

MHub as an Organiser

If you are appointed "Organiser" in the MeetingHub, extended functionality will be available for you.

You will get Organiser role by either being appointed by the ECO staff) or when you are the Chair of a group.

- [Managing a meeting](#)
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Managing a meeting

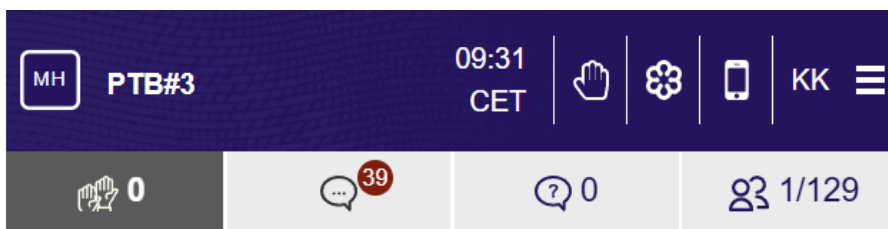
If you are appointed organiser rights on the MeetingHub, these options will be available to you:

Please see detailed WIKI for description.

Raise Hand

You will be able to lower a participants hand individually, or all raised hands at once.

You can also “close” the floor by clicking the “Disable raise hand” - this will disable the raise hand button at all participants.

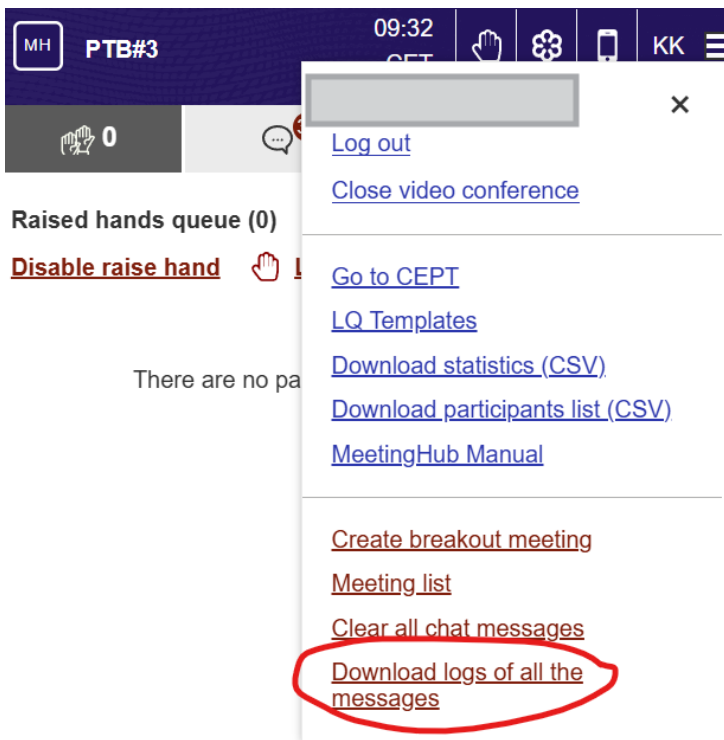


Raised hands queue (0)

Disable raise hand  Lower all hands

Chat

You will be able to download a chat log for all public messages. Private messages between users and between organisers are not possible to download.



Live Questions

You will be able to create new Live Questions and manage the results their display to the audience.

[See section for information](#) how to create a Live Question

Participant List

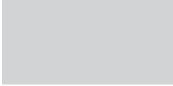
You will be able to remove participants from the list, Please note the users are able to connect again and will appear on the list again. This function can assist in making a valid participants list.

> Raised hands queue (0)

XXXXXXXXXX

Search name, organisation or representation

Q

Name ▾	Organiser	Representing	Participation	Status
	☐	Full ETSI Member: SES S.A.	Physical	Remove
	☐	Admin: Serbia	Virtual	Remove
	☐	Admin: United Kingdom	Virtual	Remove

On this list you will also be able to edit the participants - if the participation information in “open” meetings (like breakout sessions), if a meeting is linked to a meeting planned on the CEPT portal , this will not be possible as the information is received from the portals meeting registration.

Manage Live Questions

If you are appointed the Organiser role in MeetingHub, you can create and handle Live Questions (LQ).

Live Questions are a simple way to ask questions to all participants in the MeetingHub.

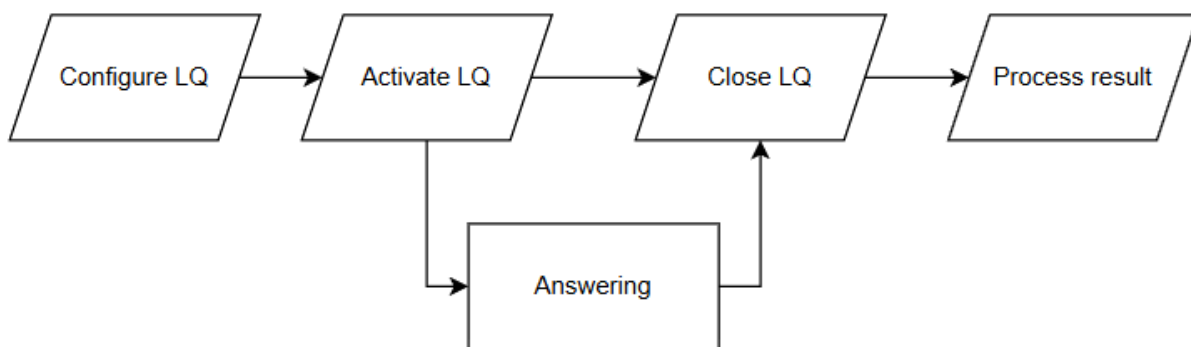
You can ask a single question, and participants can be presented with options to answer either single-choice or multi-choice.

Result can be published, or only shown to organisers.

Also answers can be collected anonymously.

How to setup and use

The process of handling LQ is divided into these tasks:



Example setup of LQ

Step / Action	Description
---------------	-------------

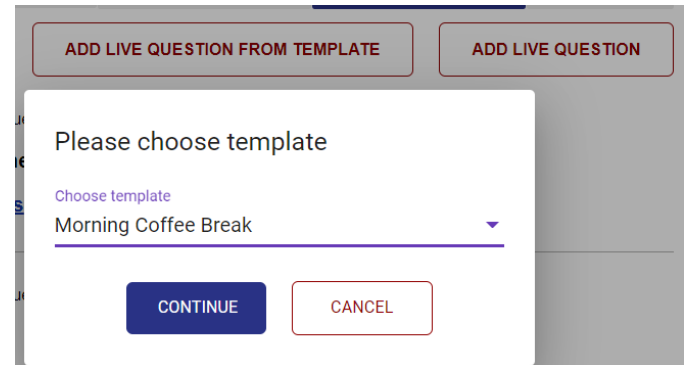
1. New or Template

There are two ways to create a LQ, either from a template , or from scratch.

When you create a LQ, you have the option to save it as an template in the current meeting.

This way you can quickly create repetitive LQ in the same meeting.

Click either the "Add Live Question" or "Add live question from template".



2. Configure Live Question

Description of the fields is provided at the end of this page.

When the LQ is configured and "Submit" is clicked, the LQ is ready to be activated and presented to the participants.

It is not visible to the participants until it is activated (see next step).

Topic:

At which time do we take a coffee break ?

Anonymous answering
☐ Enable anonymous answering

Public result
☒ Show public result

Answering choice
☐ Single choice ☒ Multiple choice

09:30

Remove

10:00

Remove

[+ Add choice](#)

☒ Set max choice items

1

Time to answer
☐ Enable limited answering time

300

seconds

☐ Save as a template

SUBMIT

CANCEL

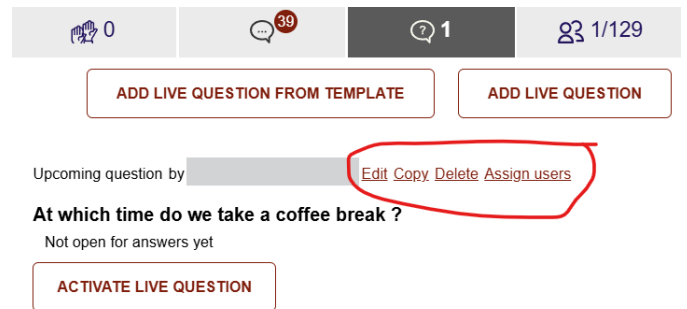
See field description at the end of this page.

3. Assign respondents

If only a subset of participants are required to answer the LQ, you can assign those by clicking the "Assign users" option next to the LQ.

Please note that the LQ will be visible to all participants in the meeting, but only the selected participants can answer.

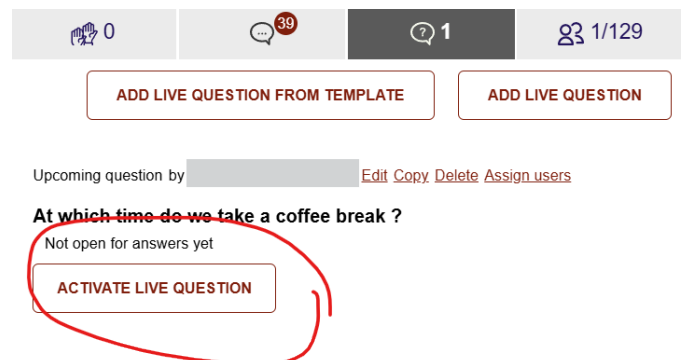
The result will equally be visible to all participants if the option to publish the result of the LQ is enabled.



The screenshot shows the Live Question (LQ) management interface. At the top, there are four tabs: '0' (selected), '39', '1', and '1/129'. Below the tabs are two buttons: 'ADD LIVE QUESTION FROM TEMPLATE' and 'ADD LIVE QUESTION'. The main content area shows an 'Upcoming question by' field with a red circle around the 'Edit Copy Delete Assign users' links. Below this is the question text 'At which time do we take a coffee break ?' and the status 'Not open for answers yet'. At the bottom is a button labeled 'ACTIVATE LIVE QUESTION'.

4. Activate

Remember, the LQ will not be visible to participants before it is activated.



The screenshot shows the Live Question (LQ) management interface. At the top, there are four tabs: '0' (selected), '39', '1', and '1/129'. Below the tabs are two buttons: 'ADD LIVE QUESTION FROM TEMPLATE' and 'ADD LIVE QUESTION'. The main content area shows an 'Upcoming question by' field with a red circle around the 'Edit Copy Delete Assign users' links. Below this is the question text 'At which time do we take a coffee break ?' and the status 'Not open for answers yet'. At the bottom is a button labeled 'ACTIVATE LIVE QUESTION'.

When you click "activate" the LQ will be locked from editing - no further changes are possible.

Click "Activate Live Question" to publish it to the participants. You will be asked to confirm the activation.

Please be aware that ONLY one LQ can be active at a time. If the "Activate" button is not visible another question is already active.

5. Close

If you have configured the LQ with a limited answering time, the LQ will automatically close when the period is over.
Otherwise you will have to close the LQ when you see fit.
Click the "Close Live Question" to end the answering period.
The panel to close the question is only visible to participants with organiser role.

Answer now

At which time to we take coffee break ?

Select your answer (Select one or more options)

Submitted answers:
0/30

Answers are Published

☐ 10:00

☐ 10:30

SUBMIT

Time for answering is not limited

CLOSE LIVE QUESTION

You will be asked to confirm the closure of the LQ.
Please note, a closed LQ can not be activated again.

6. Process answers

When the LQ is closed, the answers will be published , if the relevant setting of the LQ has been properly ticked. If the LQ has been configured NOT to publish the answers, only organisers will be able to see the result. If the LQ has been configured to publish the answers, all participants will be able to see the result. If a LQ has been configured as Anonymous, the system does not record who provided the individual answers. Therefore nobody can see who answered what.

Finished Live Question [Delete](#)

At which time to we take coffee break ?

[Hide results](#)

Answers		Submitted answers: 1/30
10:00		1
10:30		1
Participants		Answered
Kenneth Karlsson		10:00, 10:30

The properties to be set for a LQ

Property	Definition
Topic	This is the question asked
Anonymous answering	If selected, the system will not record any information on the user who provided the answer.
Public result	If selected - the result will be published when the LQ is closed. If this is not selected, only participants with the organiser role can see the results.

Answering choice Set max choice items	The LQ can be configured as either a single-choice or multiple-choice. Based on this setting, the respondent can select one or more of the listed answering choices. The organiser can include several answering choices for the LQ through the dedicated "+ Add choice" function. If multiple choice is selected, it is also possible to indicate a maximum number of options to be selected. Example: there are 3 choices, but the respondent is only allow to select 2. Respondent can then select any answers but only 2 and can swap as they want.
Time to answer	The LQ can be time limited. If selected the LQ will only be open for the indicated duration (in seconds), and it will automatically close afterwards.The LQ still need to be activated to start the timer. If this is not set, the organiser is responsible to close the LQ when appropriate.
Save as Template	If you have recurring questions, you can save the LQ as a template. In this way you can easy and quickly create a new LQ based on the same setup. Give the template a short descriptive name. You cannot edit a template.

Manage Raise Hands

All participants are able to manage their own "Raise Hand" indication, that means they can raise and lower their request when needed.

If you are appointed in the Organiser role, you will also have the option to manage other participants hand indications.

These following options will be available to you:

- Next to each participants names on the right - the "Lower hand" and "Give Floor" option will be visible
- At the top of the list commands to lower all hands or disable raise hands (close the floor) in one click is shown.

MH

KK TEST 2810

12:54
CEST

Hand raised

KK

1

0

1/1

Raised hands queue (1)

NEW

[Disable raise hand](#)

[Lower all hands](#)

1

0 min

Kenneth Karlsson (you)
Observer: ECO

[Give floor](#)

[Lower hand](#)

The "give floor" option will display the selected users name and affiliation in the window. When the user lower their hand or you as organiser gives the floor / lowers hand the indication will disappear.



KK TEST 2810

12:57
CEST



Hand raised



KK



Speaking now: Kenneth Karlsson, ECO



1



0



1/1

Raised hands queue (1)

[Disable raise hand](#)



[Lower all hands](#)

1

2 min



Kenneth Karlsson (you)

Observer: ECO

[Lower hand](#)

Manage Participants List

Only ECO can appoint a participant to become an organiser in the MeetingHub, therefore the "Organiser" tick box will remain grey even if you are appointed organiser - this is by design.

You can as an organiser maintain the participant list, you can edit the participation info for open meetings (i.e. breakout sessions and non-linked meetings to CEPT portal) , and you can remove participants which are not attending the meeting (please note this will not prevent the participant to re-enter the meeting). Use the "Edit " or "Remove" link option for this.

Name ▾	Organiser	Representing	Participation	Status	
					Edit Remove
					Edit Remove
		AA	Virtual		Edit Remove
					Edit Remove
					Edit Remove

If you need to get the participants list from a past meeting and the meeting is no longer listed on your "My Meetings" page on the CEPT portal - you will need to find the details of the meeting and click the "Webmeeting" link. Please note that a cleanup-routine is done regularly (180 days), and the data may therefore no longer be available.

SE 19 - Fixed Service

Group Info ▾

Meeting documents

Meeting calendar

Forum

MEETING DETAILS

Click here to return to the MeetingHub for a past meeting.

30/08/21, 09:30

01/09/21, 17:30

Location:

Web-Meeting

Registration deadline:

29/08/21, 12:00

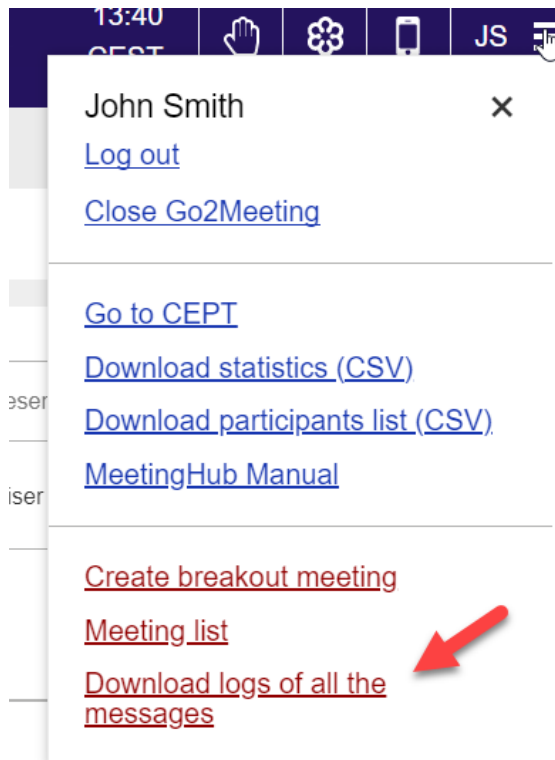
Contribution deadline:

29/08/21, 23:00

Manage Chat

As an organiser you are able to download a log of all PUBLIC messages.

Please note **NO** private chats will be included in the downloaded logfile - this is by design.



The file is downloaded as en CSV file containing various data:

[illegible]