



TWC Speaker Short Guide

We are fully dedicated to creating Event Experience Platform MiTeam with as simple and user-friendly UX/UI as possible. Yet this Short guide might assist you in speaking on events if necessary.

General advice

As all video conferencing platforms we would like to advise you on a few actions, which will make your participation more stable and enjoyable.

- MiTeam is generally used in browser with full functionality and does not require you to download App, therefore browser privacy rules dictate some of the features
 - Use a good quality microphone on a headset or stand-alone type. Integrated microphones in your PC can be of low quality. Wireless headsets can be a source of instability
 - Provide and test source of light to have a good video
 - Provide wired internet connection or be as close as possible to your WiFi
 - Restart the computer before the session. Make sure that no other unnecessary applications are opened. Video conferencing applications like Zoom and Teams can cause blocking of your devices
 - Close ALL unnecessary browser windows and tabs
 - In case of unpredicted trouble refresh your browser
 - Please make sure to perform a complete test of your network, devices and screenshare at least one hour in advance. The organizer team is available to assist you with any problem.
 - The quality of your network can be tested on test.webrtc.org site.
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- **Important:** If you will open TWC in a browser incognito mode, some chat features may not work.

Registration and sign in

Before the event, you have received an email invitation to join The Web Conference. Click on “JOIN:TWC” button (1) to join the event.



Email invitation

Now you have to create your account. Enter your desired username (2) and password (3) with 6 characters minimum. Then click on Register (4).



Registration

You only need to register once. When you sign in next time the signing form will appear where you have to enter your username or email address and password provided when registering. If you forgot your password, there is a "Forgot your password?" button where you can set a new password.

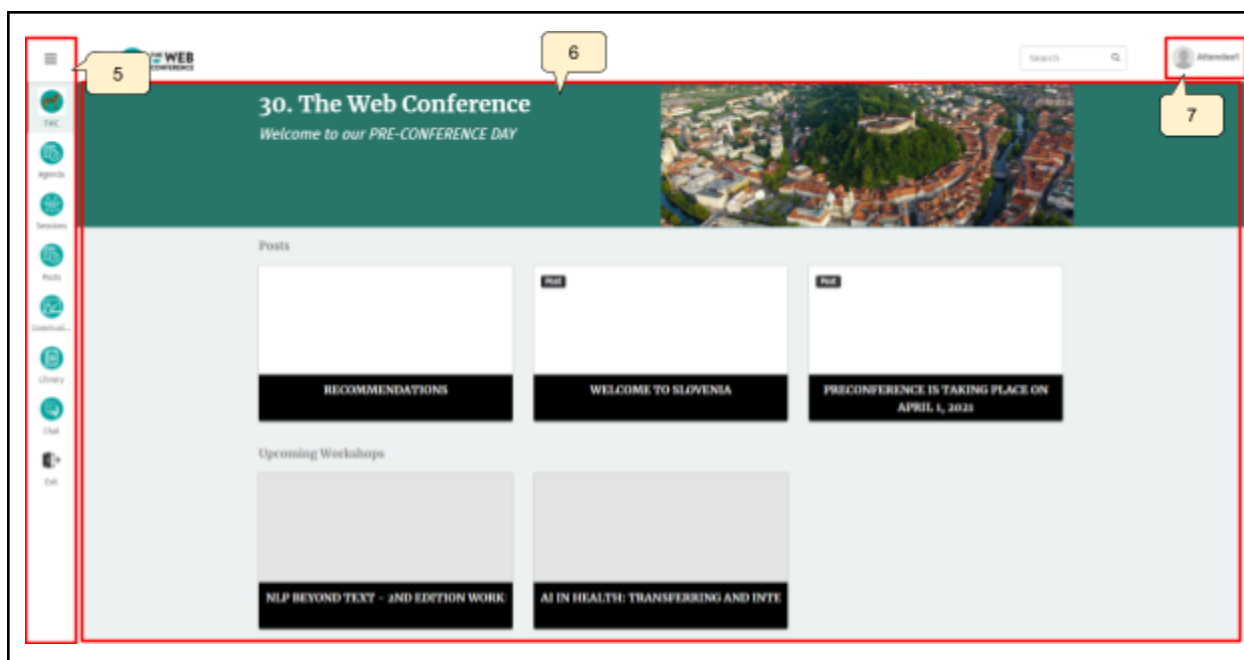


Sign In

Forgot your password?

Sign in

You have successfully entered the TWC Event site Home page with key information you might need during the event.



First page

On the left side is a menu (5), where you can access different event sessions and content. In the middle of the web page (6) is where the content is displayed and on the top right-hand side is your profile information (7) where you can edit your activity status and profile information.

Enter your Session room

Your session will be live-streamed from the session video conference room. As a speaker, you will enter the Pre Event Session Room, where you will join other speakers on the video conference call and create a great event.



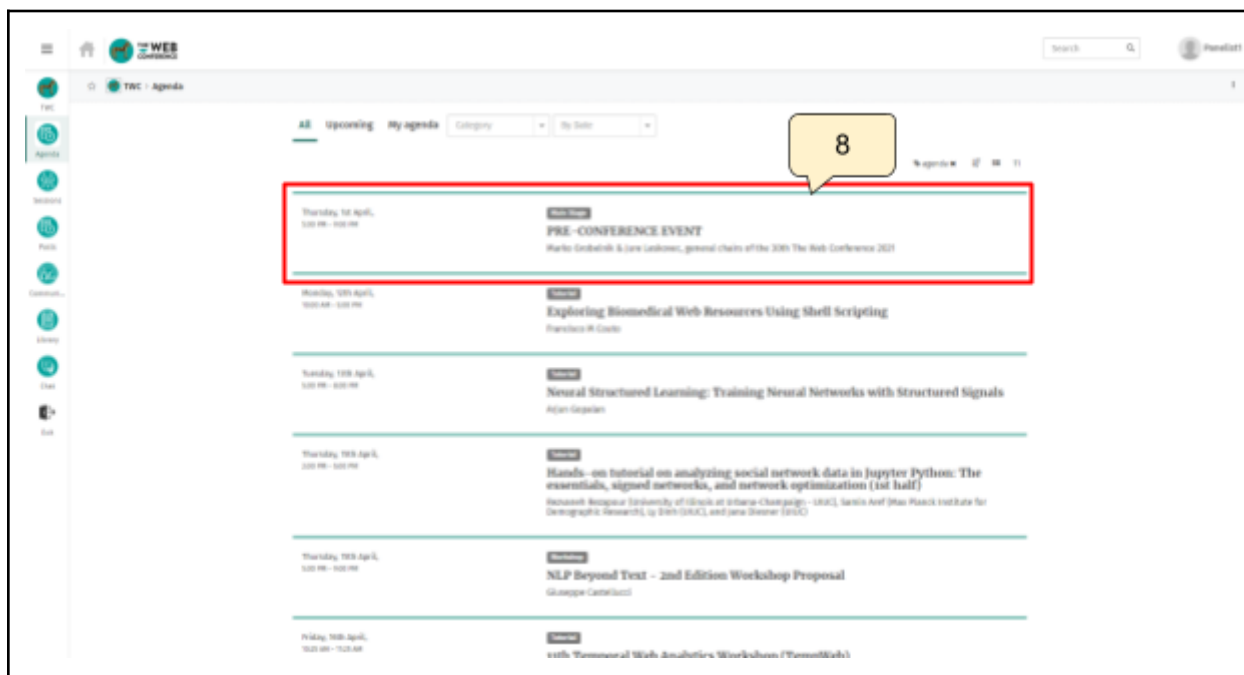
To join the Event room you can navigate to it using Agenda or Sessions links on the Home page or using buttons on the vertical Menu. Look for your Session and select it

Before the start of the webcast/livestream you will be able to freely talk to other speakers in the video conference session and start your screen share and you will be notified by the moderator before Live transmission will start.

Moderator will provide necessary management of the live stream content by selecting relevant screen share or camera video.

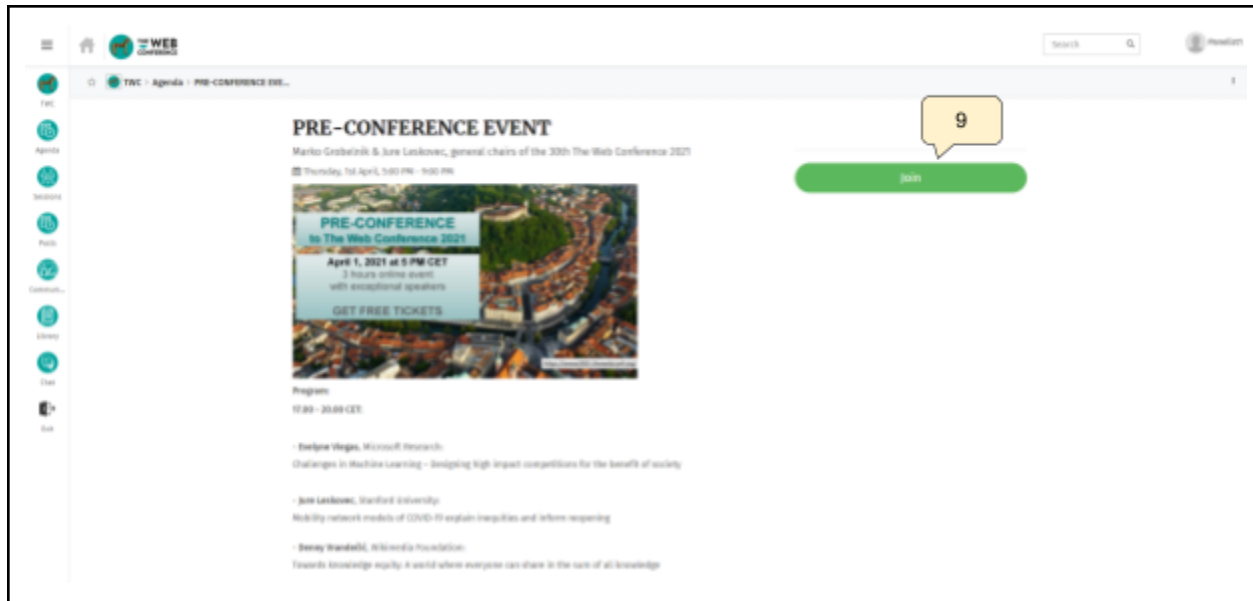
Select your session room

You can find your session room on Agenda. In addition to that, the links to the room are also on the Home and Sessions tabs in Menu.



Agenda

Select your session room. The session information page will open. To join the speakers room click on the “Join” button (9).



Webinar info and joining in

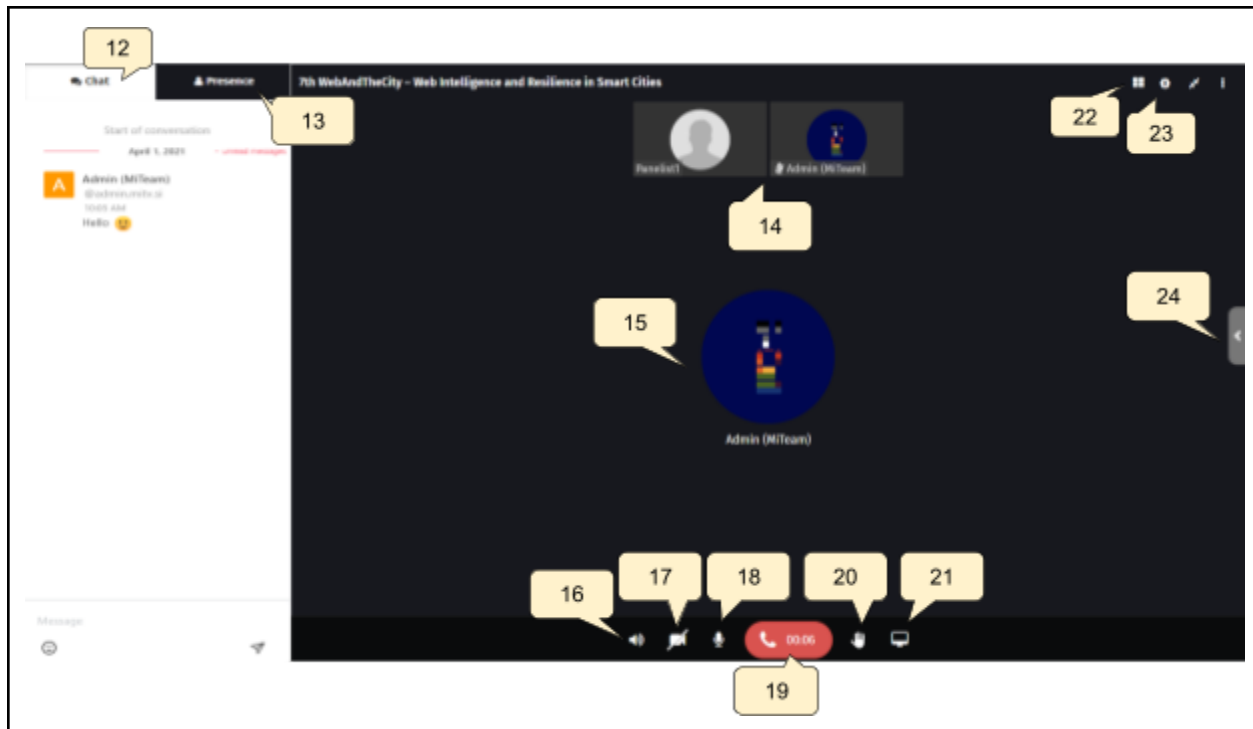
If the session has not yet started, you have to wait for the moderator to start the webinar. When the moderator starts the session, you can press the “Join With Video” (10) button to join the session. To join with a muted microphone you can do so by clicking on the mute button (11).

While joining the session a small browser window will appear where you must Allow the use of your microphone and camera (C). If not, your microphone and camera will not work.



Webinar info and joining in

Webinar panel commands

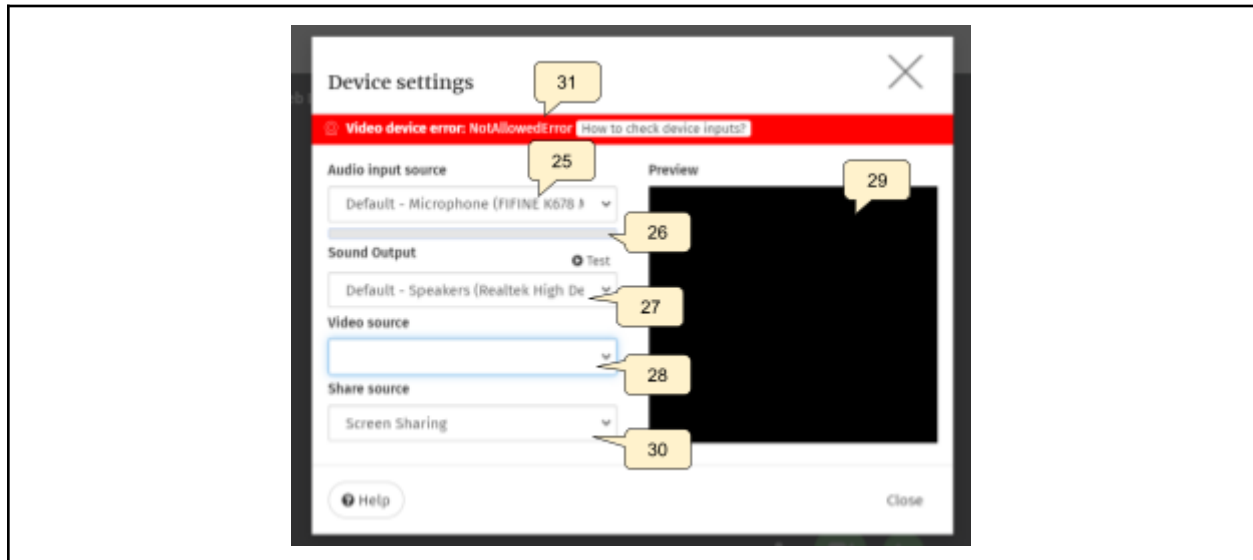


Webinar panel

If you click on Chat (12) the chat window will open. If you click on Presence (13) you can see all the current participants. On the top of the webinar panel (14) you will see the moderators and other lecturers status thumbnails and on the right-hand side is a gallery view (22) button and a device settings button (23) where you can change your audio and video input devices. In the middle of the panel (15) the active talker will be shown. And on the bottom of the panel are buttons for the webinar management. (16) allows you to mute the audio output, (17) disables or enables the camera, (18) mutes or unmutes your microphone, (19) exits the connection, (20) raises hand when you want to say something and (21) turns screen sharing on or off. To minimize the webinar panel window click on (24).



Device settings

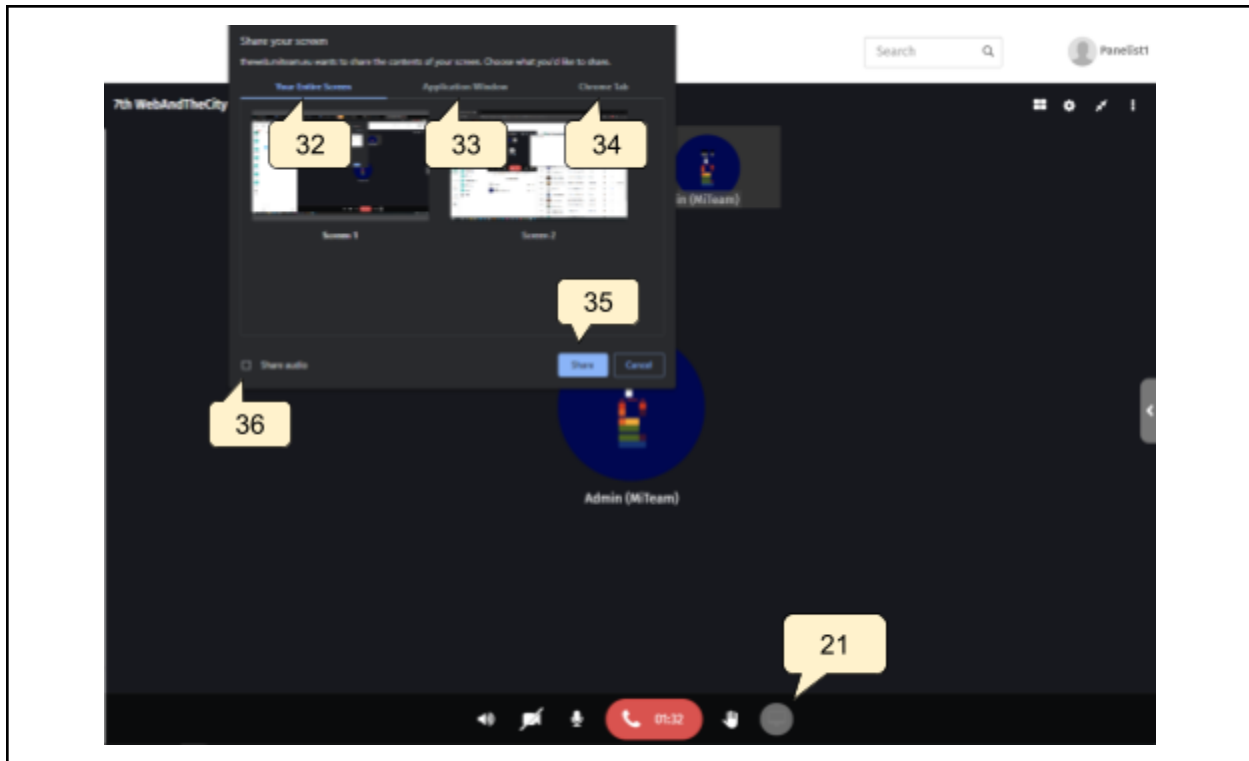


Device settings

You open device settings by clicking on the device settings button (23). Now you can change the audio input source (25) and if the microphone is working a blue line (26) will indicate the volume of your audio input. You can change your Sound Output in (27) and by clicking test a sound will be played so you can test if your sound output is working properly. In (28) you can change your Video source which is previewed in (29) and in (30) you can change your screenshare source. As you can see if there is an error, a red error notification will be shown at the top of the window (31), telling you which device is not working properly.

Screen sharing

Please note that this chapter describes Screen share as provided in Chrome or Edge browser, which we recommend. Firefox has different controls. We do not recommend Safari.



Screen share

Pressing (21) will activate screen share. You can select a screen image (32), an application window (33), or one of the browser tabs (34) and start sharing by (35).

If you want to share audio, the checkbox Share audio (36) needs to be selected. Audio sharing works only when you share Your entire screen (32) or Chrome tab (34). It does not work if you share an application window.

Differences between Your Entire Screen, Application Window and Chrome Tab:

- Entire Screen - you can share your entire computer screen, which means everything you can see on your screen others can to. You can also share Audio.
- Application Window - you can only share a specific application opened on your computer. If you switch to another application you must first disable screen share and re-enable the application window share with the newly selected application. If you don't do so, the selected application won't be shared. Audio can not be shared!
- Chrome Tab - you can share a specific tab opened inside the Chrome browser. If you switch to another tab you must first disable screen share and re-enable the new Chrome tab with the newly selected Chrome tab. You can also share Audio.

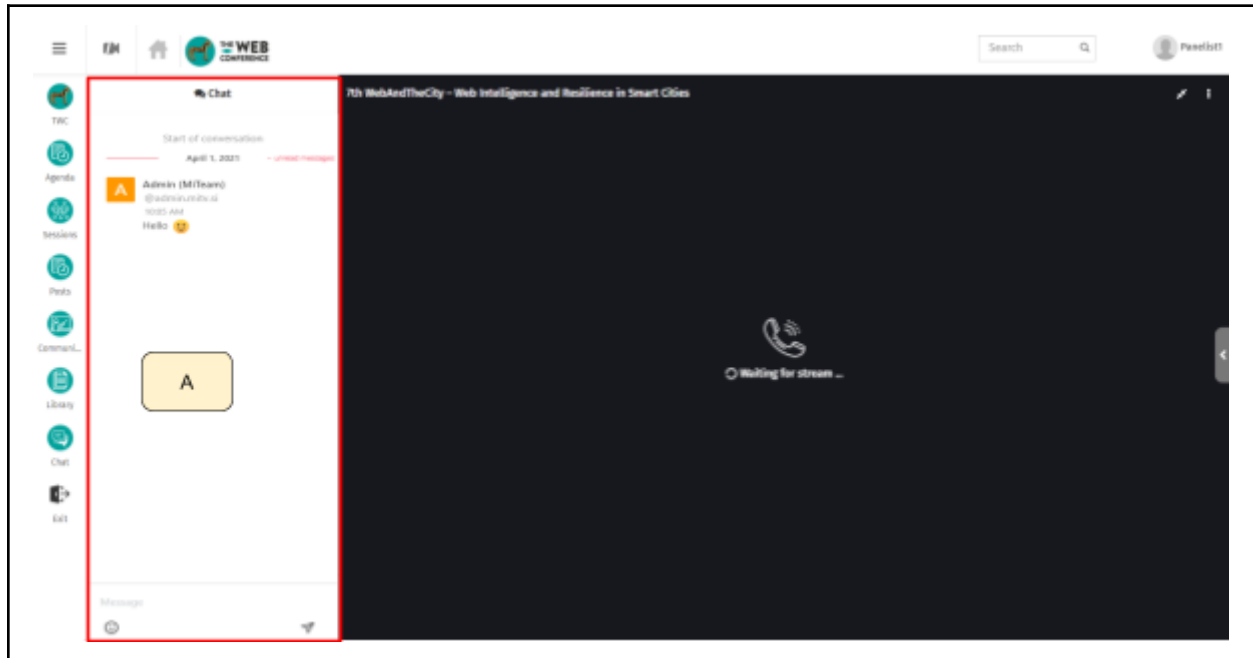
When sharing a PowerPoint presentation you must select Your Entire Screen (32) and the checkbox for Audio share (36) must be enabled.

Important: Audio share for screen sharing does not work on macOS!



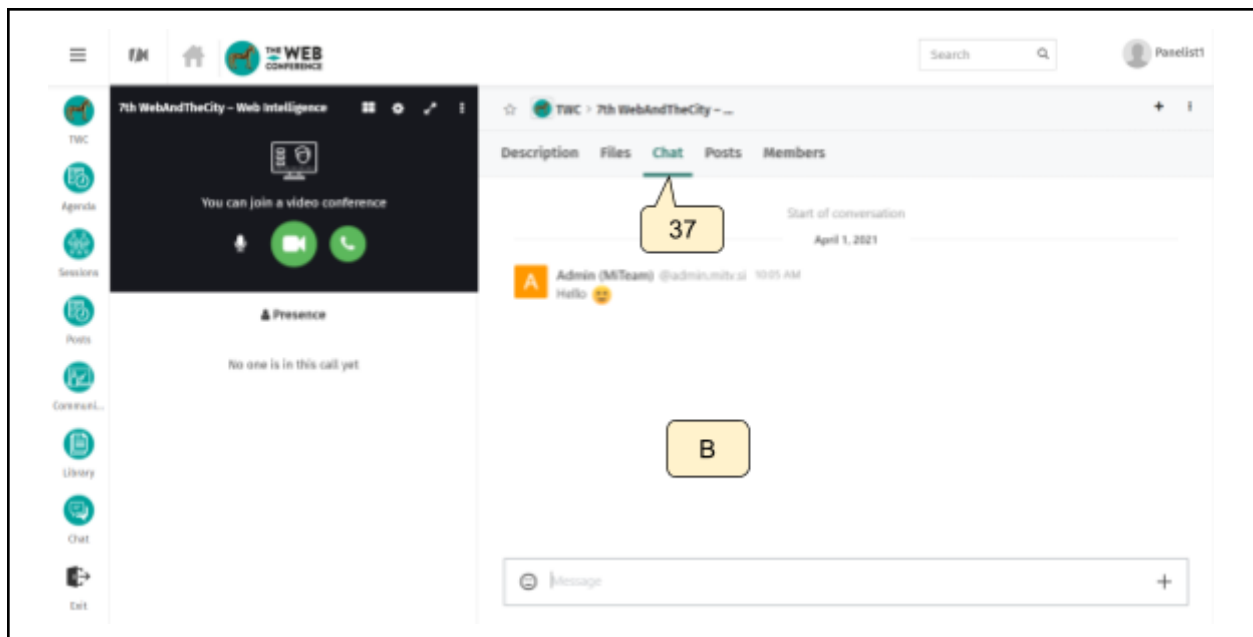
Chat

You can talk with other participants inside the integrated chat window. When you will enter the session a chat window will be open on the left-hand side of the webinar panel window (A).



Extended webinar window view of chat

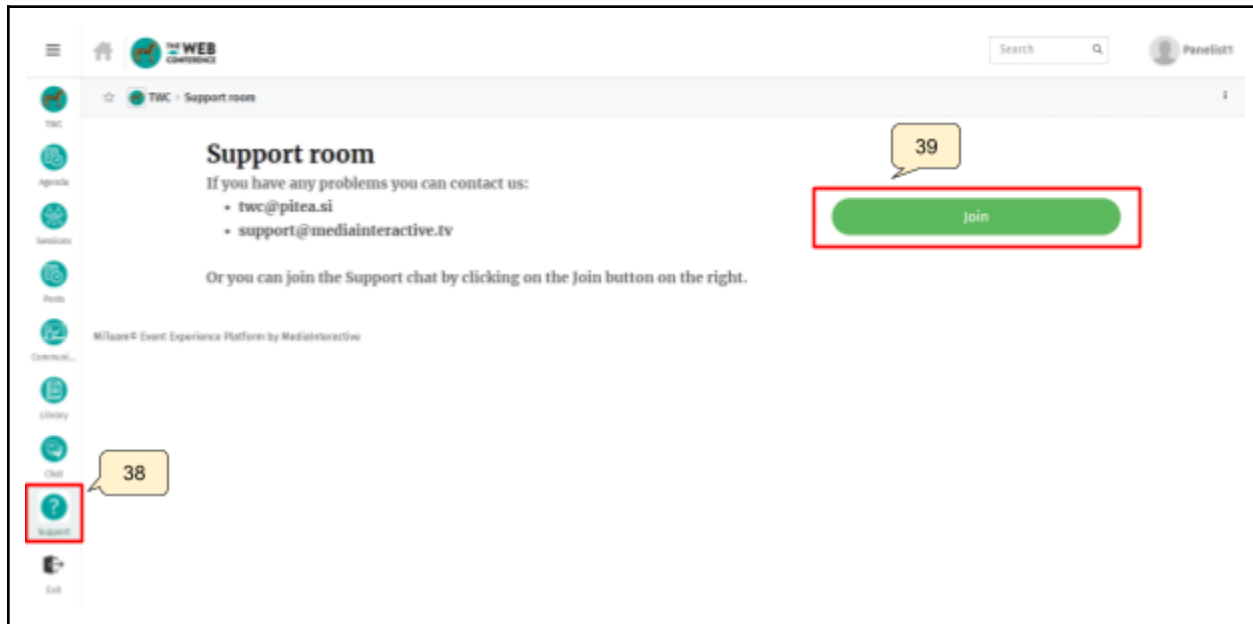
To access the extended chat window (B), you have to minimize the webinar panel window by clicking on (24). Then click on the chat tab (37) and the chat window will open.



Minimized webinar window view of chat

Support room

If you have any technical difficulties and can't find a solution to fix them, you can contact support staff by clicking on the Support tab (38). If the problem is not urgent we advise you to contact staff via the given emails. If the problem is urgent you can join the Support chat by clicking on the Join button (39).



Support room

Now click on the black bar (40) to enter the Support chat.



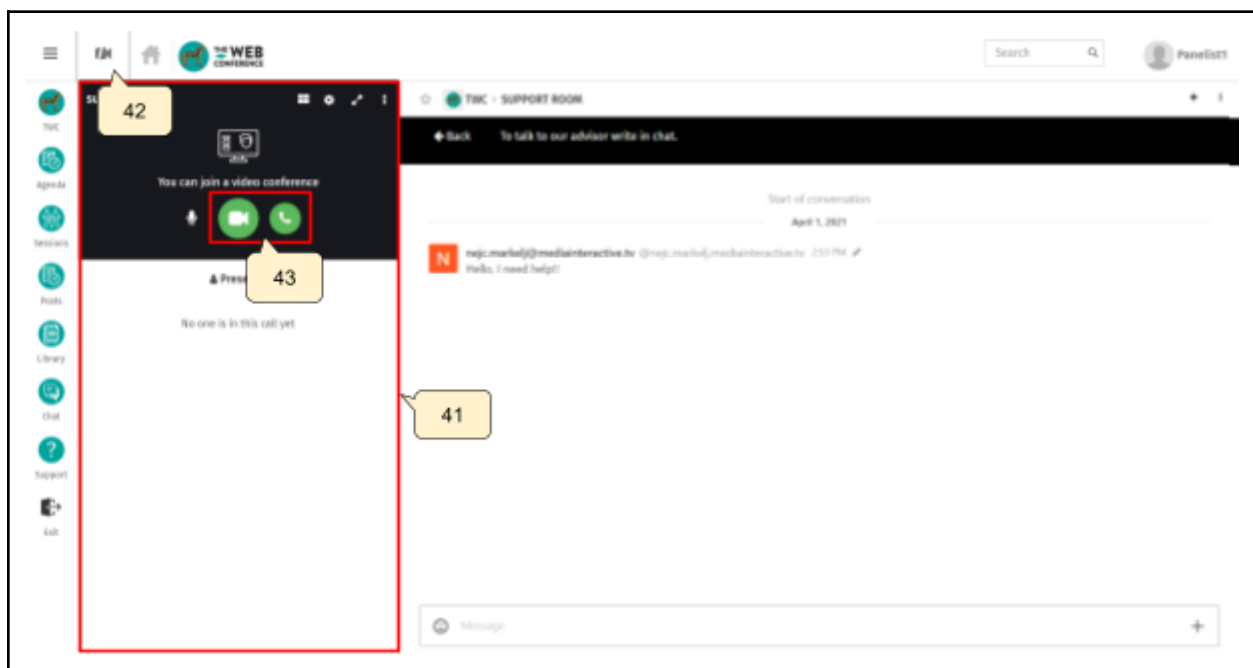
Entering support chat

You have successfully entered the Support chat and can write your problem inside the provided chat window.



Support chat

If Support staff won't be able to help you through the chat, he will add you to a video call where he will help you solve the problem. When the Support staff will start the call the communication panel will open (41). If the communication panel does not open click on the camera button (42). Now click on either "Join with Video" or "Join with Audio" button (43) to join the call.



Support call