MHub as an Participant

As a participant, you have various options on the MHub that will ease the cooperation between onsite and online participants.

Find here an description and intructions how to use the functions.

- Raise Hand
- Chat
- List of participants
- Live Questions

Raise Hand

The raise hand (RH) functions purpose is to ask for the floor.

When you have clicked the RH button , the icon indicates your hand is raised, and clicking it again will remove your request for the floor from the list. This request is visible to all that are connected to Mhub.

You can lower your hand by pressing either the button indicating your hand is raised, or the link next to your name in the list of raised hands.

The list will indicate what number in the queue your request has, and for how long you have been waiting in minutes.

The list is organised as a FIFO list (First In First Out).

Please note only yourself and any user appointed organiser can lower your hand.

It is good practice to lower the hand when you have completed your intervention.



Chat

The MeetingHub tool contains a basic chat tool.

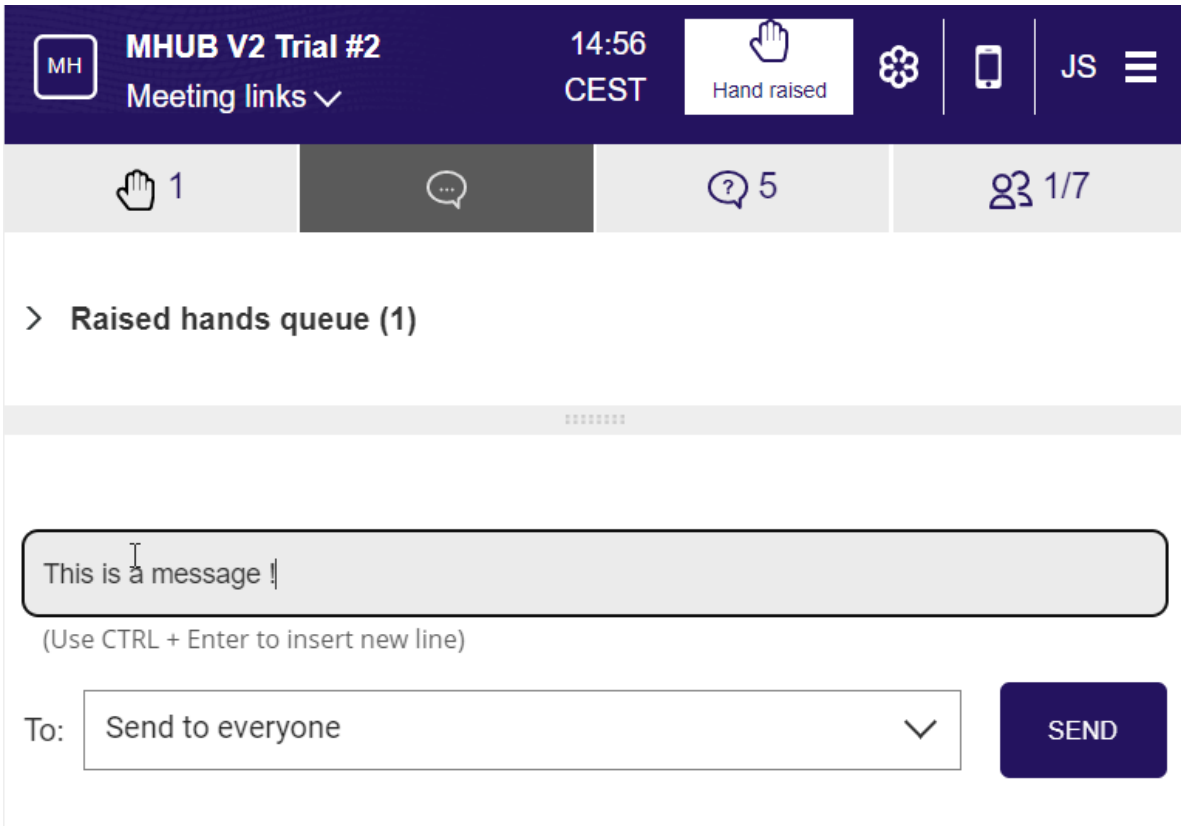
The tool also give you access to see the raise hand list at the top of the window by clicking the small arrow next to the title "Raised hands queue".

You can write chat messages either to all members of the MeetingHub session, or privately to a single person.

Write the message in the indicated field, select recipient (default is "Send to everyone"), press enter to send, or click the send button.

If you need to insert new lines, you must press both the Ctrl and Enter key simultaneous

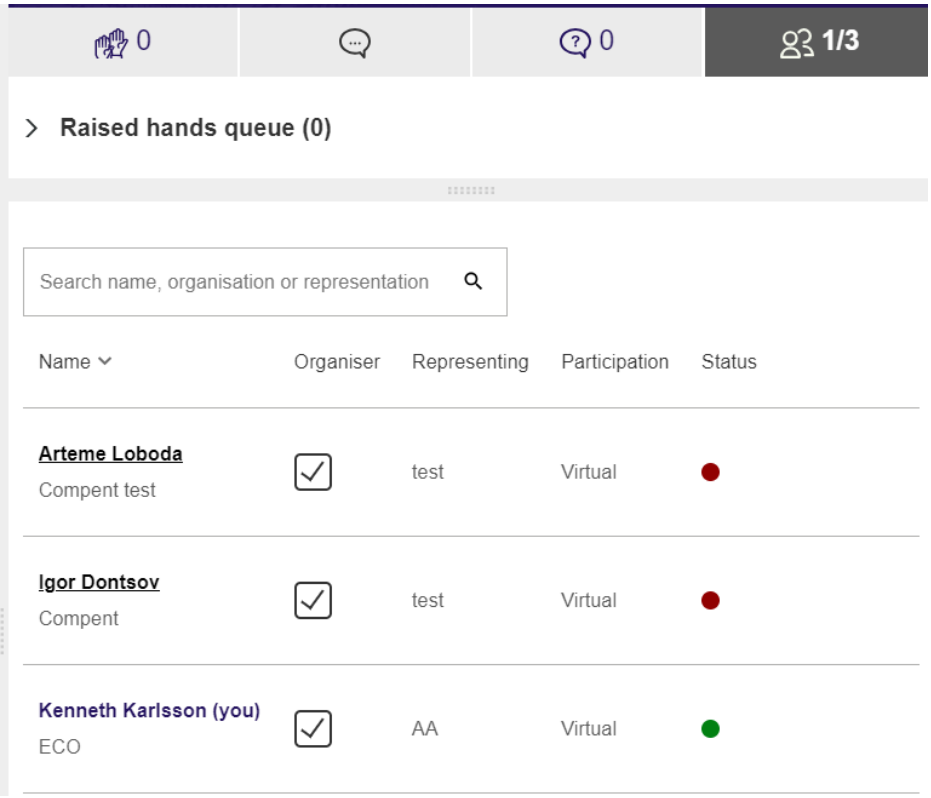
If you need to insert a link to a webpage, please provide the entire URL (i.e. https: in front)



List of participants

The list of participants is a list of any user that has been logged into the MeetingHub for the specific meeting.

At the top of the list its possible to see the raised hand queue.



The list also indicates the name, and which entity the user represents as indicated in the registration for the meeting.

If the meeting is not linked to CEPT portal meeting, you will be asked for representing info upon entering the meeting.
Please make sure that this information is correctly reflected when typing the name-tag in GoToMeeting.

Sorting

The list of participants is sortable by clicking the headlines of the columns in either ascending or descending order.

Online/Offline indication

The list also shows whether the user is online in the MeetingHub by either a green (online) or red (offline) dot. Please note the list has no association to the participants list in GoToMeeting.

Start a private chat

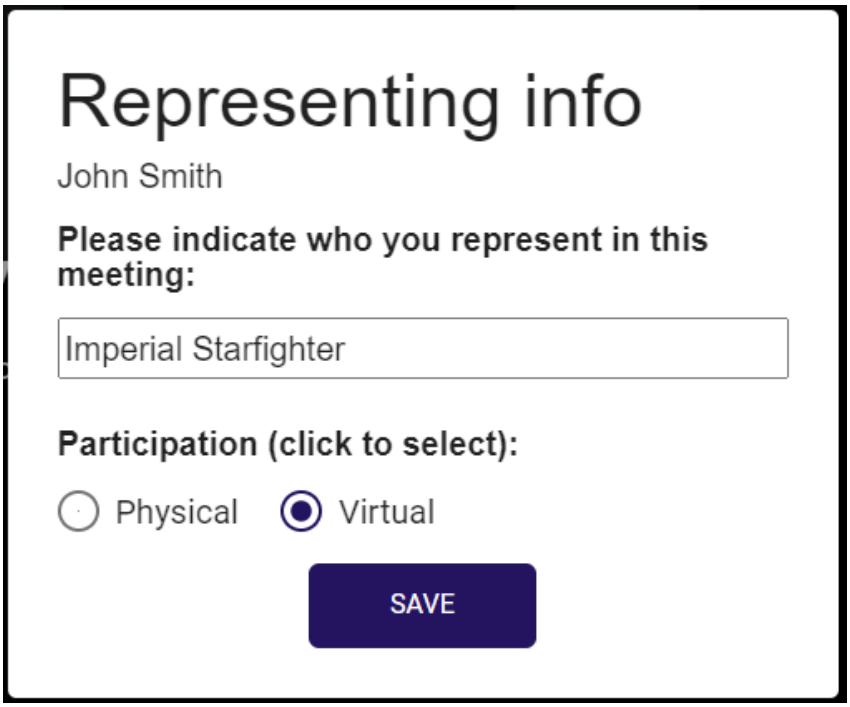
You can from the list initiate a private chat message by clicking the name of the participant.

Organiser

The checkbox field "Organiser" is only editable by the ECO staff, when appointed as organiser, options to manage raise hands and live questions will be available.

Edit your representing information

In “open” meetings i.e. meetings that is not linked to a CEPT portal meeting (like breakout sessions) it is also possible to edit your participation info by clicking the “Edit” link.
It is not possible to edit your name, main affiliation and email address , this is taken from your profile on the CEPT portal.

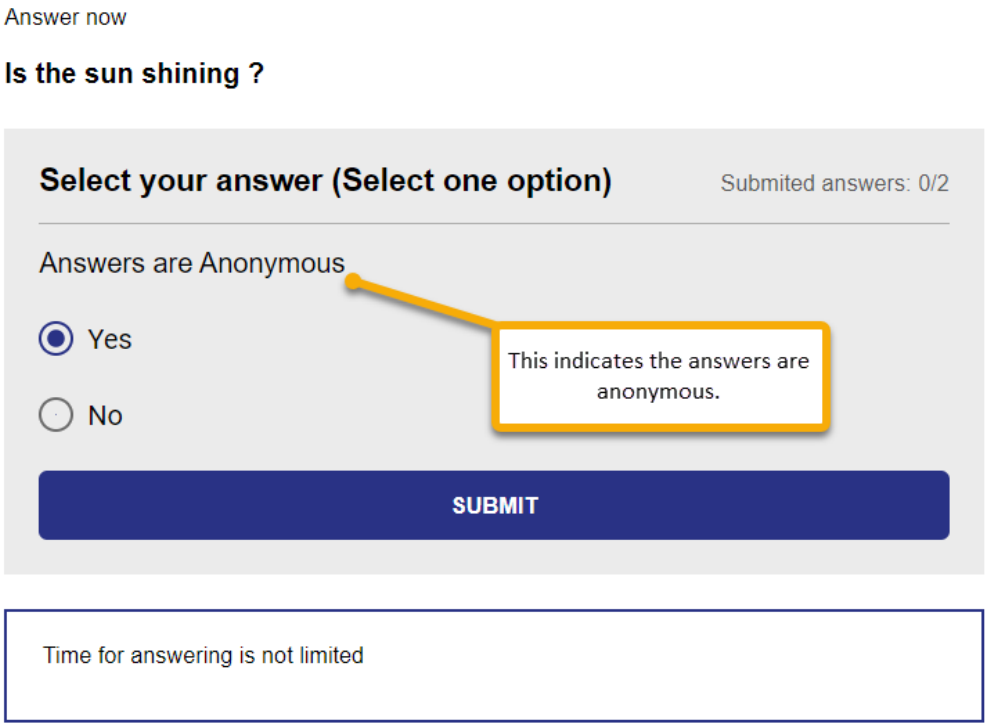


Live Questions

An organiser can ask questions with a defined set of response options, in the Live Question (LQ) section.

Depending on the settings on the LQ, the result of the poll can be either published publicly, or not.

Also the answer you provide can depending on the settings in the LQ be anonymously or visible, you will see the setting on the question panel.



Answer now

Coffee break at ?

Select your answer (Select one option) Submited answers: 0/2

Answers are Published

- (●) 10:30
- ( ) 11:00

SUBMIT

Time for answering is not limited

FINAL RESULT OF AN ANONYMOUS QUESTION

Finished Live Question Delete

Is the sun shining ?

Hide results

Answers Submited answers: 1/2

Yes	1
No	0

FINAL RESULT OF A QUESTION WITH PUBLISHED RESULTS

Finished Live Question Delete

Is the sun still shining ?

Hide results

Answers

Submited answers: 1/2

Yes	1
No	0

Participants	Answered
John Smith	Yes