

**INSTRUCTION GUIDE FOR THE USE OF THE VIDEO CONFERENCING PLATFORM
INTERACTIO (with simultaneous translation in English and Spanish)
At MMSDI WG Meeting October 28, 2020**

The virtual room will open at 9:00-10:00 a.m. (US-EST=UTC/GMT -5) to allow participants to test technology. The link to use to access the meeting is:

PARTICIPANT: <https://broadcaster.interactio.io/join?code=8c2egbikbi2mu0h>

It is very important for participants to join the meeting to test their internet connection, microphones and video between 9:00-10:00 a.m. EST on October 28 to resolve any technical difficulties.

Please note that you can use the [Interactio Troubleshooter](#) at any day/time before the meeting to test your computer compatibility (i.e. audio, video and internet connection) to be sure you are prepared for the meeting.

See the **attached instructions/user guide** for further detail on how to connect to the platform and learn about the layout. Please also see this [video \(1:43 min\)](#) introducing the platform and how to engage (i.e. speak) as a participant during the meeting.

Important Log In Instructions:

Connecting via Computer:

- Please open the link in Google Chrome. (If possible open in Google Chrome Incognito mode, this will automatically prompt you to turn your camera and microphone on).
- Enter your email address, click Next

Enter your name and surname using the following format, then click Next:

- First Name: Katie (USA)
- Last Name: Ries
- Select the event “MACHC Seabed 2030 Webinar 3”, click Select
- Allow your microphone to be turned on
- Allow your camera to be turned on
- If you logged in early and want to check your internet speed, click Run Test
- Finally, click Join

Connecting via iPad:

- If you are using an iPad please use Safari for the best experience.
- Follow the same instructions found above.

Connecting via Mobile App (LISTENING ONLY - NO SPEAKING CAPABILITY):

- Download the free [Interactio App](#) from the Apple Store or Google Play store or access the web app from your laptop browser.
- Enter the event code MS2030
- Plug in your headphones.
- Open the App and select the Language Channel that you would like to listen

It is *strongly* recommended that participants use a headset if you have one available to avoid echoes and other sound disturbances. Please also minimize the number of other web applications you have open while running the Interactio Platform to ensure you have sufficient bandwidth.

