

The Chair manual

If you are appointed Chair or Vicechair - you will have elevate rights on some part of the portal.
Find here information on your options.

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Default extra rights for Chair/Secretary role

When you are appointed the Chair/Secretary of a group, you will automatically be set for some elevated rights. This page will briefly list what these are, and how you use them.

Right	Purpose
Access to protected files	
Manage pages	
Manage files	
Manage forum	
Add meetings	
Add news	
Invite users	
Manage users	

Meeting Participants

As a Chair or ECO staff you have the following extra options for meeting participants:

Late registration

If a user has forgot to register for a meeting, you can use the "Late registration" option in Meeting Participants to register them. Please be aware of seat availability.

Invite guests

It is possible to invites guests to the meetings - the guest will need to be an established profile on the CEPT portal, but are not required to be a member of the group that the meeting is held in.

Please be aware that if the group is "Public" , documents will default also be public visible unless otherwised set when uploaded.

Exported list to excel

In the exported participants list, you will se more details than normal users.

[Export list to Excel](#)[Registration after deadline](#)[Invite guest](#)

Approve "Invited by Chair" and "Other organisation"

As a Chair you have the option to approve a meeting registraion that requires approval - for instance if they registered as "Other organisation" or "Invited by chair".

Group Questions

As a Chair, you have the option to setup Group Questions.

The tool can be used to ask simple questions to a WG/PT , if you need more complicated workflows, please contact ECO to make use of the Questionnaire tool.

The group questions tool is similar to the "Live Question" tool in MeetingHUB.

To setup a Group Question, find the "Group Question" tab in the WG/PT. If the tab is not there, its because it is not enabled in the group, please contact the responsible ECO export for asisstance.

When clicked you will be presented with a list of ready or on-going questions.

Group info ▾

Meeting documents

Meeting calendar

Group Question

Forum

Chat

GROUP QUESTION

Create Question

TOPIC ▾	CREATE DATE ▲	EXPIRY DATE ▾	ANSWERED/MEMBER COUNT ▾	STATUS ▾	OPTIONS
Demo Question		00:04:00	0/12	Upcoming	Start   

Show items pr. page: 10 ▾

Click the "Create Question" button and fill out the form:

GROUP QUESTION CREATE

Topic If possible, please avoid using personal information

☐ Anonymous answering

☐ Display final result

Answer options

☐ Single choice ☒ Multiple choice

Choices



[+ Add choice](#)

☐ Expiry (date/time or seconds)



☐ Group Question "hidden"

Create

Cancel

Topic	The question asked - i.e. "What time for coffee break ? "
Anonymous answering	The system will not record who answered what, but only the answer
Display final result	The Chair and ECO Staff will always be able to see the final result, but users will only be able to if this box is ticked
Answer options	Single choice or multiple choice answers
Choices	Put in the possible answers. If you need to select a date or date range (for instance if options to find a new meeting date) click the calendar icon. Any text or numbering is accepted There needs to be a minimum of 2 choices.
Expiry	Set the date or time in seconds this question will expire. The question is only open in this time span. If not set, the question will have to be closed manually
Group Question Hidden	Sometime its needed to send out a question to only a few members, use this option to hide the question in the list - there will be a direct link you can copy and send to the members who need to answer the question.

'When the Question is created and saved, you need to activate it by clicking **start**.

GROUP QUESTION

[Create Question](#)

TOPIC ▾	CREATE DATE ▲	EXPIRY DATE ▾	ANSWERED/MEMBER COUNT ▾	STATUS ▾	OPTIONS
What time for coffee break ?		00:02:00	0/12	Upcoming	Start   

Show items pr. page:

The question will now be visible to the group members and depending on settings it will automatically end, or you will have to end answering period by clicking the button "Finish". You can also finish it before time expires if needed , by clicking "Finish".

GROUP QUESTION

[Create Question](#)

TOPIC ▾	CREATE DATE ▲	EXPIRY DATE ▾	ANSWERED/MEMBER COUNT ▾	STATUS ▾	OPTIONS
What time for coffee break ?	11/12/25, 14:19	00:01:53	0/12	Active	Finish 

Show items pr. page:

In the list you can see how many have answered out of how many group members possible to answer.

Past Group Questions can be found in the profile menu under "Group Questions". Here you can also see the results of the questions.

The result can be views in 3 parts, the top is the number of answers pr. option, below is the answers given pr. user and finally its possible to download a CSV file for processing or circulation.

Answers

13/03/25, 08:30 - 14/03/25, 12:00	8
20/03/25, 08:30 - 21/03/25, 12:00	8
24/03/25, 12:00 - 25/03/25, 16:30	11
25/03/25, 08:30 - 26/03/25, 12:00	8
26/03/25, 08:30 - 27/03/25, 12:00	8
27/03/25, 08:30 - 28/03/25, 12:00	10

Participants

[Redacted]

Answered

13/03/25, 08:30 - 14/03/25, 12:00
20/03/25, 08:30 - 21/03/25, 12:00
24/03/25, 12:00 - 25/03/25, 16:30
25/03/25, 08:30 - 26/03/25, 12:00
26/03/25, 08:30 - 27/03/25, 12:00
27/03/25, 08:30 - 28/03/25, 12:00

13/03/25, 08:30 - 14/03/25, 12:00
20/03/25, 08:30 - 21/03/25, 12:00
24/03/25, 12:00 - 25/03/25, 16:30
25/03/25, 08:30 - 26/03/25, 12:00
26/03/25, 08:30 - 27/03/25, 12:00
27/03/25, 08:30 - 28/03/25, 12:00

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