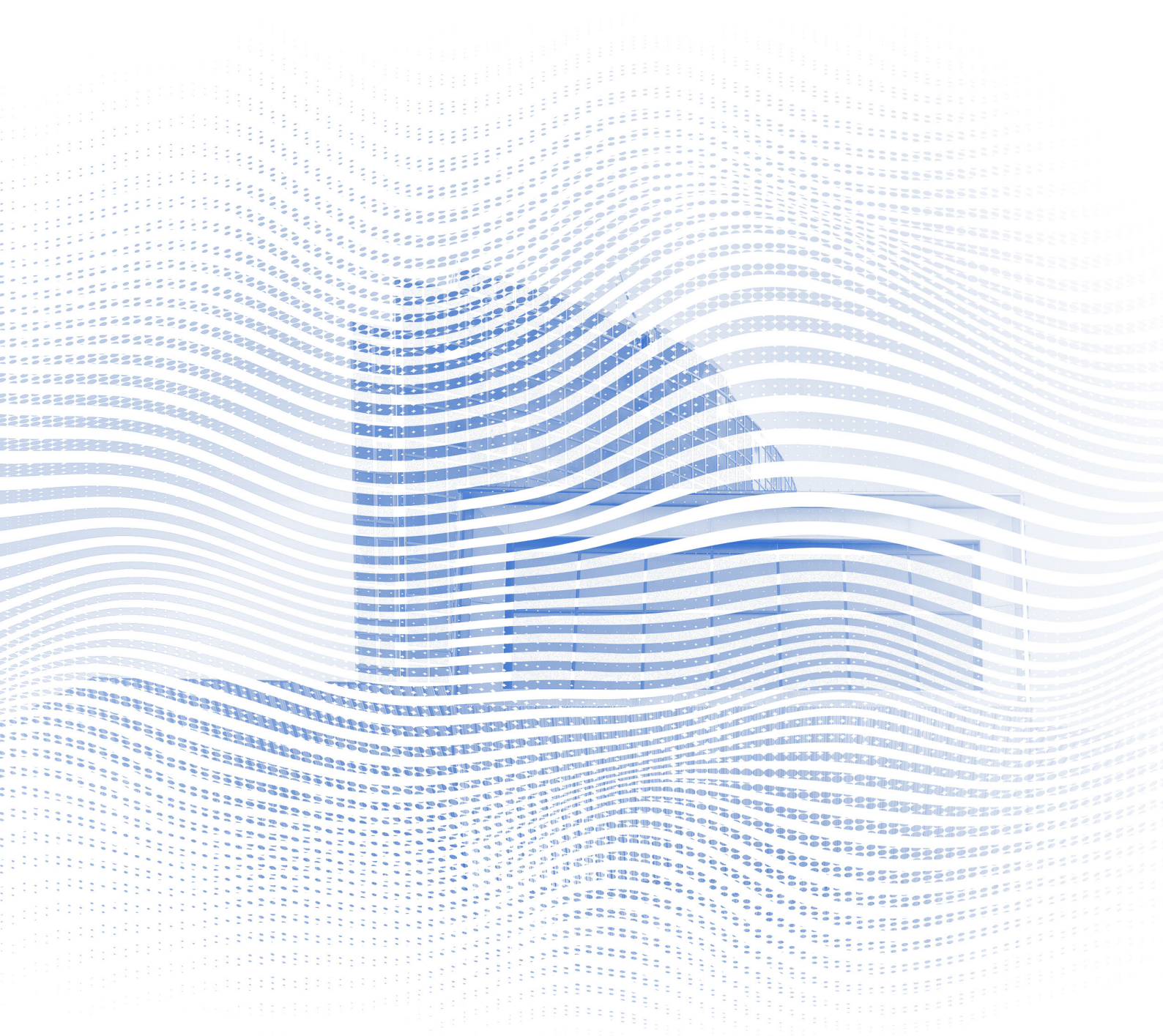


| **Interprefy user-guide  
for WIPO delegates**



# 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 with microphone, 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 a meeting

1. Click on the Access link in the joining instructions email you received from WIPO.

**Your event requires 2-factor authentication**

1
2

Please add a valid email or phone number, so we could send you a passcode

SUBMIT

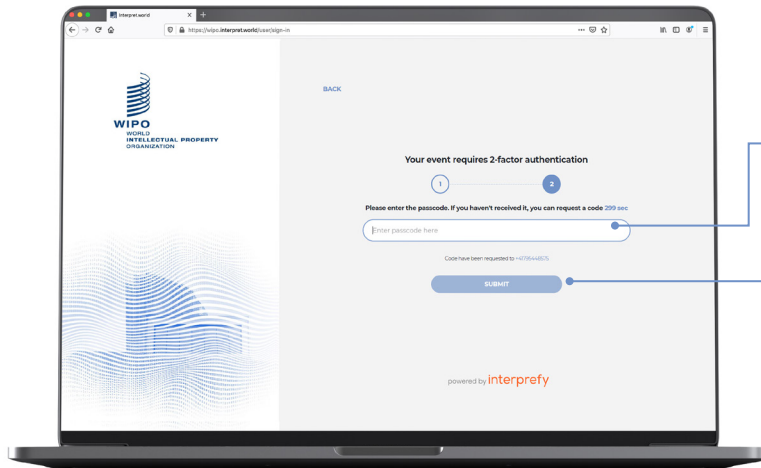
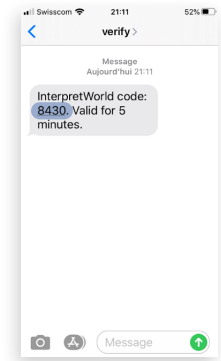
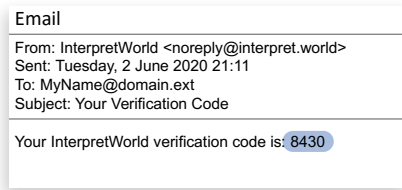
ALREADY HAVE CODE

2. Enter your email address or your mobile phone number (format: +41791234567) 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*

3. Click "SUBMIT"

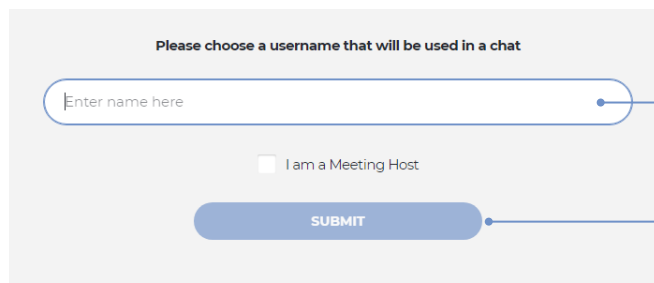
4. Within a few seconds, you will receive the verification code either in your email box, or by SMS text message.



5. You have 5 minutes to enter the code

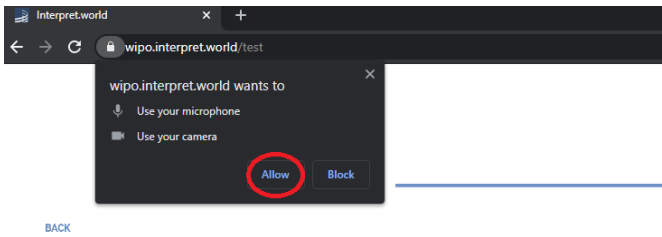
6. Click "SUBMIT"

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):** DELEGATION NAME (MEMBER STATE or ORGANIZATION) Title First name LAST NAME. For example: WIPO Mr. John DOE



7. Enter your username as described above.

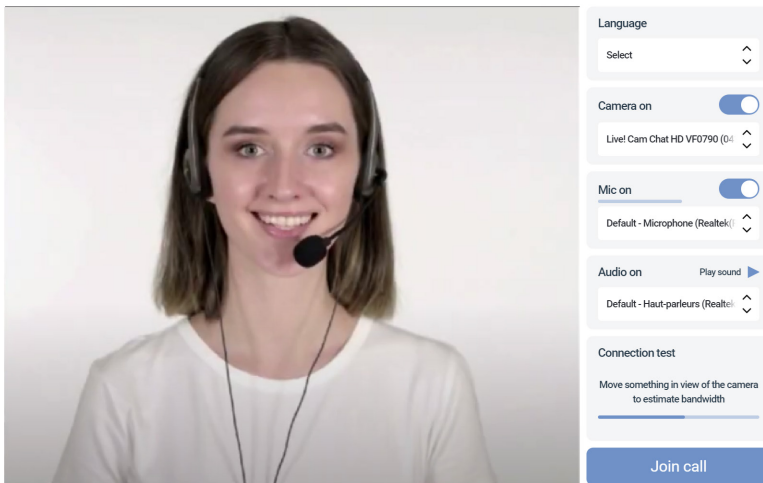
8. Click "SUBMIT"



BACK

9. You will now access the Pre-Call Test page. Please first allow the use of your camera and microphone if prompted.

BACK



10. Select your preferred WIPO Interpretation Language. Choose the option “NONE” to listen to the original language.

11. Try the different camera options available until you see yourself.

12. Ensure that the “MIC ON” bar is moving when you speak. If it does not, select another microphone option.

13. When you click on “PLAY SOUND” you should hear a test sound in your headset. If not, please select another audio device in the options

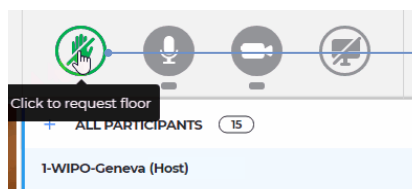
14. When ready, click on “JOIN CALL”.

You are now logged into the meeting session!

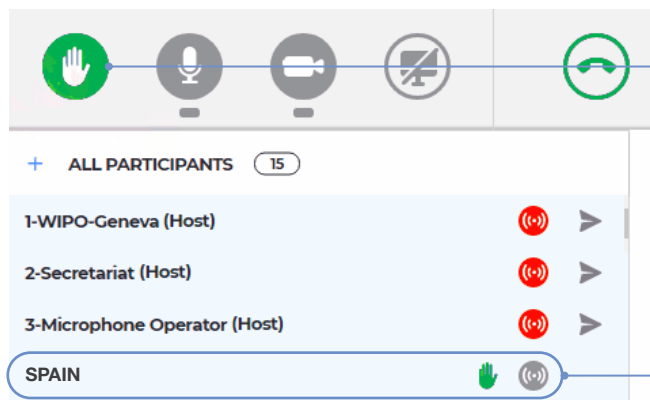
# Request the floor

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: (i) Regional Group coordinators (ii) Member State delegations (iii) Observer organizations.

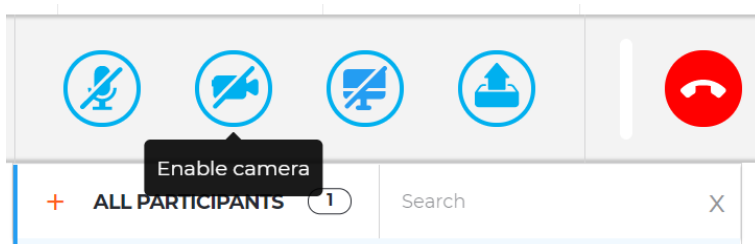


1. To request the floor, click on the green raise-hand icon

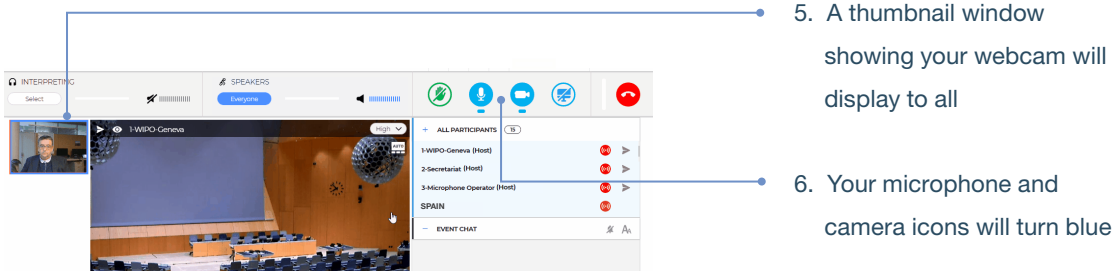


2. The icon turns green to show that your hand is raised
3. Your name will be displayed with a raised hand in the participants list

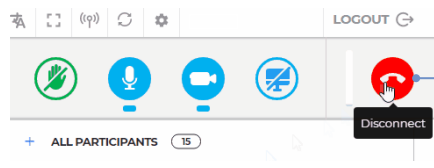
When the Chair of the Committee announces your delegation name to give you the floor, the microphone operator allows your streaming.



4. Before starting to speak, **always remember to click on "ENABLE CAMERA"**. You can now start to speak.



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



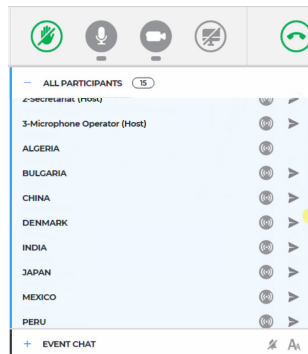
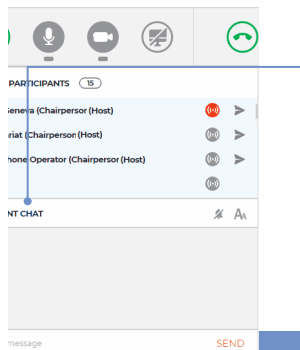
7. When you have finished your intervention, click the red "DISCONNECT" button to stop your stream

*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. The actual WIPO Chair will appear as "(Committee name) Chair", for example: "CWS Chair".*



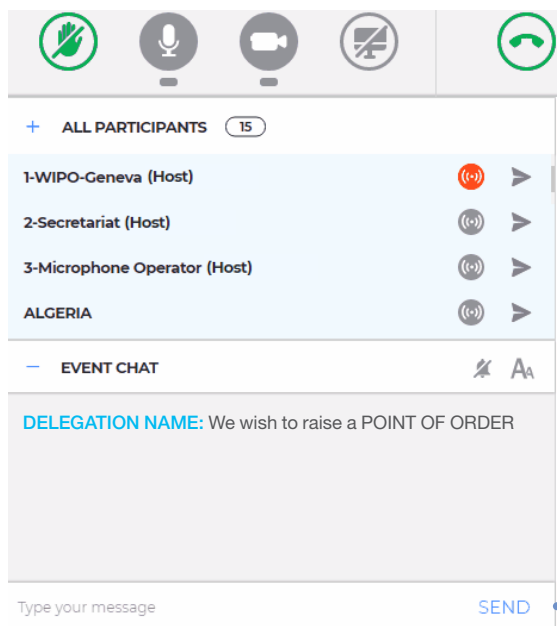
1. To expand the "ALL PARTICIPANTS" list to see more names, collapse the "EVENT CHAT" by clicking on the " — " sign
2. Then scroll up and down the list with the vertical navigation slider

# Event Chat (chat to all participants)

In a formal WIPO 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:

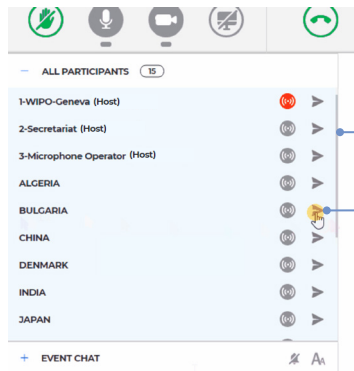
- By the **Chair or Secretary** for communications to all participants if needed for technical or practical reasons;
- By **interpreters** to signal a difficulty with sound quality;
- By the **microphone operator** to signal a technical problem to all participants;
- By **delegates** only to raise a POINT OF ORDER.



Type your message in this text box and click “SEND”

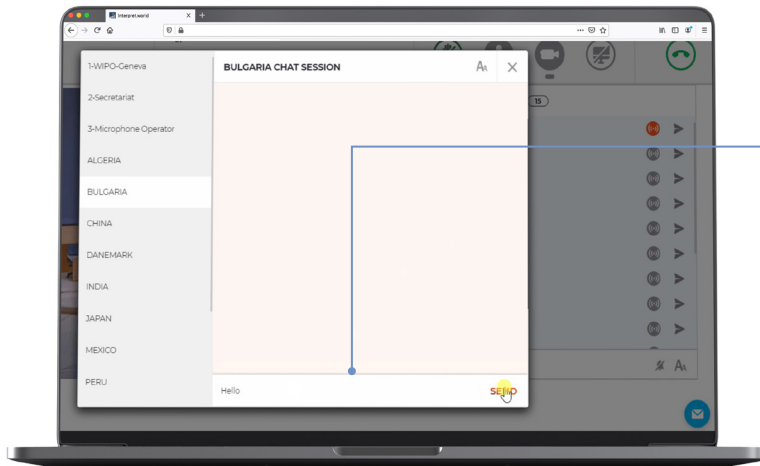
# Private Chat

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.

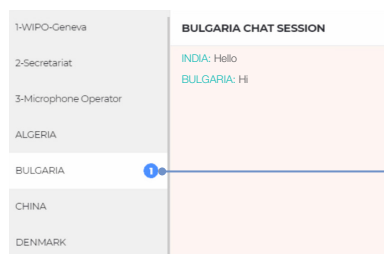


## Sending

1. Navigate in the participant list by using the vertical navigation slider
2. Click the arrow by the participant to whom you want to send a message. This opens the private chat pop-up window



3. Type your message in the text box and click “SEND”



## Receiving

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

*Note: Please do not use the chat to communicate with the Chair of the Committee, who will be too busy managing the meeting to be able to monitor the chat.*

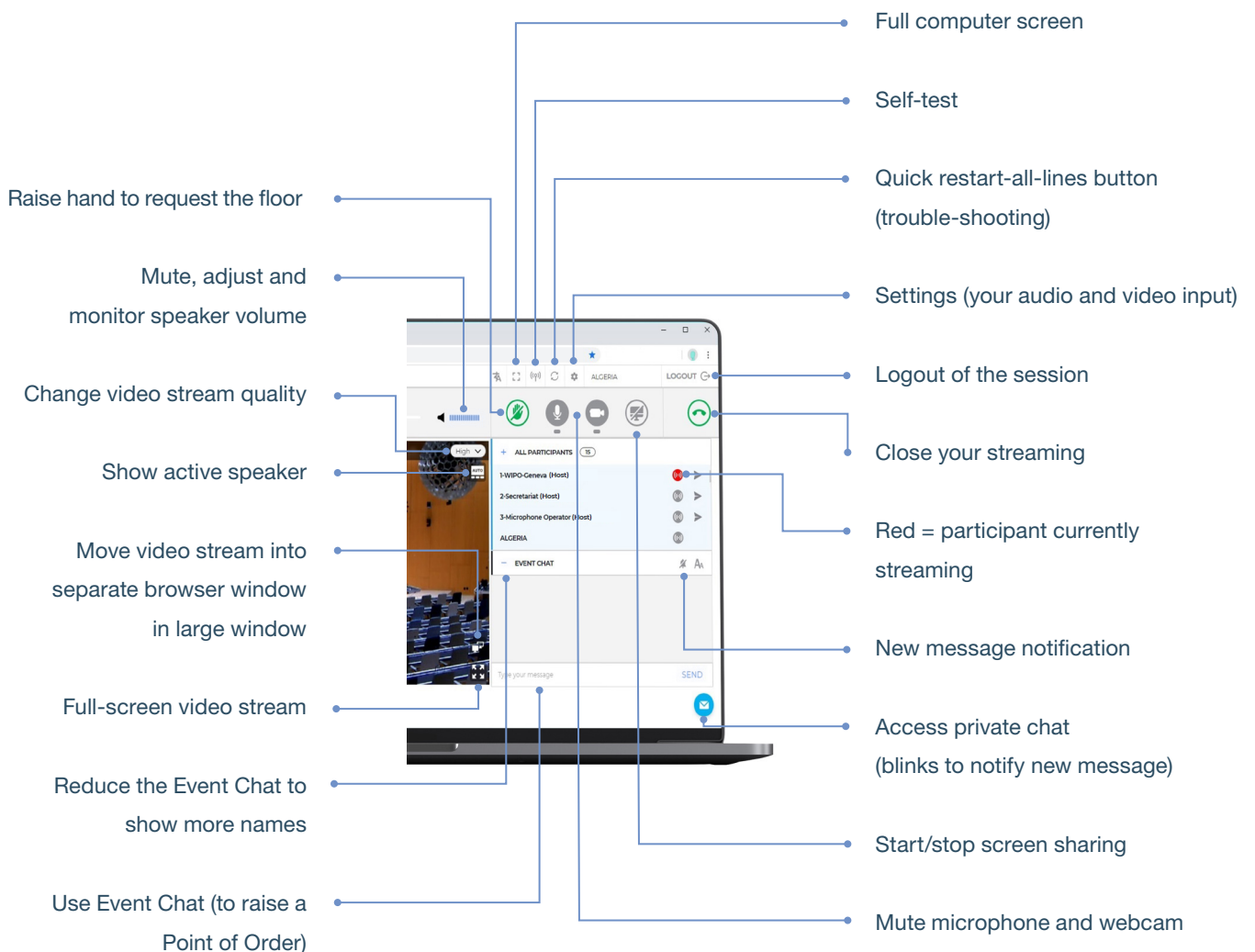
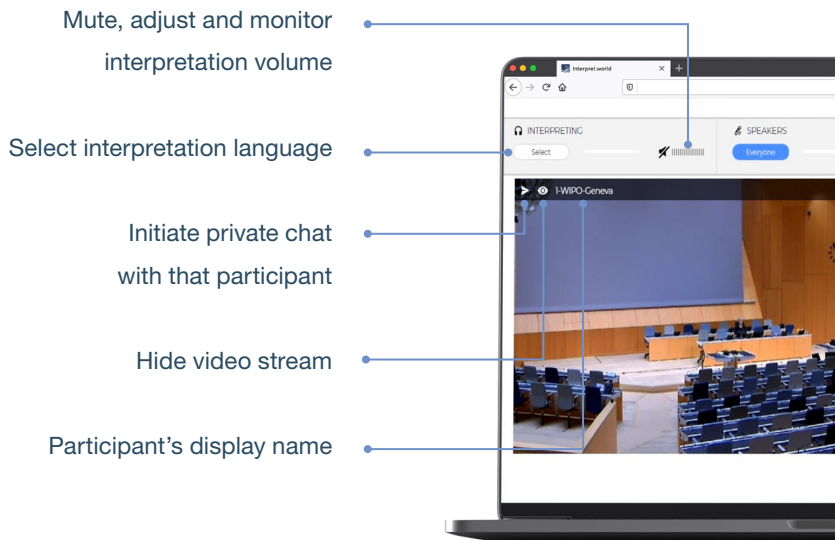


# Share your screen

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
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

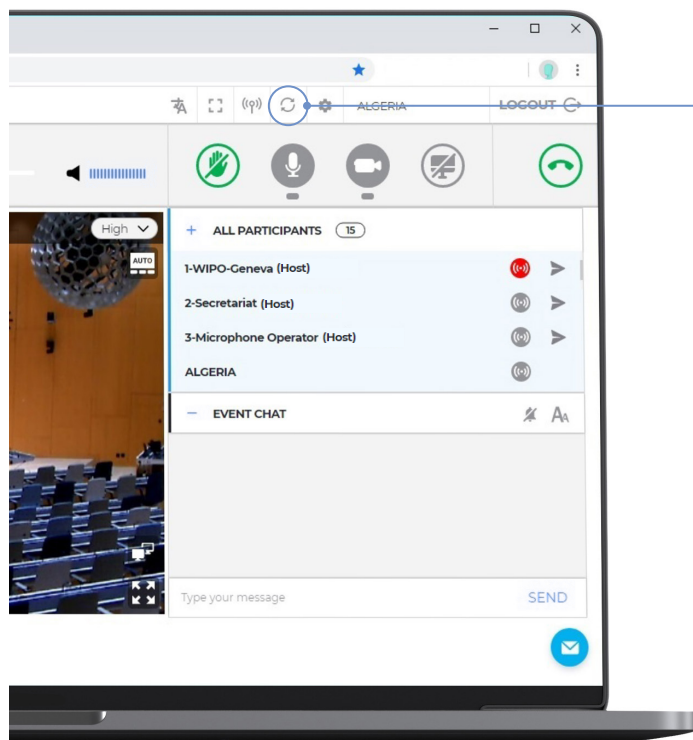
*Note: If you share your entire screen, be sure you don't have any content open that you don't want to be seen*

# Overview of function buttons

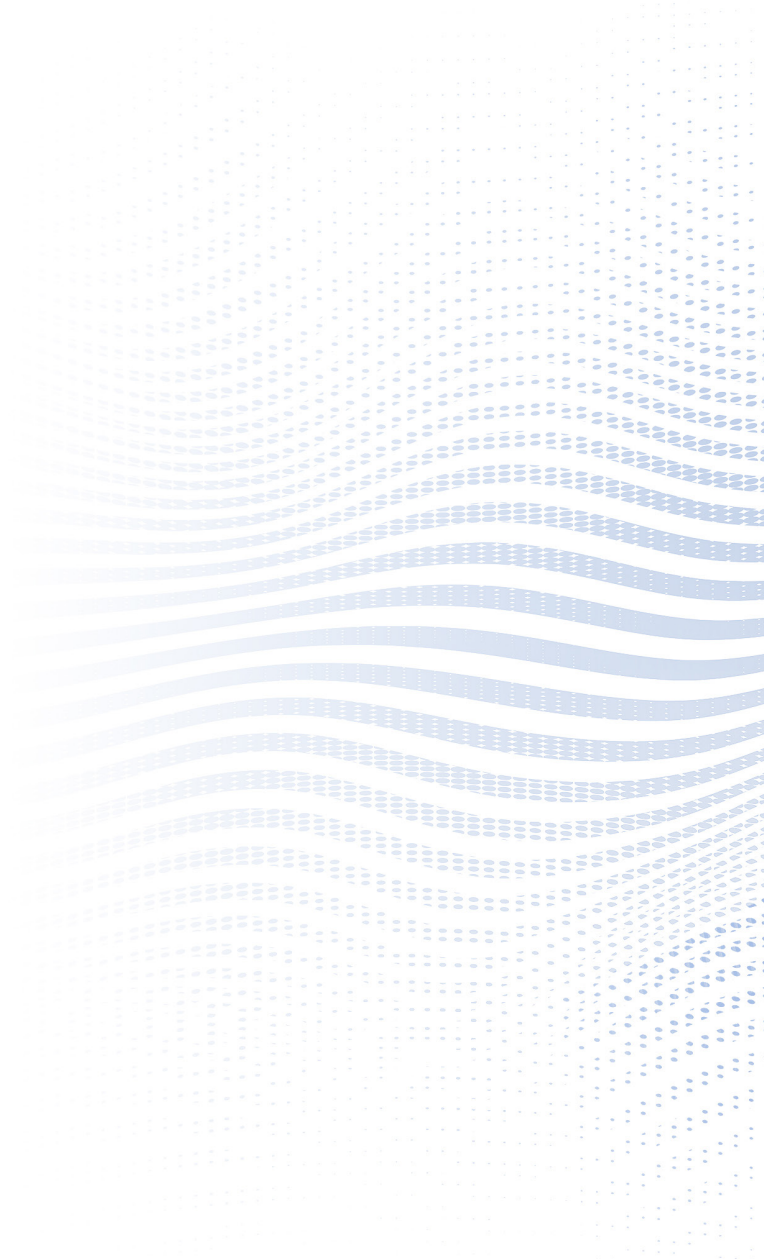


# Trouble-shooting

1. If you can't connect to the platform, please send an email to [e-meetings@wipo.int](mailto:e-meetings@wipo.int) and describe your problem.



2. If you have any problem with sound or video, or if the main video box is blurry during the meeting itself, try the quick-fix “RESTART ALL LINES” button
3. If issues persist, please reload your browser (F5), or try switching to another browser.
4. To request technical help, you can also use the private chat and send a chat to the “MODERATOR” on the top of the list.



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