MyMeetings
- Guide for chairmen and moderators -

Contents

1 Tips on moderating and chairing a session

1. Be prepared:

   a. Read this guide fully (and the MyMeetings user guide if necessary) before moderating or chairing a session.

   b. Use the test session to set up your computer and hone your skills.

   c. In case of doubt, TSB is here to help (tsbemeetings@itu.int).

2. Check the session schedule and, if necessary, request any changes as early as possible, ideally during Geneva working hours if TSB support is needed.

3. When screen sharing, a second screen can provide you with greater privacy.

4. Make use of "public chat" to:

   a. Announce breaks, let people know when resuming and adjourning a session.

   b. Provide hyperlinks or document references as needed.

   c. Consider inviting participants to use "public chat" for interventions, especially when audio quality is poor.

5. Check in often with participants to give them the chance to react, either orally or in the chat. Remember, it takes more time to write in the chat than to make an oral intervention.

6. Ask explicitly "does anyone have comments on this? Please raise your hand so I can give you the floor or tell the group by using the chat"; then wait several seconds to give participants time to react.

7. Avoid long monologue presentations as the chair.

8. When wrapping up an agenda item, announce explicitly the conclusion, e.g.:
   "for our meeting report, we will note/approve/reply to/etc. this document"
   and seek agreement from participants, e.g., "*Do you agree? I will give you 10 seconds to react, so ask for the floor or write in the chat*."; so that all participants are clear about the next step and feel they have an opportunity to be heard.

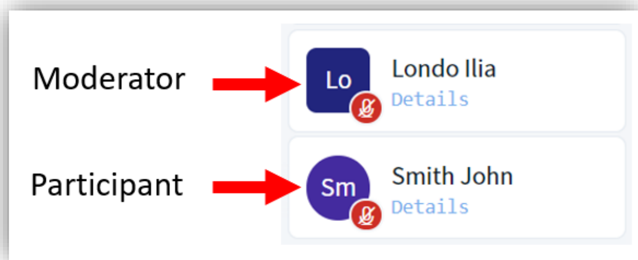
9. Save the "public chat" record at the end of the meeting (click "Save" at the top of the public chat box). It could be helpful when drafting the meeting report.

10. When the session closes, click on "End meeting". If you simply "Logout", the meeting will remain idling and visible in MyWorkSpace until its automatic closure.

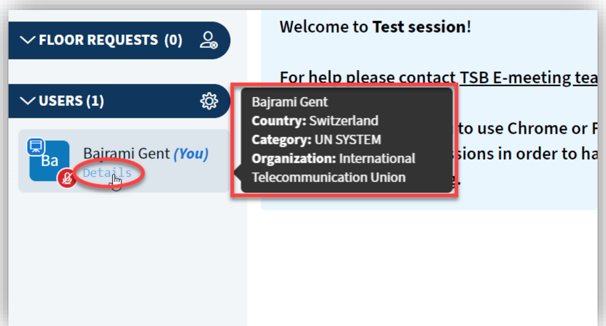
2 In-session features

2.1 Participant types

The list of participants is shown on the left-hand side of the screen. Circular icons indicate participants; square icons indicate moderators.



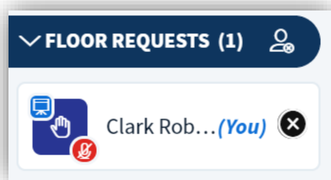
The affiliation of users is available during sessions. It can be viewed by hovering over the "Details" label that is found below a user's name. Their full name, country, category and organization are displayed.



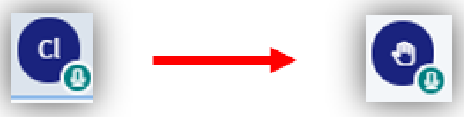
2.2 Participant status controls

To request the floor, participants should click the "Raise hand" icon at the bottom of the screen. Once selected, the icon is renamed "Lower hand", clicking the icon removes the request for the floor.

All requests for the floor are listed, in order of the request, in the “Floor requests” box. As the session organizer, you have the right to remove the participant from the list, normally once their intervention is completed, by clicking the “x” button.



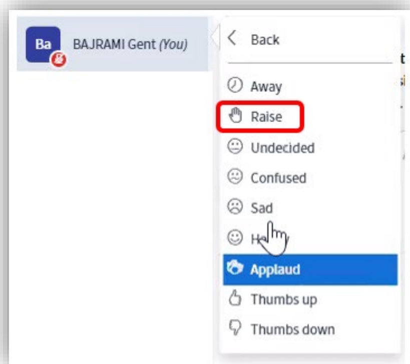
In addition, when a user raises their hand, their initials will change to a "hand" symbol. Moderators should pay close attention for this subtle change. The moderator (or participants) should alert the Chairmen if a raised hand is missed.

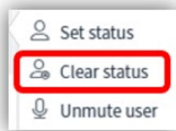


Hand lowered Hand raised

Participants may also request the floor and write their views on the Public Chat in the platform. Therefore, the Chairmen should also monitor the Public Chat when requesting for comments or feedback from the meeting.

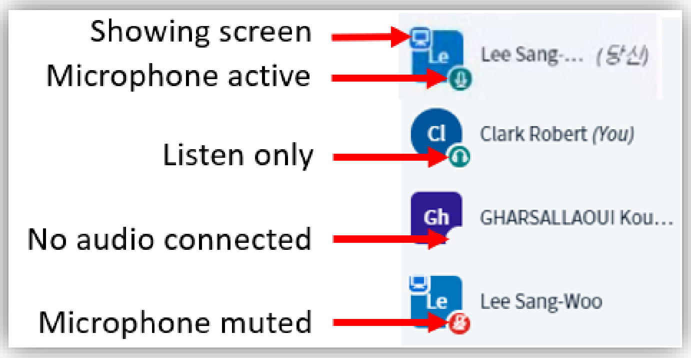
All participants can control their status as viewed by others. To do this, the user clicks on their own icon, selects "Status", and then selects one of the displayed options.





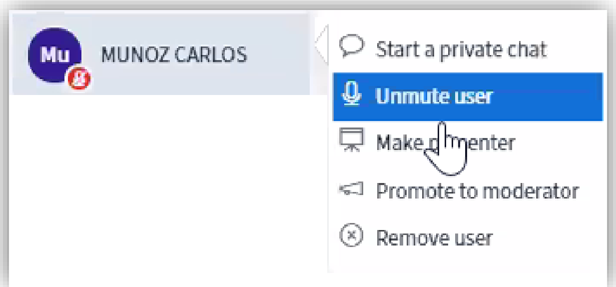
2.3 Audio and screen-sharing status

The icon for each participant indicates their audio and screen-sharing status:



2.4 Assign rights to / change status of participants

Moderators may assign special rights to (or change the status of) selected participants. To do this, click on the relevant user and select from the options.



Moderators may:

- Mute or unmute participants.
- "Make presenter", which offers the opportunity to the participant to share their screen.
- Promote the participant to Moderator status, assigning them all the rights of that role.

2.5 Using the "Upload presentation feature"

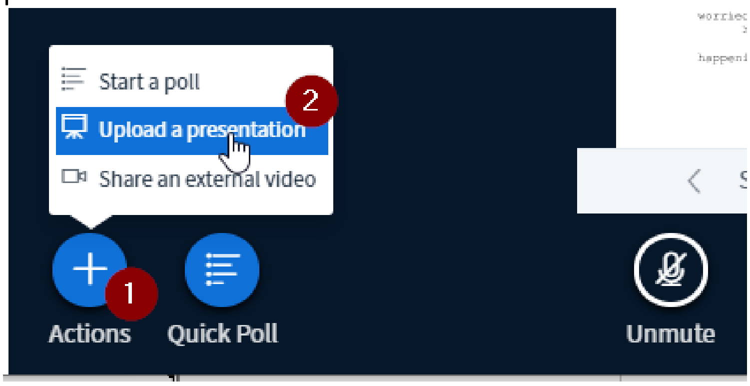
Someone with presentation rights may choose to upload to the MyMeetings server a document to be displayed. This can be done for example when a connection is slow, or users want to work collaboratively with other participants.

Caveats:

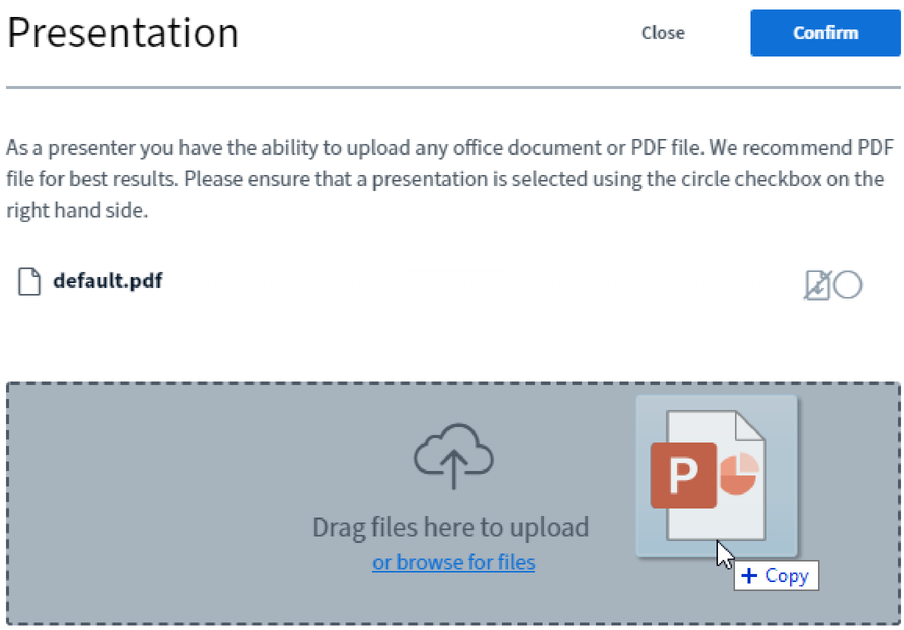
- If a file is uploaded, it will be displayed by default, independent of who is the presenter, until disabled or deleted.
- If a presenter starts sharing his screen, the file in the server will no longer be displayed. When the presenter stops sharing his screen, the active file in the server will be displayed.

Uploading a file:

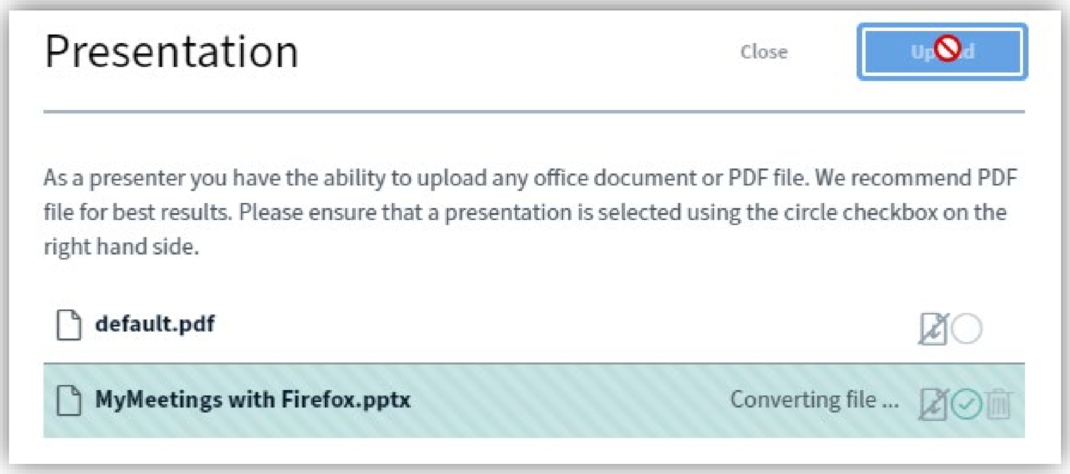
- Click the + sign ("Actions") on the lower left corner of the screen and select "Upload a presentation"



- Drag-and-drop the file(s) to be shared



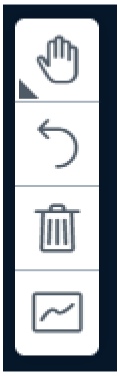
- Click Upload (upper right) for the next step. You will see a message that the file is being converted to a format recognized by the server



After this last step, the tool will return to presentation mode, showing the latest uploaded file (the *active* file).

NB – Animation in PowerPoint files will be lost.

Presenting and sharing a file



Use the navigation keys to move pages / slides, or the drop-down list to jump to a specific page / slide.

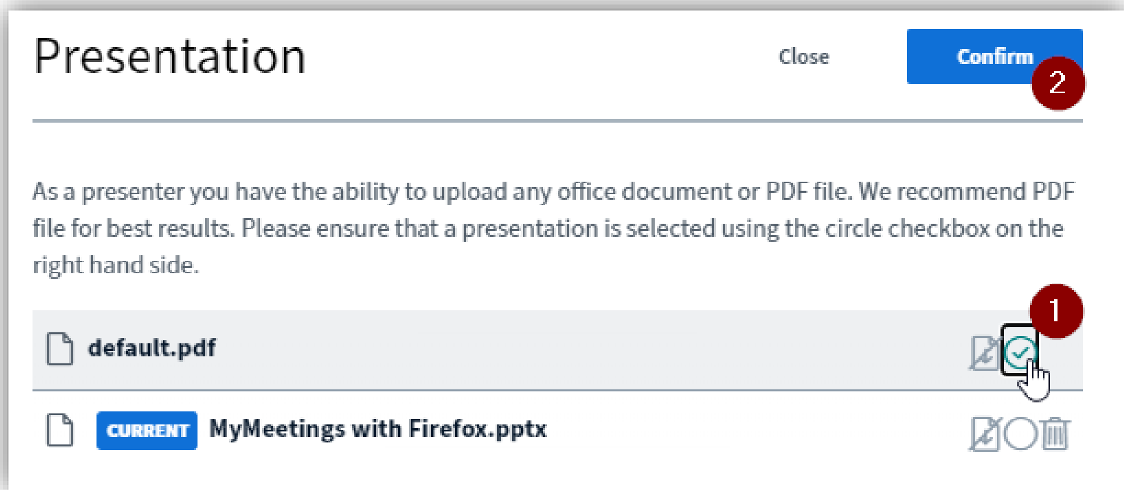
Slides can be annotated with the tools shown on the right side of the screen with text, line drawing, etc. Colour and line thickness can be adjusted. Annotations can be undone, or simply erased.

The bottom icon allows anyone in the session to annotate in the public whiteboard.

Switching between files / activating different files.

- Click the + sign ("Actions") and select "Upload a presentation"

- Click the circle next to the file you wish to display, to make it the active file (indicated by a green tick mark), and click Confirm return to the presentation mode



Stop displaying a file

Once files are uploaded, the last file selected for display will remain being displayed ("active"), regardless whether people presenting are changed. Two suggested approaches:

- Click the + sign ("Actions") and select "Upload a presentation". There are two approaches:
  a) activate the default presentation: Click the circle next to the top item, "default.pdf", and confirm;
  b) delete the uploaded file(s): Click the trash can icon next to the name of the file or files to remove, and click Confirm to remove the file(s) and return to presentation mode. "Close" will return to presentation mode *without* deleting the file(s).

2.5 Record a session

Only session moderators have the option to record a session. To do this, click on the "Start recording" icon at the top of the screen. Recording can be paused or stopped at any stage. When a session is being recorded, this is indicated to all participants. At the end of the session, the recording is available through the System administrator. If the recording is to be published as a Webcast, please note that it is a manual process and it will require some time to be converted into the proper format for publication.

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