



Collaboration Workshop Session Guide

MEETINGPLAY PLATFORM

Overview

Collaboration Workshop Overview

The collaboration workshop functionality allows for speakers and attendees to interact in a webinar style format within a session on the platform

- Total of **4** speakers in each session. Speakers will always have camera, audio, and screensharing privileges to present information to audience members
- Audience members appear in a list view to the speakers only, and a speaker must bring them onto the "stream" to give them camera and audio capabilities
 - Up to **12** audience members can be on the stream at a time
 - Audience members can raise their hand to indicate wanting to be brought on the stream
 - Up to **250** participants total can be in the session at a time
- Each room is open until the scheduled end time (listed on the agenda), at which point it will automatically close
- There is a timer on the session, and you will receive an alert when you have 5 minutes and 1 minute remaining

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Best Practices

Camera & Audio Settings

- When entering the session, you will receive a prompt that you are entering a live event (FIG A). Click Confirm to continue.
- If you have not already allowed the site access to your camera, you will be prompted to do so
- Once access has been allowed, you will enter the session
- Speakers are automatically visible on camera in the middle of the screen
- Video & Audio Settings can be found below this area (FIG B)
 - Click the microphone icon to mute your audio
 - Click the camera icon to hide your camera
 - Use the drop downs to the left of each icon to adjust which microphone or webcam is being used, if needed

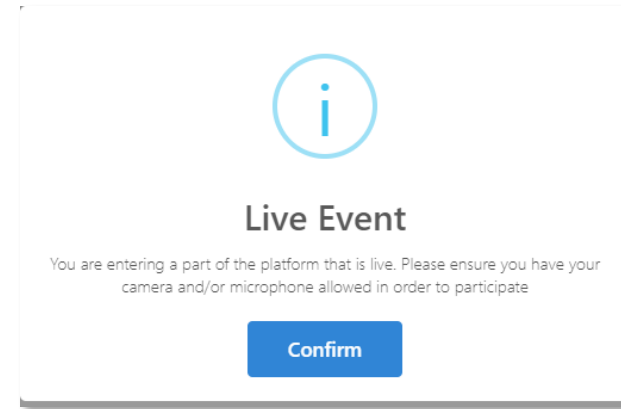


FIG A

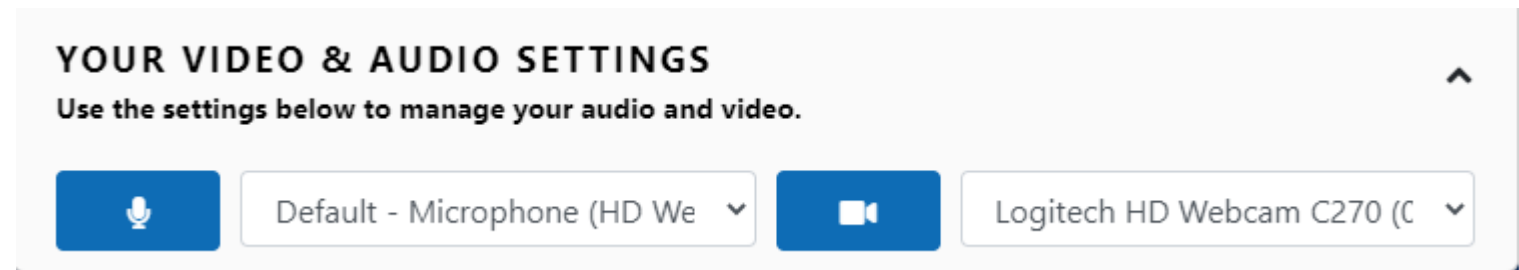


FIG B

Speaker Role

- When first entering the session, you will automatically appear on video/audio
- Speakers have the option to **Take over as speaker** (FIG D) – this moves your video feed to the right-side panel and let's attendees know you have the floor
- Only one speaker at a time can take over this position
- You can move yourself back to the center at anytime by clicking the same button that will now read **Remove me as speaker**
- You can collapse or expand the center view or the speaker area at any time by clicking the arrow icons in the top right corner (FIG E)

The screenshot displays a Zoom meeting interface for a session titled "Workshop Collab". The main video area shows a grid of participants: Joanna, Reagan, Jonah, Sarah, Emily, and Vanessa. A red arrow labeled "FIG E" points to a blue icon with a white arrow in the top right corner of the grid, which is used to move a speaker to the right-hand side. On the right-hand side, a larger video feed shows a woman (Nicole) with the text "Presenting now Nicole" below it. A red arrow labeled "FIG D" points to a blue icon with a white arrow in the top right corner of this video feed, which is used to take over as the speaker. Below the video feeds, the "YOUR VIDEO & AUDIO SETTINGS" section shows the microphone set to "Default - Microphone (HD We)" and the webcam set to "Logitech HD Webcam C270 (C)". The "LIVE USERS" section shows "Nicole Hyatt" with a "Move to Audience" button. The "AUDIENCE" section has a search bar. At the bottom, a "YOU ARE CHECKED IN!" message states "You may now use the session chat." and there are tabs for "Overview" and "Speakers". On the far right, a chat window is visible with messages from Morgan Leary ("Hello!") and Nicole Hyatt ("welcome!").

Screensharing

- All Speakers have the capabilities to share their screen, via the **Share Screen** button in the right-side panel (FIG F)
- Audience members are not able to share their screen
- Speakers have the option to share an entire screen, application, or browser tab. Select your preference and click **Share** (FIG G)
- When sharing is taking place, the Share Screen button will change to read **Stop Sharing Screen** (FIG H). Click this button at any time to stop screensharing.

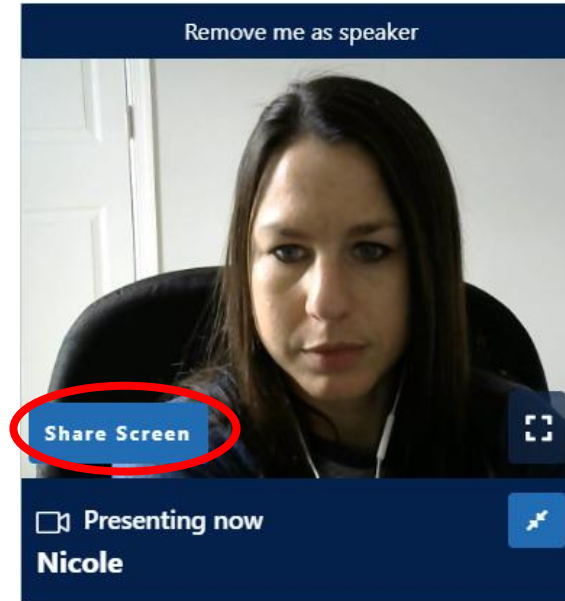


FIG F

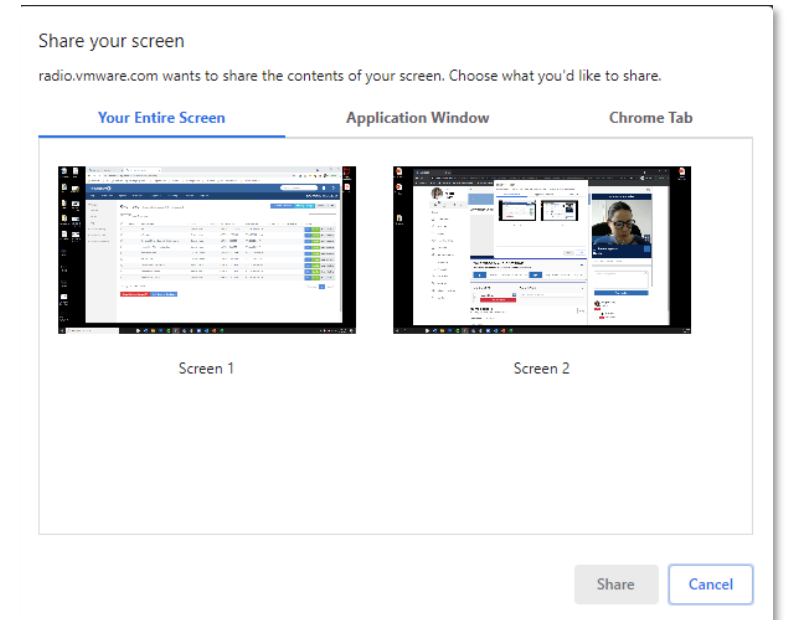


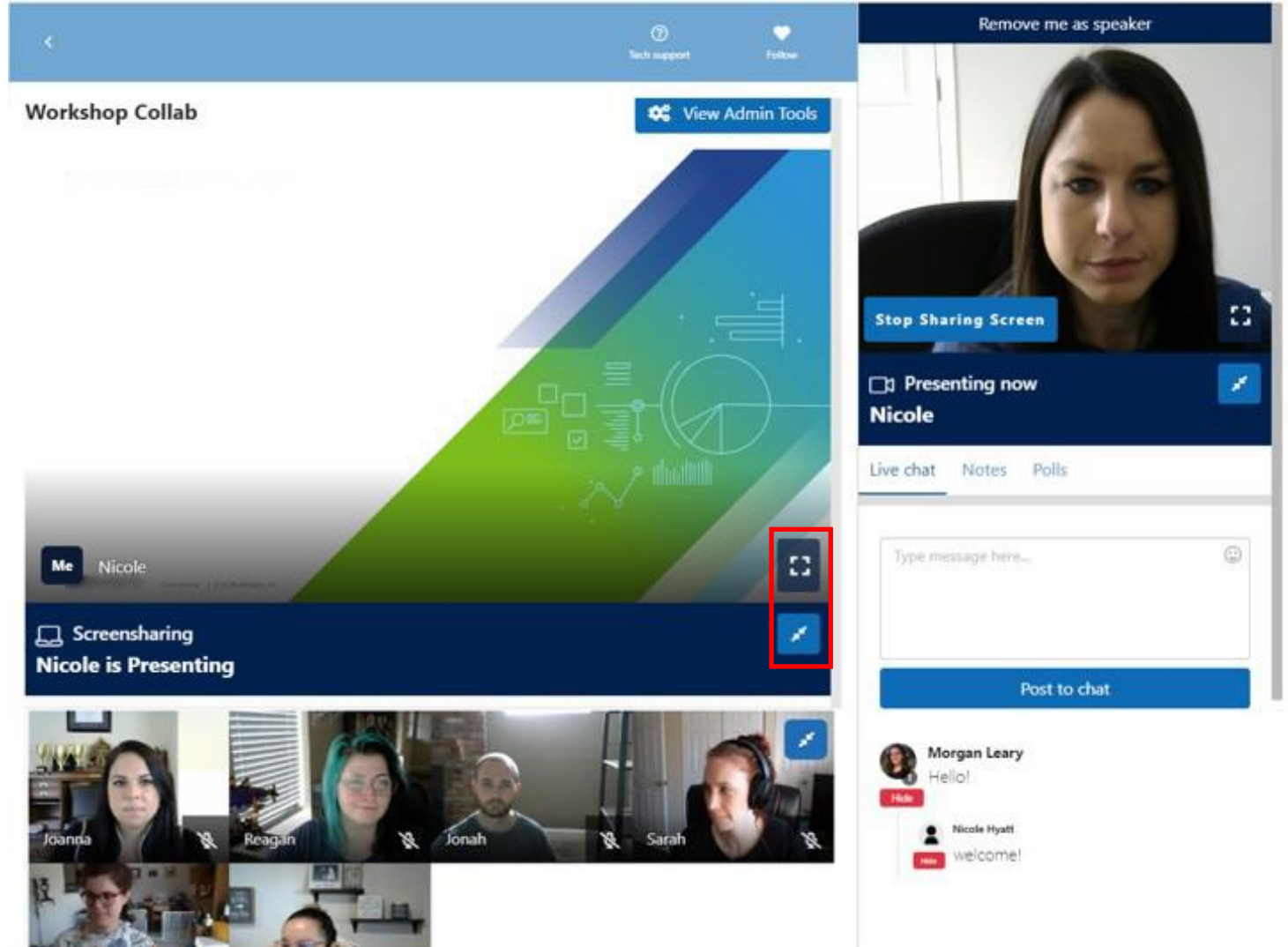
FIG G



FIG H

Screensharing

- The screenshare will appear above the audience
- Anyone in the session can use the box icon in bottom right corner of the screenshare to make it full screen
- Use the arrow icon in the bottom right corner of the screenshare to expand or collapse the screenshare if needed



The image displays a Zoom meeting interface. The main window shows a screenshare titled "Workshop Collab" with a blue and green graphic. In the bottom right corner of the screenshare area, there are two icons: a square with four arrows pointing outwards (full screen) and a square with a white arrow (expand/collapse), both highlighted with a red box. Below the screenshare is a video gallery showing several participants: Joanda, Reagan, Jonah, Sarah, and two others. On the right side, a participant's video feed is shown, with a "Remove me as speaker" button at the top. Below the video feed, there are buttons for "Stop Sharing Screen" and "Presenting now Nicole". At the bottom of the right panel, there is a chat area with a text input field, a "Post to chat" button, and a list of messages from Morgan Leary and Nicole Hyatt.

Managing the Audience

- Up to 250 audience members can join the session
- Audience members do not have privileges to share their audio and video. A speaker must bring them onto the stream
- All attendees in the session will appear in the Audience list (FIG I)
- Only presenters can see the audience list
- Audience members can raise their hand to indicate they have a question or comment and would like to be brought onto the stream (FIG J)
- Audience members with raised hands will jump to the top of the audience list

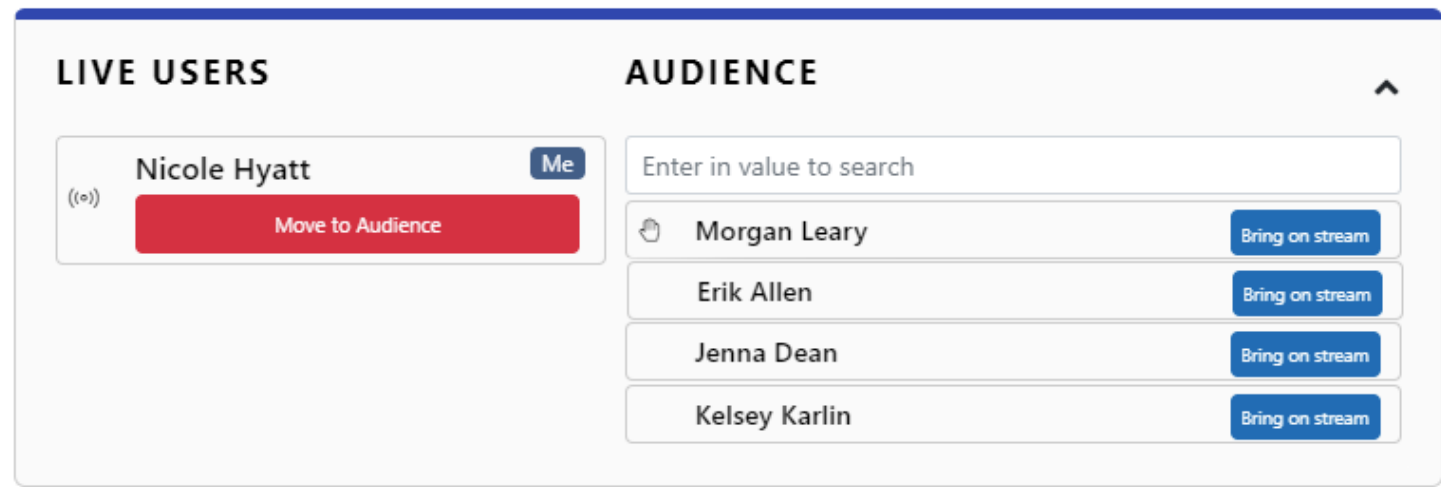


FIG I



FIG J

Managing the Audience

- To bring an audience member on camera, tap the **Bring on stream** button to the right of their name (FIG K)
 - The audience member will see an alert that they are being brought on camera (FIG L)
- If they accept the prompt, their name will move to the left-hand side of the audience list under **live users**
- They will appear on camera in the middle of the page and have audio & video setting controls to mute themselves or hide their camera. *Note: speakers cannot mute other users, you will need to either ask them to mute or remove them from the stream.*
- Up to **12** audience members can be on the stream at one time
- Hit the **remove from stream** button below the username (FIG K) to move them back over to the audience list and remove their audio & video privileges

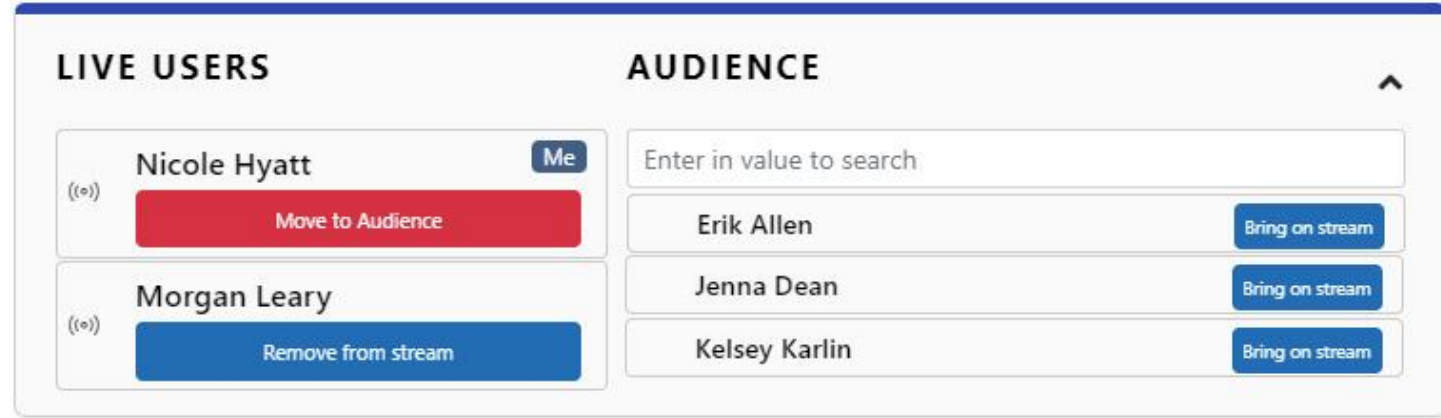


FIG K

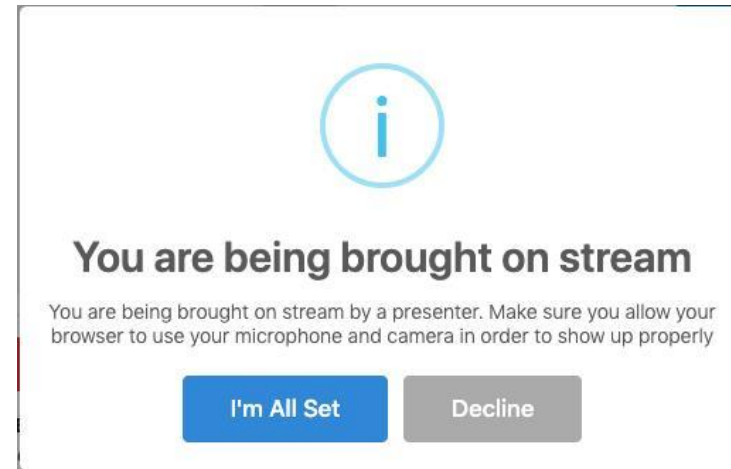


FIG L

Session Timing

- A countdown clock will appear below the speaker position in the top right corner (FIG M) indicating how much time is left till the end of the session
- The countdown is visible to all session participants
- The session will automatically close when it hits the end time
- All session participants will receive a 5 minute and a 1-minute warning (FIG N)

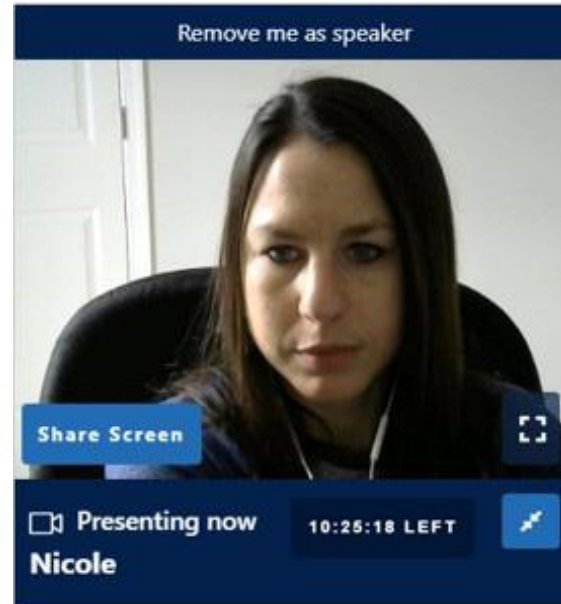


FIG M

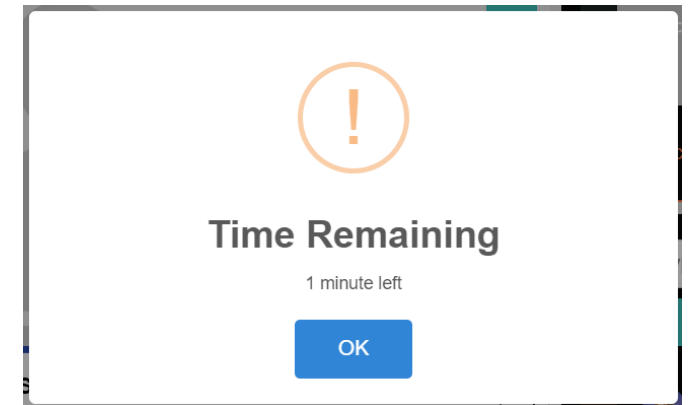


FIG N

Admin Tools

- A speaker on the session, will see a button in the top right corner labeled **Admin Tools** (FIG O)
- Admin Tools will give you a quick snapshot of session activity
- The Activity tab displays:
 - Active User Count: Number of users currently on the session page
 - Total User Count: Number of users who have ever visited the session.
- On the Active Users Count tab, hit **View List** to see the list of all users currently active in the session
 - Click the Call/Message button to open a new panel that will allow you to sent that user a direct message or start a video call with them

FIG O

The screenshot displays the 'Admin Tools' interface for a session titled 'Workshop Collab'. At the top right, there is a 'Hide Admin Tools' button. The main content area is divided into several sections:

- Activity Tab:** A tab labeled 'Activity' is selected.
- Active Users Count:** A card showing '1 Active Users Count' with a 'Hide List' button.
- Total User Count:** A card showing '8 Total User Count'.
- Public Active Users:** A section titled '1 Public Active Users' with a help icon and the text 'Why is this number different than above'. Below this is a search bar.
- User List:** A list of users, currently showing 'Nicole Hyatt' with a 'Call/Message' button.

Live Chat

- On the right-hand side of the session is the session **Live chat**
- All users can post to the live chat during the session, and it will update in real time
- You can interact with attendees (FIG Q) in the Live chat by hovering over the post to:
 - Hit the back arrow icon to reply inline to a post
 - Hit the envelope icon to send the attendee a direct message
 - Hit the thumbs up icon to like a post
- A speaker and/or moderator can also opt to Hide a post or reply from view if needed by clicking the **hide** button below the attendee's image (FIG R)

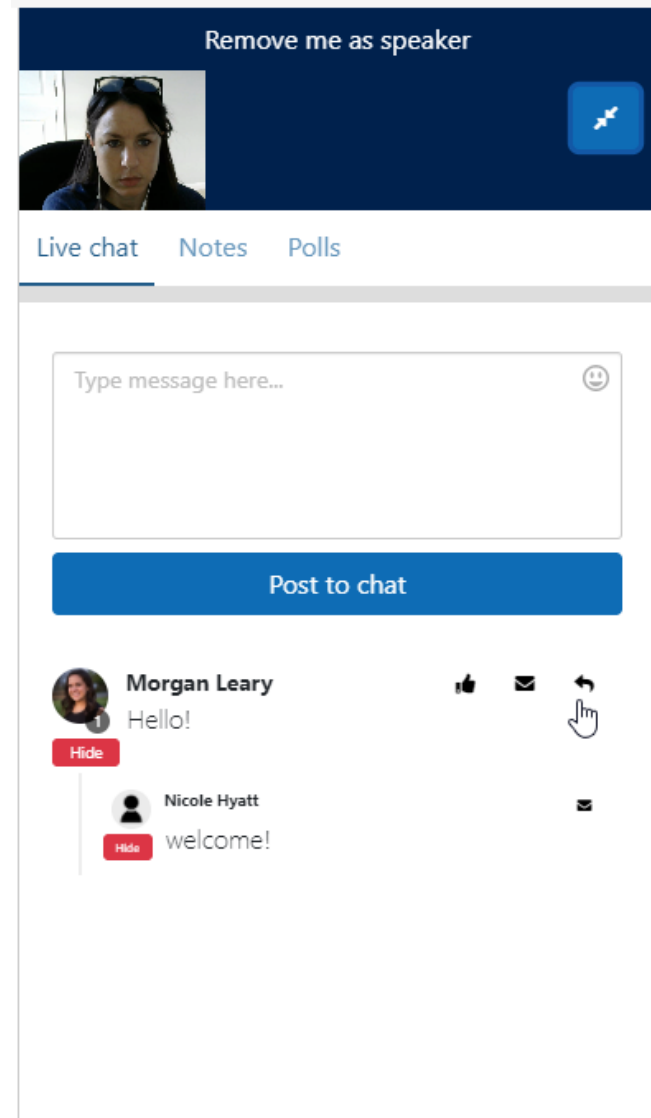


FIG R

FIG P

FIG Q

Polls/Surveys

- Polls/surveys display in the polls tab in the right-hand session navigation panel
- These polls/surveys will be available at any time for the user to complete at their leisure via the right-side tab

The screenshot displays a virtual session interface. At the top, there is a navigation bar with icons for Tech support, Follow, and Maximize video. Below this, the session title "Opening General Session" is shown with a "View Admin Tools" button. A video player is featured, titled "Our Newest Virtual Features | MeetingPlay", with "Watch later" and "Share" options. The video content shows a virtual event space with the text "MeetingPlay's newest virtual features" and "Morning Keynote: Looking Ahead". A "Watch on YouTube" button is visible. Below the video, a status message reads "YOU ARE CHECKED IN! You may now use the session chat." with a "Help" button. The "Overview" tab is selected, showing the date "MONDAY, APRIL 05" and the time "2:00 PM - 3:00 PM US/Pacific | 5:00 PM - 6:00 PM EDT", along with an "Add to Calendar" button. On the right-hand side, a navigation panel includes "Live chat", "Q & A", "Notes", "Polls" (highlighted with a red box), and "Rate session". A "Take Poll" button is also present in this panel.

Best Practices

- Ensure you have a solid internet connection of at least 20 MBPS, and hardline your device if possible
- Always utilize Google Chrome as your web browser to access the platform and log off VPN if you run into issues
- Set yourself up in a quiet location with a clean, aesthetically pleasing background. Virtual backgrounds cannot be used on the platform
- Enter your session at least 30 minutes prior to the start time to ensure your video and audio is working as expected