SPEAKERS’ CONNECTION
GUIDELINES FOR
REMOTE MULTILINGUAL
MEETINGS
YOU WILL NEED:

1. Device and browser

To participate in a meeting, you will need either:

- A fully charged and updated iPad with the Safari browser.
- A personal computer (including Apple) with the Chrome browser (v.69 and up).

Make sure that your device has a **stable internet connection** and **100% battery**. Ideally, this device is the **only one** connected to your WiFi network. Please make sure your device is **up to date** and that **background applications are switched off**.

**Please note:** connecting with a phone is **not** recommended. The video feed is unlikely to work on phones.

[Download Chrome]
YOU WILL NEED:

2. Headphones and microphone

To ensure the quality of the sound of your speech, please use a wired headset or wired headphones with a microphone. Do not use wireless headphones (such as AirPods): they create additional interference and connection issues. Remember to switch off all sound notifications on your device (incoming emails etc.).

3. A link to the meeting from the organiser

A link to the meeting from the organiser, e.g. https://panel.interactio.io/join/b7gh6s51

MEPs: Use Participant link
Staff & APAs: Use Viewer link
1. Click on the **meeting invitation link** from the organiser.

   e.g.  https://panel.interactio.io/join/b7gh6s5l

2. Enter your **EP email** address and click on **NEXT**.

3. Fill in **first and last name** and click on **LET’S GO**.

Please connect at least **45 minutes ahead of the meeting** to give sufficient time for moderators to **test your connection**, and for the **IT Support team** to help you solve any issues.
CONNECT TO THE MEETING:

4. Click on **Allow** twice, to give access to both microphone and camera when prompted.

**Extremely important step:** without allowing, you will not be able to take the floor.

5. Click on **Join**.

6. You’re in the meeting!
SELECT YOUR LANGUAGE:

1. Click on the **Audio Channel Selector** to select the language in which you would like to follow the meeting. Interpretation is provided into the languages visible in this selection.

2. Select your **language channel**.

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**SELECT CHANNEL**

- Floor
- German (Deutsch)
- English (English)
- French (Français)
- Italian (Italiano)
- Spanish (Español)
- Polish (Polski)
HOW TO SPEAK:

1. Notify the moderator that you would like to speak by clicking **RAISE HAND**. If the light is yellow, your hand is raised and the information is passed on to the Chair.

2. Wait for the moderator/Chair to give you permission to speak.

3. When the **moderator gives you the floor**, the **SPEAK** button turns blue.

4. Press the **SPEAK** button **once** and **wait 3 seconds** to be connected. The **SPEAK** button turns red: you appear on the screen in the meeting room and on remote participants’ devices.
ENJOY YOUR MEETING!

PLEASE READ OUR GUIDE ON:
RECOMMENDATIONS FOR REMOTE SPEAKERS

ENJOY YOUR MEETING!