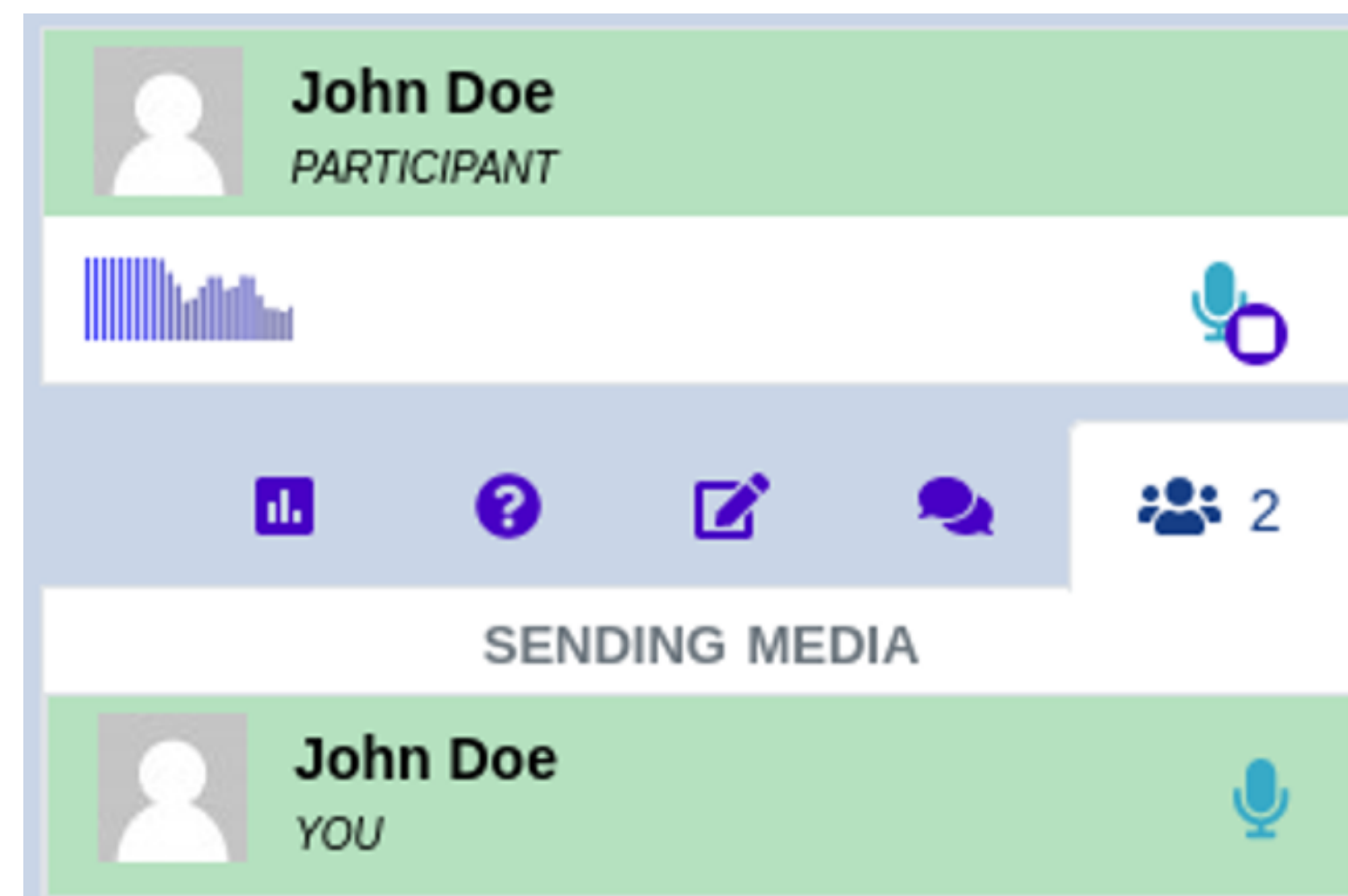




# Audio Queue: Speaking



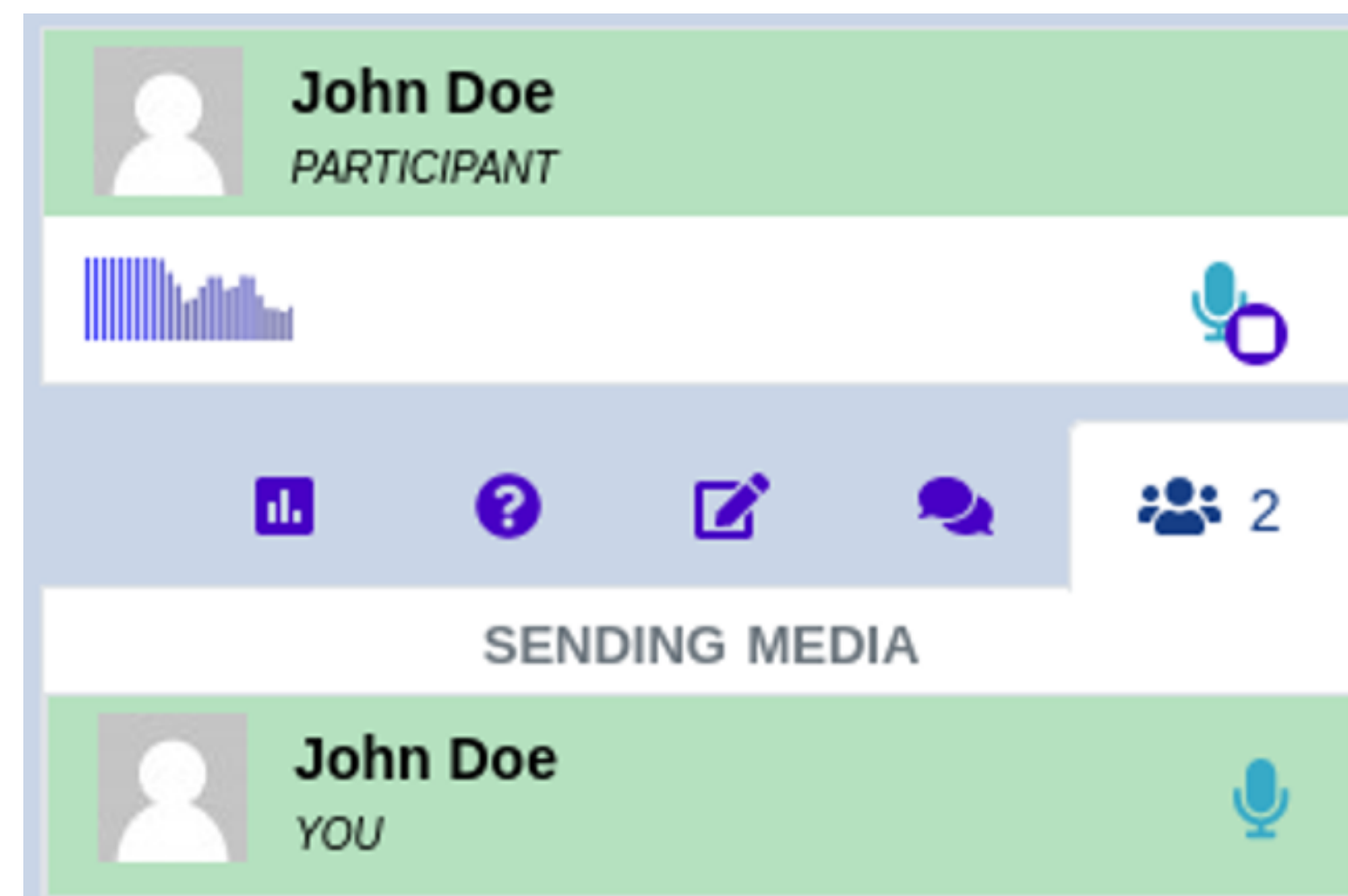
- When you are granted the floor, the area behind your name will turn green and you will see a waveform appear under your avatar image.
- When you have finished asking your question, please turn off your mic by clicking on the mic icon again.
- If you want to respond to the speaker, or add a reply or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



# 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.



# 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.

Session Host  
HOST

APPLE OR PEAR?  
CLOSING IN 27 SECS

APPLE ☐

PEAR ☐

submit

end the poll

**RIPE81**  
Virtual | 27-30 Oct

A New Virtual Poll Session Has Started, It Will End In 29 Seconds



# Troubleshooting



# Receiving Audio



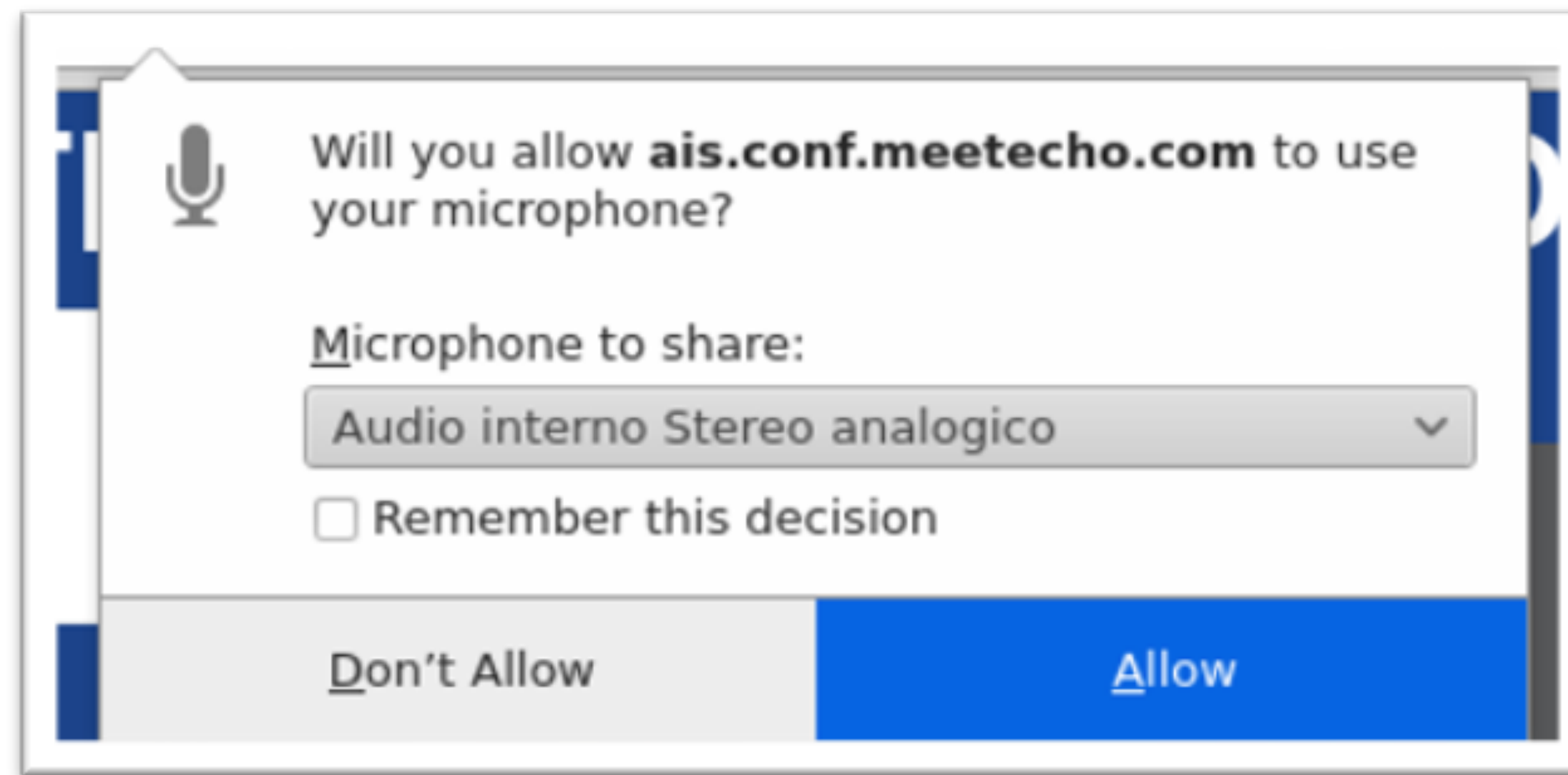
- Trouble receiving audio? Reconnect to the audio stream by clicking on the button on the bottom-right corner of the screen.



# Sending Audio/Video



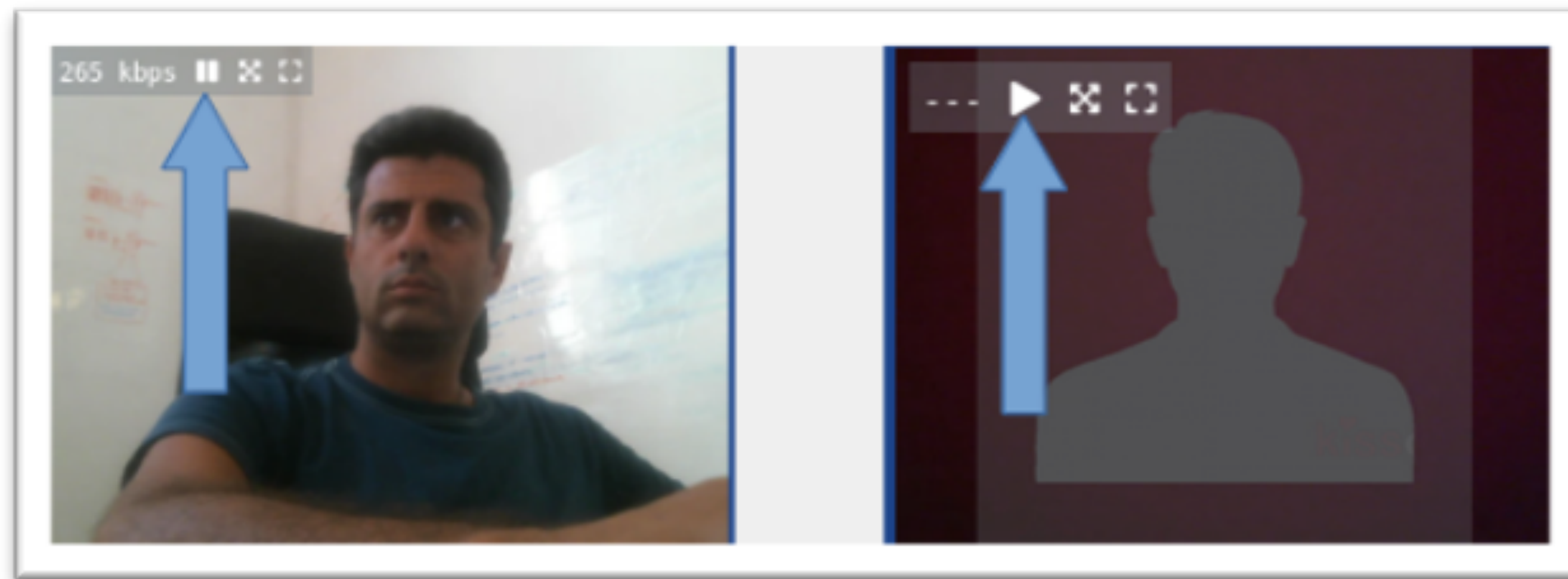
- If you have trouble sending your audio/video, please make sure that you granted permission to the browser to access your capture devices:



# 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@ripe.net  
@ripemeeting