

Managing a meeting

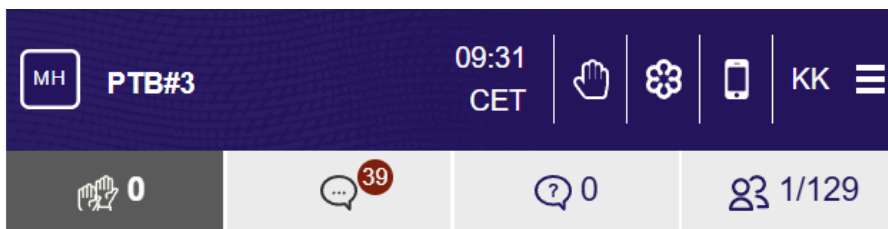
If you are appointed organiser rights on the MeetingHub, these options will be available to you:

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.

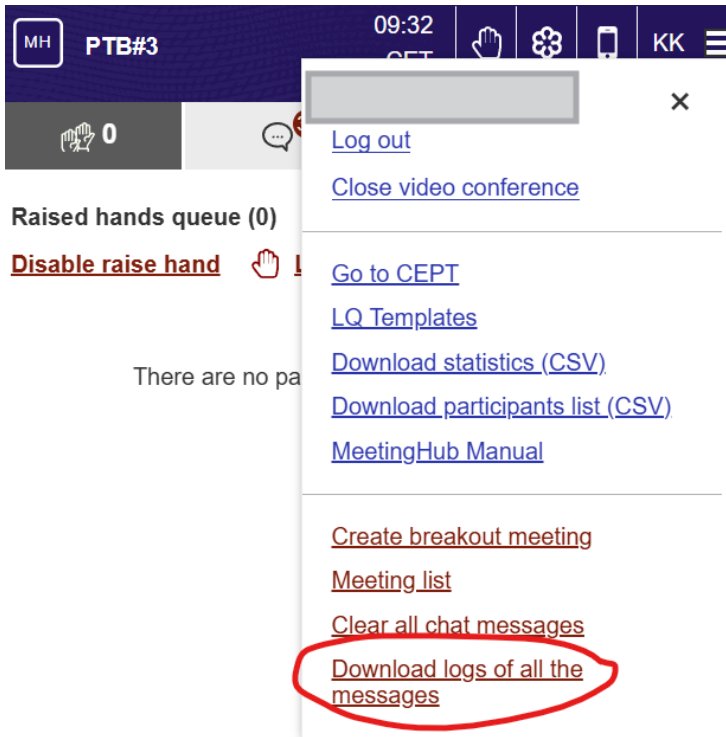


Raised hands queue (0)

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

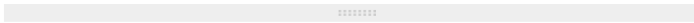
You will be able to create new Live Questions and manage the results their display to the audience.

[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)



Search name, organisation or representation

Name	Organiser	Representing	Participation	Status
[Redacted]	<input type="checkbox"/>	Full ETSI Member: SES S.A.	Physical	● Remove
[Redacted]	<input type="checkbox"/>	Admin: Serbia	Virtual	● Remove
[Redacted]	<input type="checkbox"/>	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.