

142nd IPU Assembly 24-27 May 2021 (virtual)

OVERCOMING THE PANDEMIC TODAY
AND BUILDING A BETTER TOMORROW:
THE ROLE OF PARLIAMENTS

User Guide for the Virtual Event Platform (VEP) of the 142nd IPU Assembly

Table of Contents

1. Introduction
2. Setting up WebEx
3. Connectivity testing before the event
4. Interpretation
5. Members of Parliaments' participation and technical advice
 - a. How to Connect to the Meeting
 - b. During the Meeting
6. Viewers participation and technical advice
7. Troubleshooting/Who to Contact
8. Important advice for your presentation
 - a. Connectivity
 - b. Setup

1. Introduction

The VEP will enable all members of parliament and others watching the proceedings to participate in the 142nd Assembly. This note spells out what steps each group needs to take to join successfully. Please make sure that members of parliament are familiar with these instructions ahead of the event.

Steps to take before your member of parliament joins their first session:

2. Setting up WebEx

Speaking in the sessions will be possible through the **WebEx application**. In order to prepare your device for the session you are kindly requested to **download the WebEx application** using this [link](#). It is strongly recommended that you download the application at least 48 working hours before the session is due to take place so as to enable any potential technical issues to be resolved in a timely manner. **Ensure that you register as: COUNTRY + First Name, FAMILY NAME.**

Once you have downloaded the application please **test a WebEx meeting** on your device using this [link](#).

If you are on a **VPN connection**, please ensure that you test this connection before the meeting to ensure that you are able to connect successfully.

3. Connectivity tests before the event

Live Webex connectivity tests will be conducted by the VEP technicians with members of parliament (or their offices, in which case the **same equipment as for the live Assembly sessions should be used**) as follows:

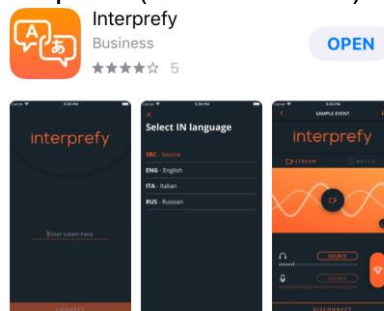
Date	Time CEST	Language	Link	Meeting ID	Password
12 May	From 10.00 to 15.00	EN-FR	https://wtv-ezi.my.webex.com/wtv-ezi.my/j.php?MTID=me31b95afe3ebb66b0506dad5a11b493c	163 974 3944	R7mBRMa8Rh3
19 May	From 10.00 to 15.00	EN-FR	https://wtv-ezi.my.webex.com/wtv-ezi.my/j.php?MTID=m56e30d0cb889fcb5f0e3825ae65519c9	163 263 5161	7UMhQtYa5D2
20 May	From 10.00 to 15.00	EN	https://wtv-ezi.my.webex.com/wtv-ezi.my/j.php?MTID=m2238298df2f761dcaa775fe7ee4decec	163 341 2929	3x3TpSiKE3w

4. Interpretation

Interpretation of Assembly sessions into multiple languages will be provided by Interprefy.

Participants who will only be viewing the session streaming will be able to listen to the interpretation through the VEP "Watch Now" page.

Participants who may have a speaking role during one of the Assembly sessions (members of parliament, special guests, panelists, etc.) and who wish to make use of the interpretation will need to download the Interprefy app to their computer (recommended) or smartphone by following [this link](#).



5. Members of Parliaments' participation and technical advice

At the end of this document there are simple bullet points to help you manage the quality of your MPs participation. Please familiarise yourself with them as they will help ensure you are prepared for the meeting.

a. How to Connect to the Meeting

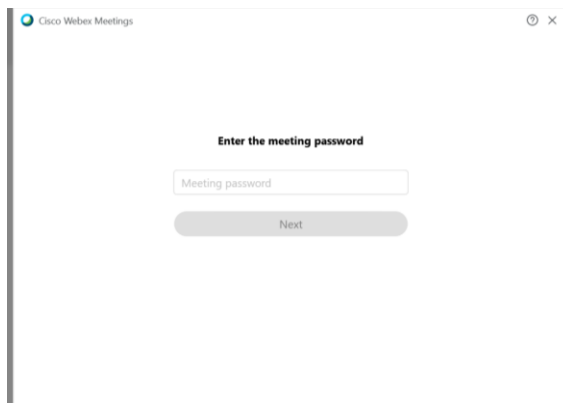
It is highly recommended that participants join the meeting using a computer with a wired internet connection using Chrome or Safari as the internet browser.

Step 1: Go to <https://142IPUAssembly.world-television.com> and log in with your email address used to register for the Assembly (**in lower case**). On the VEP homepage, members of parliament should click on Join Now to be taken to the live WebEx session.

142nd IPU Assembly / 142^e Assemblée de l'UIP

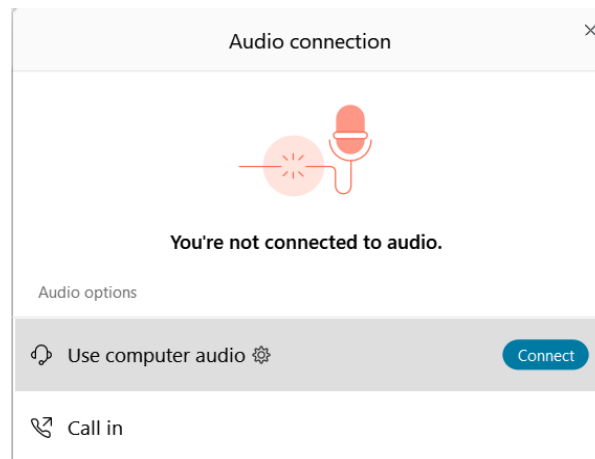


Step 2: On the Meeting Information page, enter your name as **COUNTRY + First Name, FAMILY NAME**. When prompted for a password, enter the one sent with the Invitation email.

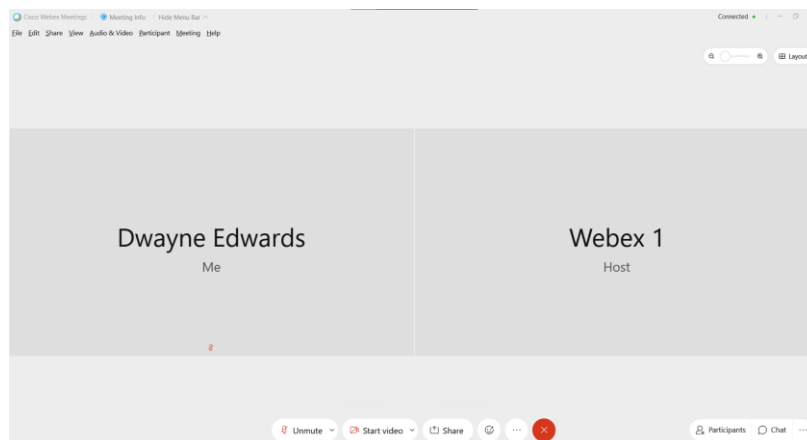


Step 3: Click: *Next*

Once the Host connects, you may activate your video and join the audio. Please choose the “Use computer audio” option.

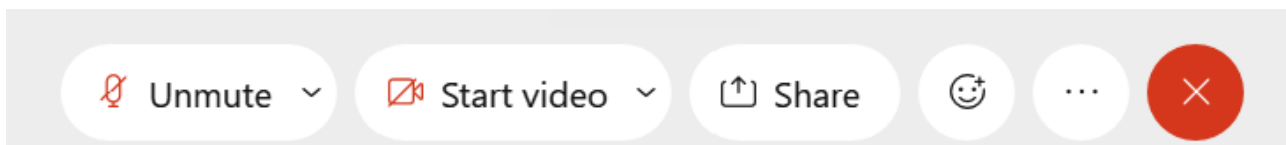


Once connected to the session you will see a screen similar to one the below:



b. During the Meeting

Once connected, you can mute or unmute your microphone by selecting the microphone icon next to your name in the participants panel or in the panel below which you will see at the bottom of your screen. **Please mute** whenever you are not speaking **and turn off your video** to save bandwidth.



Where possible, it is highly recommended that participants use a **headset** (or headphones) during the meeting, as this reduces background noise and improves audio quality (important for high quality interpretation).

If the Chair indicates that there is to be a short **break** during the session, **please remain connected** to meeting platform to avoid any potential technical disruptions.

To listen to interpretation

If you want to make use of interpretation, open the Interprefy app on your computer or smartphone.

When prompted for a token, enter **w4BnHwB8**.

You will need to use of headphones (earbuds) in order to listen to the interpretation.

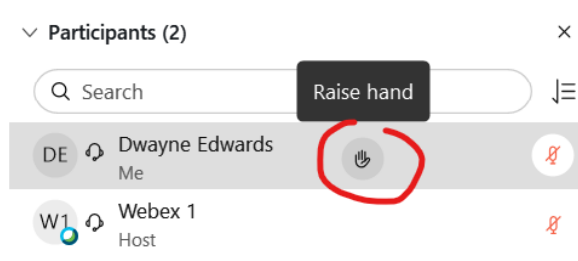
Important: If you are using Bluetooth headphones, **please click on the red “Disconnect”** button (with a phone icon) in the upper right-hand side of the Interprefy app screen before removing them from your ears. If you do not, the audio will revert to your device’s loudspeaker and the unpleasant feedback will be heard by all.

To participate in the discussion: Raise virtual hand in WebEx

Step 1: Open the participants panel in WebEx by clicking on the word Participants at the bottom of your screen (third to last button from the right below)



Step 2: To raise your hand click on the "Raise Hand Button" next to your own name in the participant list which will place a small hand icon next to your name.



Step 3: When invited to intervene please unmute your microphone.

Step 4: When you have completed your intervention please say the word ‘Over’ and mute your microphone.

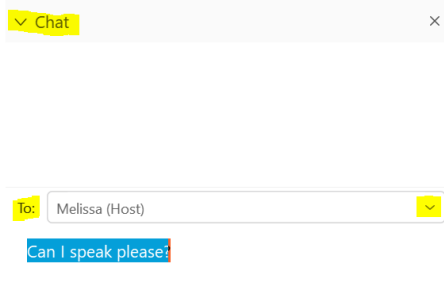
Step 5: After speaking, please lower your hand by clicking on the small hand icon.

To chat with other participants

Step 1: Open the participants panel in the WebEx application by clicking on the participants button at the bottom of your screen (third to last button from the right below)



Step 2: Choose the name of the person you would like to send a message to in the participants list and send type your message.



Chat

To: Melissa (Host)

Can I speak please?

6. How to Connect to the Meeting - Audience Members/Viewers:

Step 1: Go to <https://142IPUAssembly.world-television.com> and log in with your email address

Step 2: On the homepage, click on Watch Now button beneath the main image to follow the live streaming of the session.

142nd IPU Assembly / 142^e Assemblée de l'UIP



7. Troubleshooting/ Who to contact

If you encounter any **technical difficulties** when connecting to the VEP, downloading the **WebEx** or **Interprefy** application or have any issues joining the session please send an email to IPUassemblysupport@wtvglobal.com.

If you encounter any **technical difficulties** joining the meeting or downloading the apps mentioned, please send an email to IPUassemblysupport@wtvglobal.com.

8. Important advice for your presentation

a. Connectivity:

- Try to ensure that your location has a strong connection. Connecting your laptop directly to your broadband router via an Ethernet cable is best practice.
- Please ensure that you *use exactly the same computer and exactly the same internet connection during testing and on the live day*. Testing a different machine and connection during testing will not ensure you are ready for a different set up on the live day.
- You can test your internet connection [here](#), if you're unsure. Once the test is complete, take a screen shot or a note of the details. As an example, a download and upload speed of 5mbps and above would be sufficient for connecting.
- Make sure that these tests are completed during the scheduled testing day. This will ensure that you are fully prepared for the live event day. Were you to not be able to connect during testing, we may be able to troubleshoot and offer a solution during the session.
- If presenting from a venue with multiple people connecting to the same wifi network, please ensure that others are not using up too much bandwidth during the live presentations, for instance with video calls, media streaming and online gaming.
- Many broadband providers allow you to boost specific devices connected to the router. This would be recommended if possible.
- Close all other applications (email or other websites) other than the VEP, WebEx and the Interprefy app, as it can cause buffering issues for the video feed

b. Setup:

- Always use a light source to the front, such as a window.
- If the room in which you are presenting has no window, try using a desk lamp.
- Think about your background - if you have books or visual items which relate to your presentation, place them behind you.
- Ensure you tell anyone around you that you are filming. Put signs up to avoid live and unexpected disturbances.
- Make sure your laptop camera is at eye level. Use some books to raise your laptop if you need to.
- Centre yourself in the frame and allow for a small amount of headroom.
- Ensure your clothes contrast with your background, if your background is white, don't wear a white shirt.
- If you choose to wear a suit jacket, sit on the tails so that the shoulders don't ride up at the back. If you can, stand up when speaking.
- Glasses can throw up a lot of reflection from your screen. Adjust your laptop and light source to help avoid this.