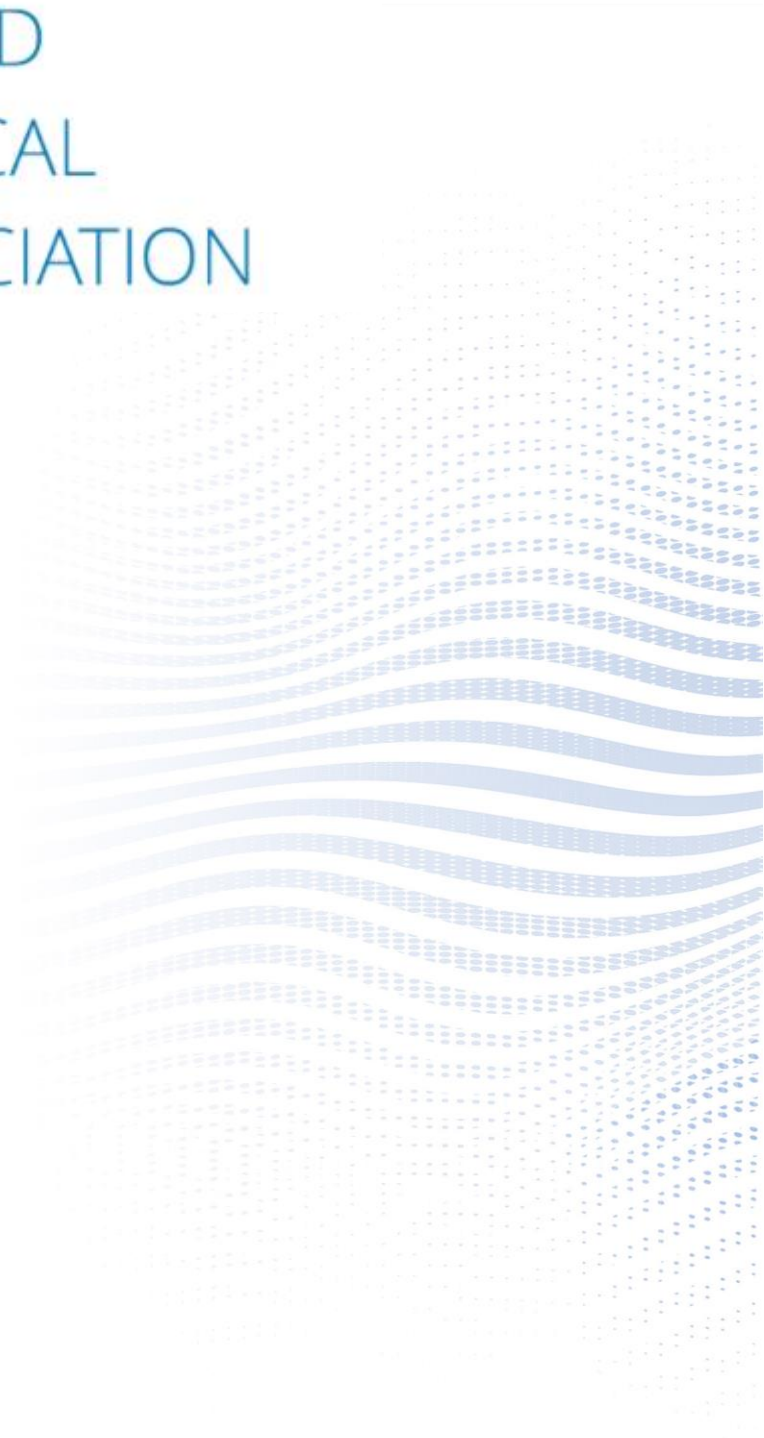




WORLD  
MEDICAL  
ASSOCIATION



## Before you begin

**Internet connection:** Recommended bandwidth of 4mbps up/down or higher. Ethernet connection is preferred.

**Recommended browser:** Google Chrome, Firefox or Edge (avoid using Internet Explorer or Safari).

**Headset and webcam** (for participants with an active speaking role): The use of a headset avoids echoes. Plug in your headset before starting.

**Optimal conditions:** Choose a quiet environment without background noise, with good lighting. Keep your microphone muted until it is your turn to speak.

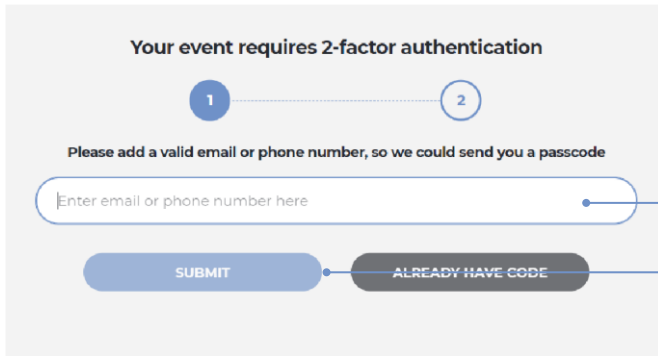
**Device:** Use a desktop or laptop. (If necessary because of internet issues in certain locations, additional assistance may be requested to connect from a mobile device).

**Connectivity self-test:** <https://interpret.world/test>



## Join the meeting

Through CrowdCompass

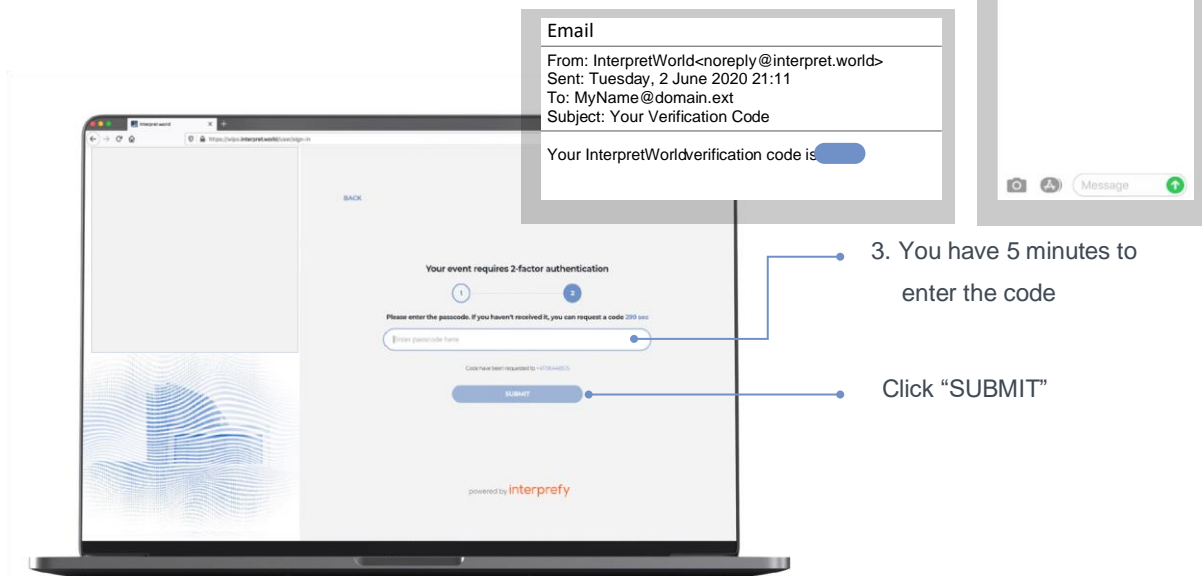


1. Enter your email address or your mobile phone number (format: +41 79 1234567) to receive a verification code

*Note: You must use the **same email address or mobile phone number** that you used when you registered to attend this meeting. Otherwise the system will not recognize you*

2. Click "SUBMIT"

Within a few seconds, you will receive the **verification code** either in your email box, or by SMS text message.

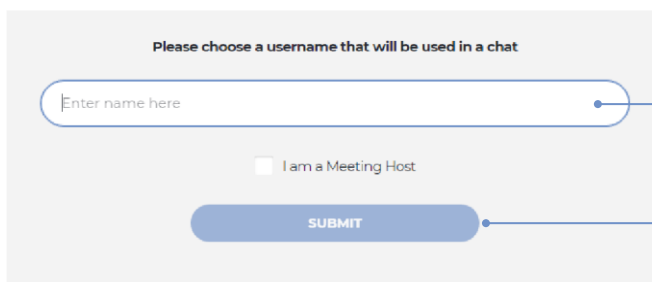


3. You have 5 minutes to enter the code

Click "SUBMIT"

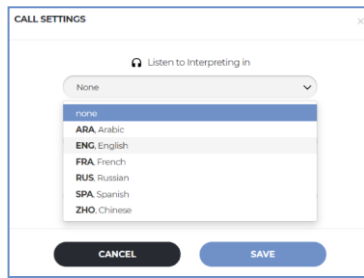
The "username" (or display name) is how you will be identified in the meeting. For formal meetings, therefore, the **following format must be used to enter your username (in English):**

**First Name, Last name, Affiliation**

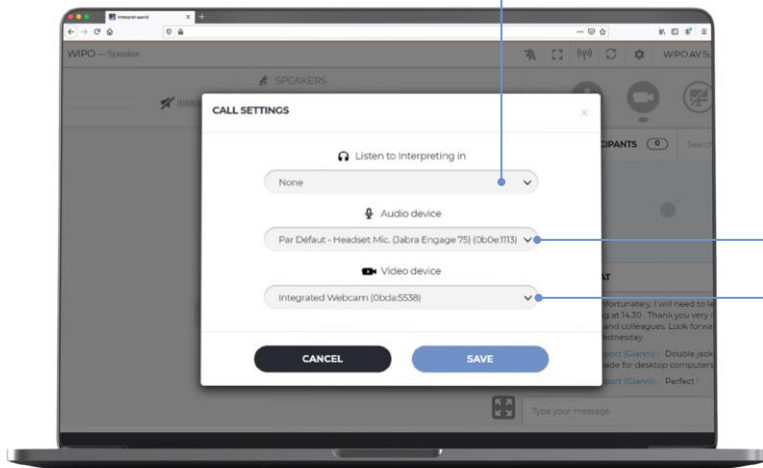


4. Enter your username as above

Click "SUBMIT"



5. Click the drop-down list to select your preferred interpretation language. For the language of the floor, select “none”

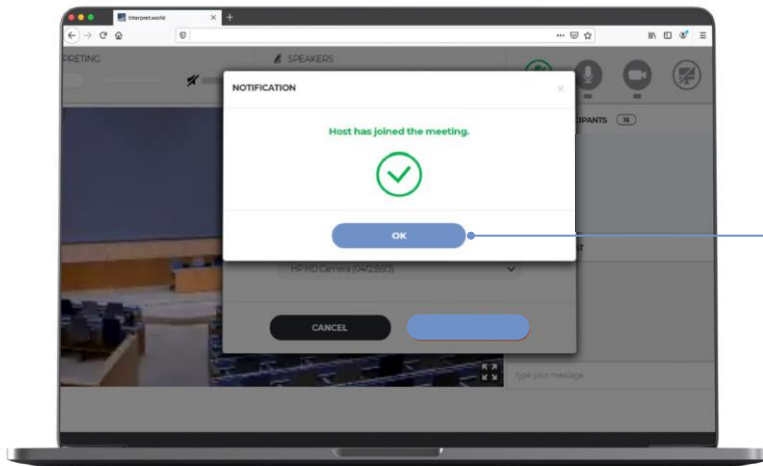


6. If you have connected a headset, select it instead of the default computer microphone and speakers

7. Check your webcam is available and selected

8. Click “SAVE”

You are now logged into the meeting session!

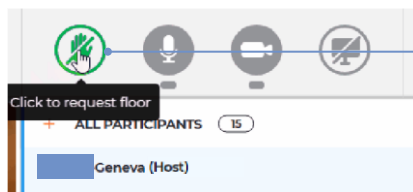


9. Click “OK”

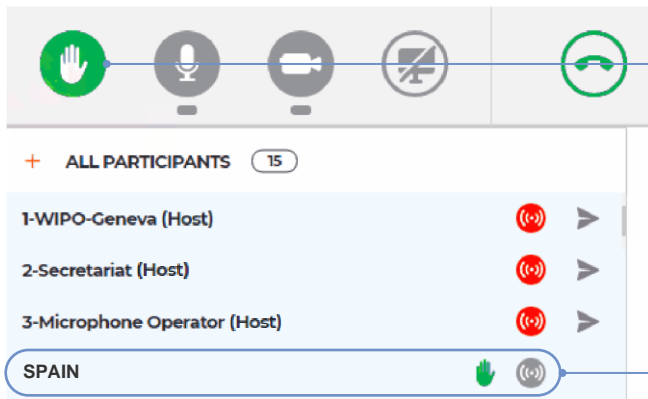
# Request the floor

All participants' microphones are controlled by a central microphone operator. Your microphone will be automatically muted when you join the meeting.

The Chair of the Committee will invite delegates to request the floor in the usual order:



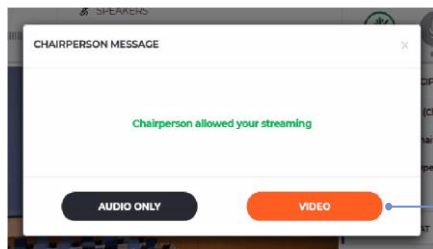
1. To request the floor, click on the green raise-hand icon



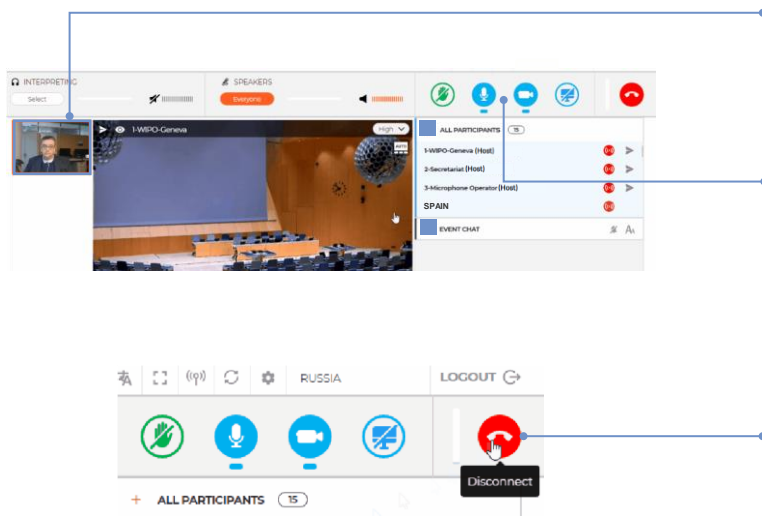
2. The icon turns green to show that your hand is raised

3. Your name will be displayed with a raised hand in the participants list.

When the Chair of the Committee announces your delegation name to give you the floor, the microphone operator allows your streaming. You will see the message: "Chairperson (or Host) allowed your streaming".



4. Click "VIDEO" to activate the streaming from your microphone and webcam. You can now speak



5. A thumbnail window showing your webcam will display to all. Your microphone and camera icons will turn blue

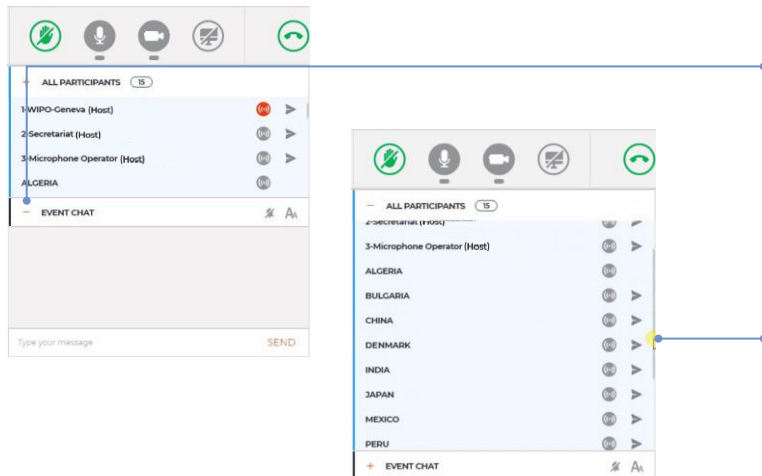
6. When you have finished your intervention, click the red “disconnect” button to stop your stream

*Note: This just stops your streaming. It does not disconnect you from the meeting*

## Participants List

All the logged-in participants are shown in the list on screen.

*Note: At the top of the list you may see some participants with “(Chairperson)” or “(Host)” beside their name or role. This is Interprefy system terminology for the people who have access to the management interface, such as the Secretariat team and the microphone operator.*



1. To expand the “ALL PARTICIPANTS” list to see more names, collapse the “EVENT CHAT” by clicking on the “ — ” sign.

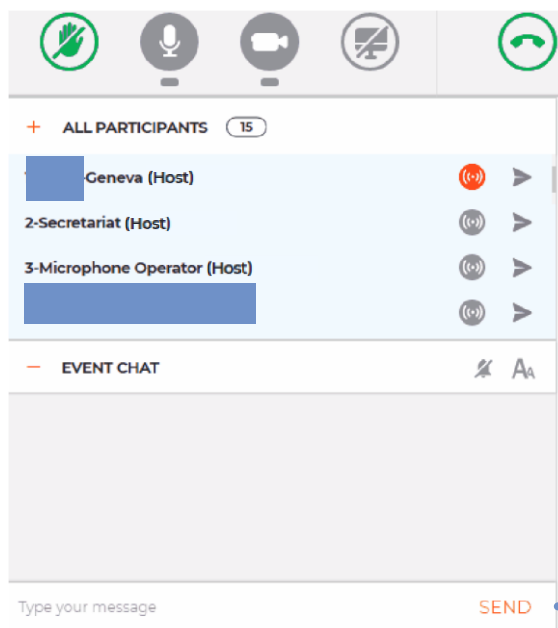
2. Then scroll up and down the list with the vertical navigation slide

# Event Chat (chat to all participants)

In a formal Committee meeting, the “event chat” function should not be used in place of an oral intervention, or for general comments or questions.

The “event chat” should be used only for the following:

- By the **Host** for communications to all participants if needed for technical or practical reasons;
- By **interpreters** to signal a difficulty with sound quality;
- By the **microphone operator** to signal a technical problem to all participants;

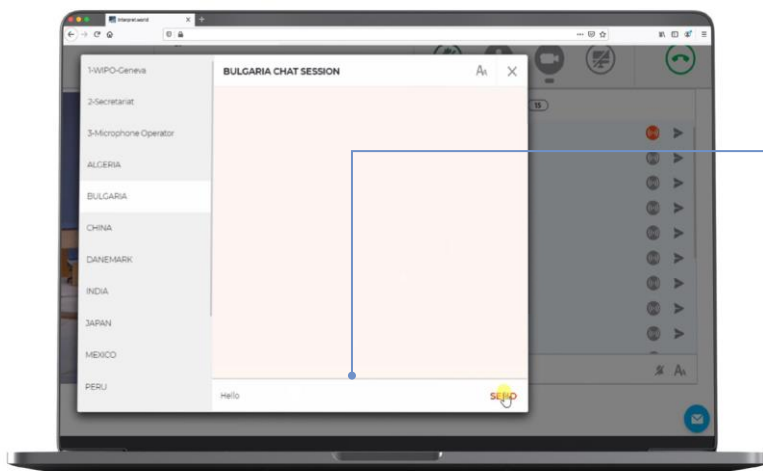
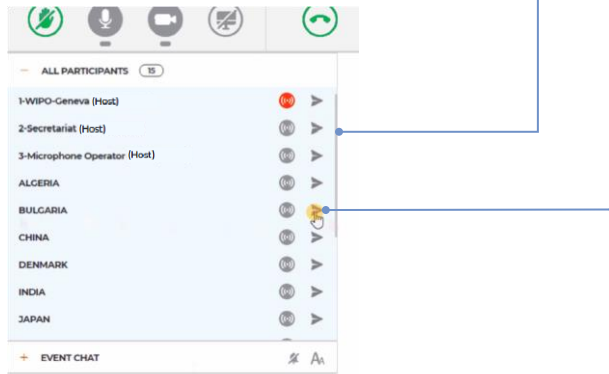


Type your message in this text box and click SEND

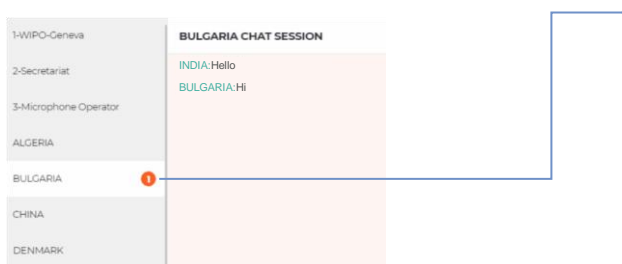
# Private Chat

You can initiate a private conversation with any participant in the list. This “chat” will remain private. It will not be visible to other participants nor be saved by the system.

1. Navigate in the participant list by using the vertical **navigation slider**
2. The icon turns green to show that your hand is raised



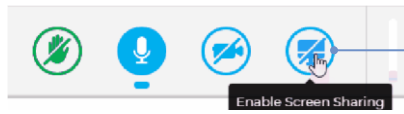
3. The number by a participant's name indicates the number of unread messages you have received. Click to display the conversation thread with that participant



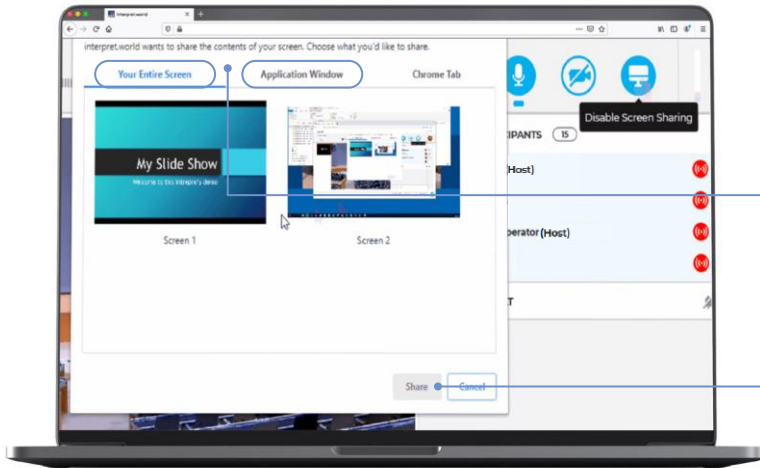
4. The number by a participant's name indicates the number of unread messages you have received. Click to display the conversation thread with that participant.



# Share your screen



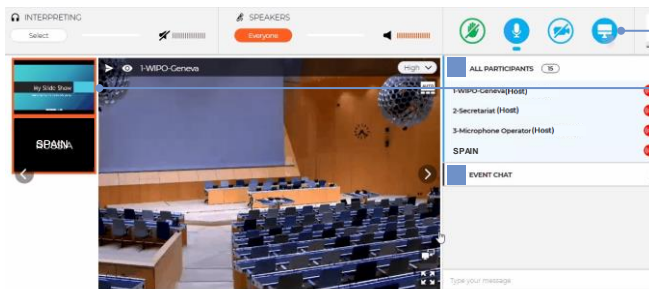
1. If you are given the floor to make a presentation or share a text on your screen, click on the “Enable Screen Sharing” blue icon



2. Select the content to be shared: either “Your Entire Screen” or an “Application Window”. If you wish to share an application only, make sure that the application (e.g. PowerPoint or PDF) is left open and is not minimized

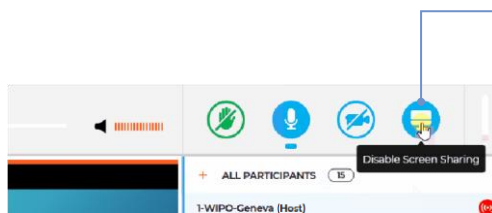
*Note: If you share your entire screen, be sure you don't have any content open that you don't want to be seen*

3. Click “Share”



4. The share screen function is active (blue icon)

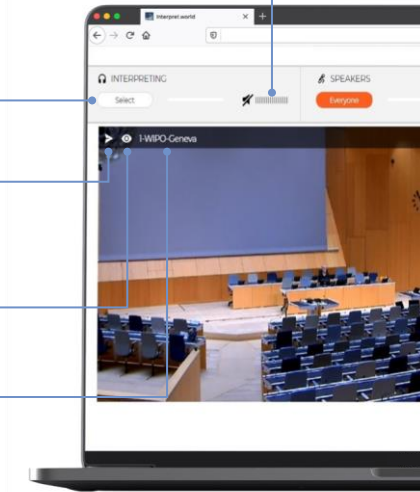
5. Your presentation is streaming and visible to all. Click on the thumbnail window to move it into the large central window



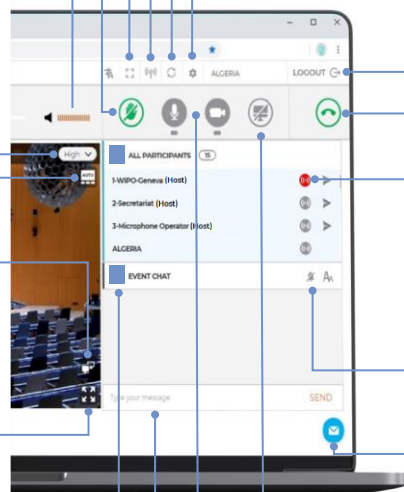
6. When you have finished your presentation, click again on the “Screen Sharing” blue icon to close the share-screen streaming

# Overview of function buttons

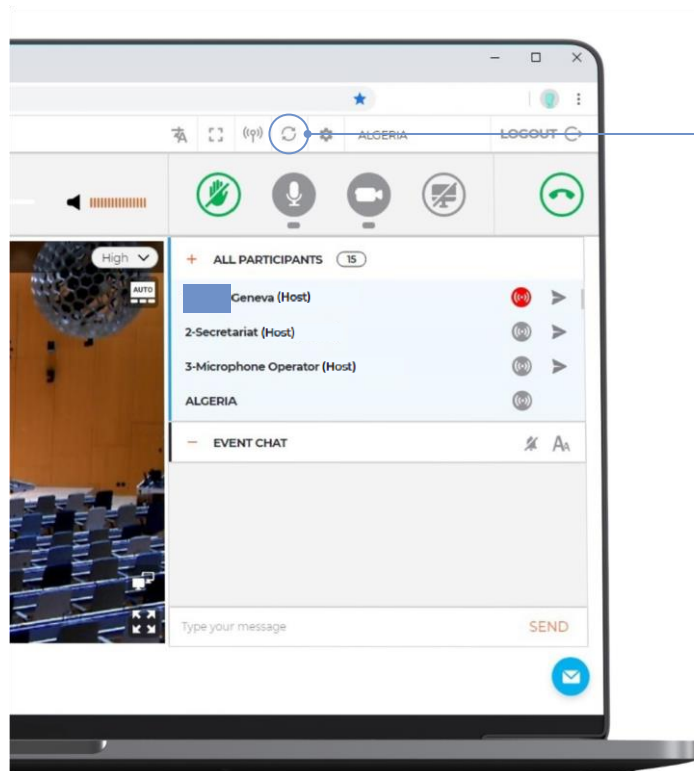
- Mute, adjust and monitor interpretation volume.
- Select interpretation language
- Initiate private chat with that participant
- Hide video stream
- Participant's display name



- Full computer screen
- Self-test
- Quick restart-all-lines button (troubleshooting )
- Settings
- Logout of the session
- Close your streaming
- Red = participant currently streaming
- New message notification
- Access private chat (blinks to notify new message)
- Start/stop screen-sharing
- Mute microphone and cam
- Raise hand to request the floor
- Mute, adjust and monitor speaker volume
- Change video stream quality
- Show active speaker
- Move video stream into separate browser window in large window Full-screen video stream
- Reduce the Event Chat to show more names
- Use Event Chat (to raise a Point of Order)



# Trouble-shooting



1. If you can't connect to the platform, or you get error messages when trying to stream your audio and video, try the quick self-test at: <https://interpret.world/test>

2. If you have any problem with sound or video during the meeting itself, try the quick-fix **RESTART ALL LINES** button

2. If the issue persists, please reload your browser

3. To request technical help, you can also use the private chat to access the "MODERATOR CHAT SESSION"

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