



## **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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# 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

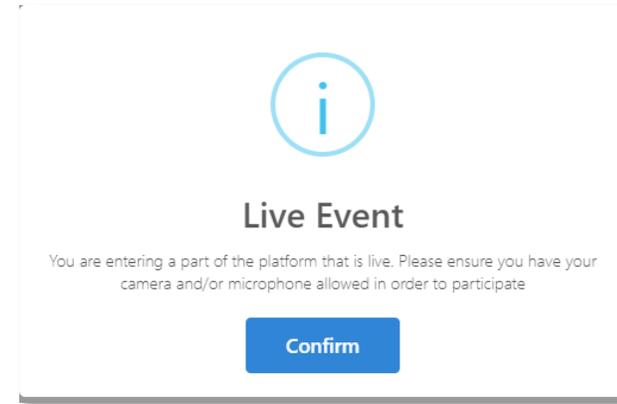


FIG A

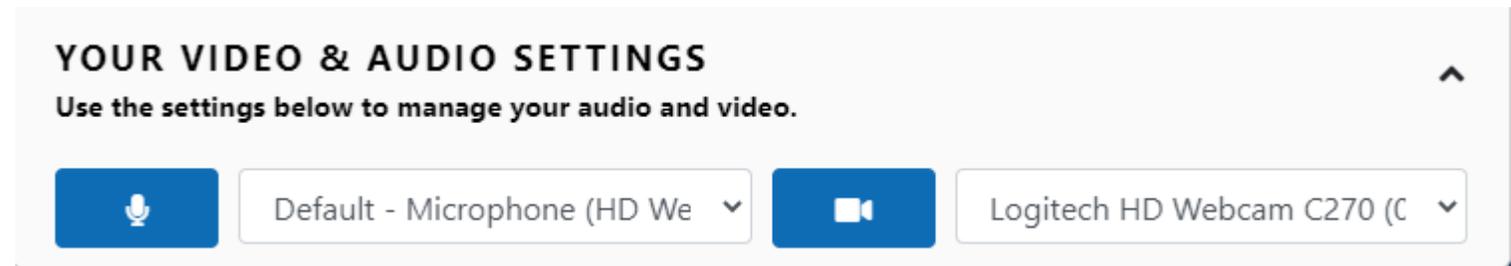


FIG B

# 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 Sarah video tile. Below the video grid is the "YOUR VIDEO & AUDIO SETTINGS" section, which includes a microphone icon, a dropdown menu for "Default - Microphone (HD We)", a video camera icon, and a dropdown menu for "Logitech HD Webcam C270 (C)". Below this is the "LIVE USERS" section, which shows "Nicole Hyatt" with a "Me" tag and a red "Move to Audience" button. To the right of the "LIVE USERS" section is the "AUDIENCE" section with a search bar. At the bottom left, there is a "YOU ARE CHECKED IN!" notification and a "Help" button. On the right side of the interface, a panel labeled "FIG D" shows a large video feed of a woman. Above this video is a "Remove me as speaker" button. Below the video is a "Share Screen" button and a "Presenting now Nicole" status bar with a blue icon and a white arrow. A red arrow points from this icon to the "Move to Audience" button in the "LIVE USERS" section. At the bottom of the right panel is a "Post to chat" button and a chat history showing messages from "Morgan Leary" and "Nicole Hyatt".

# 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.

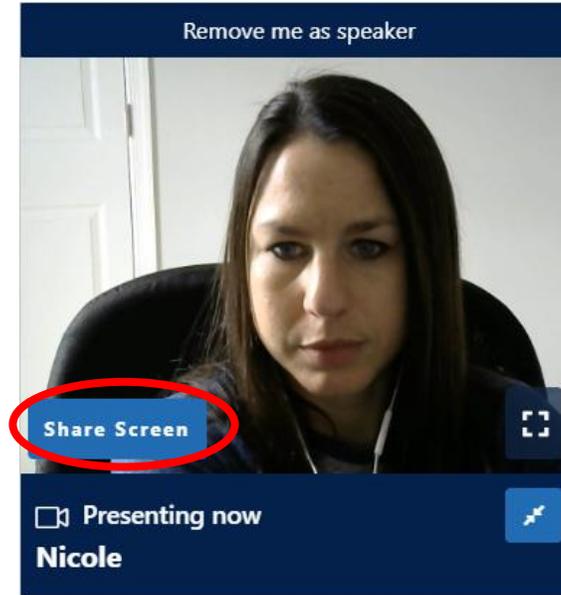


FIG F

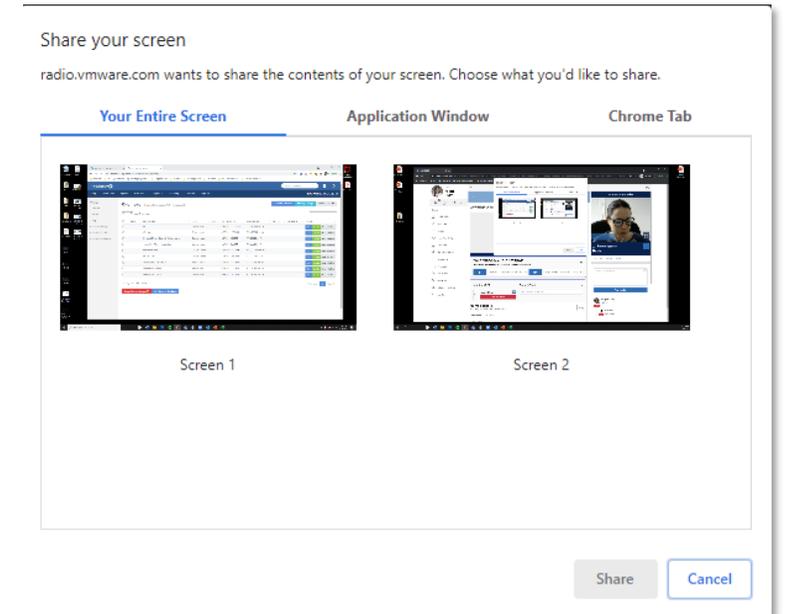


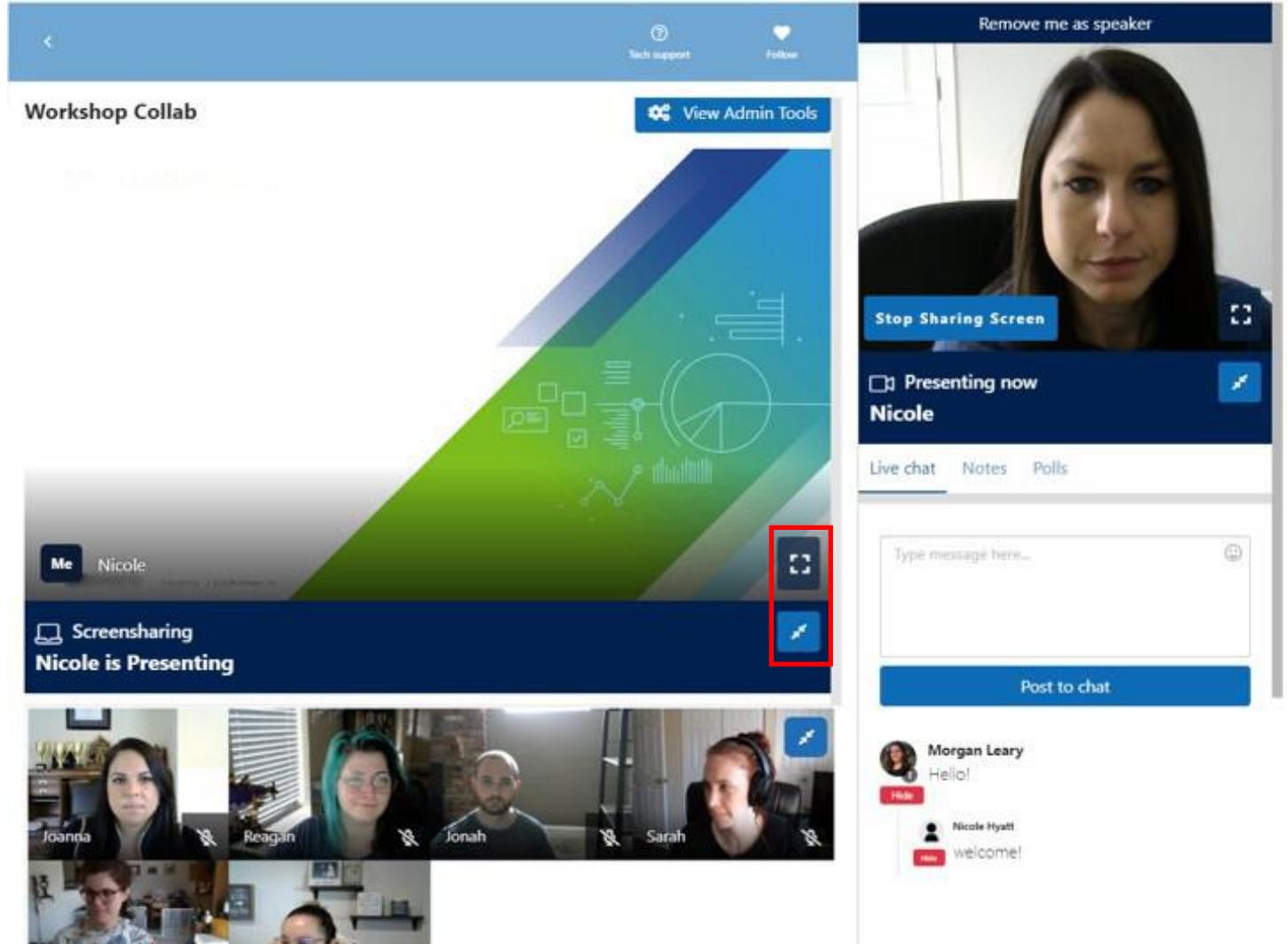
FIG G



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 diagonal arrow (expand/collapse), both highlighted with a red box. Below the screenshare is a video gallery showing participants: Joanda, Reagan, Jonah, and Sarah. 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 are controls: "Stop Sharing Screen", "Presenting now Nicole", and "Live chat Notes Polls". A chat window is open at the bottom right, showing a message input field and a "Post to chat" button. The chat history shows a message from Morgan Leary saying "Hello!" and a message from Nicole Hyatt saying "welcome!".

# 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

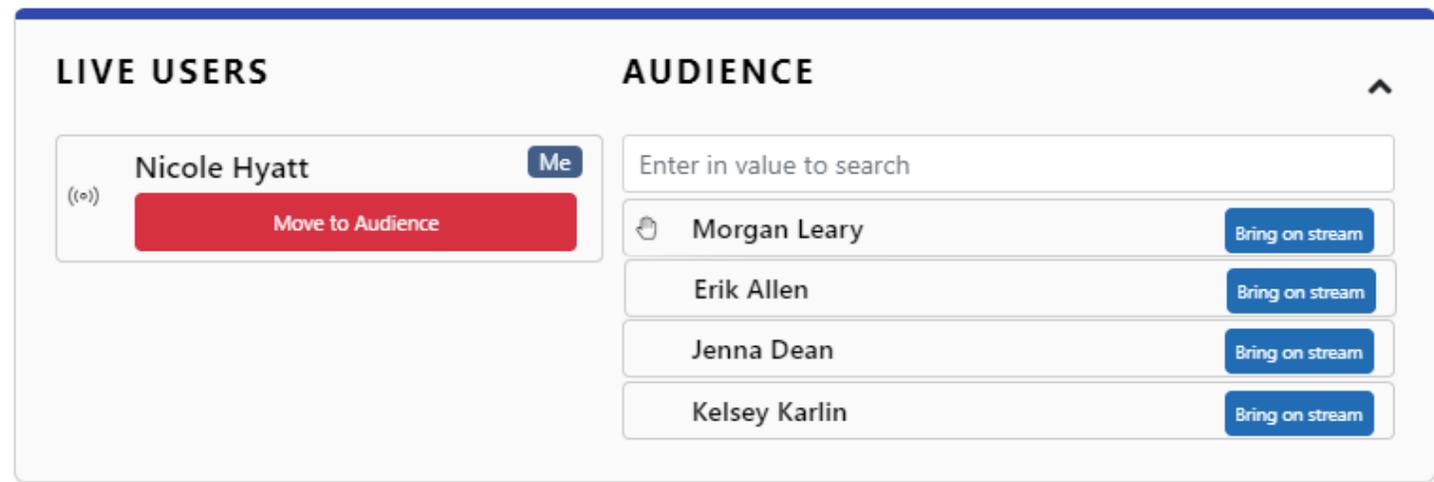


FIG I



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

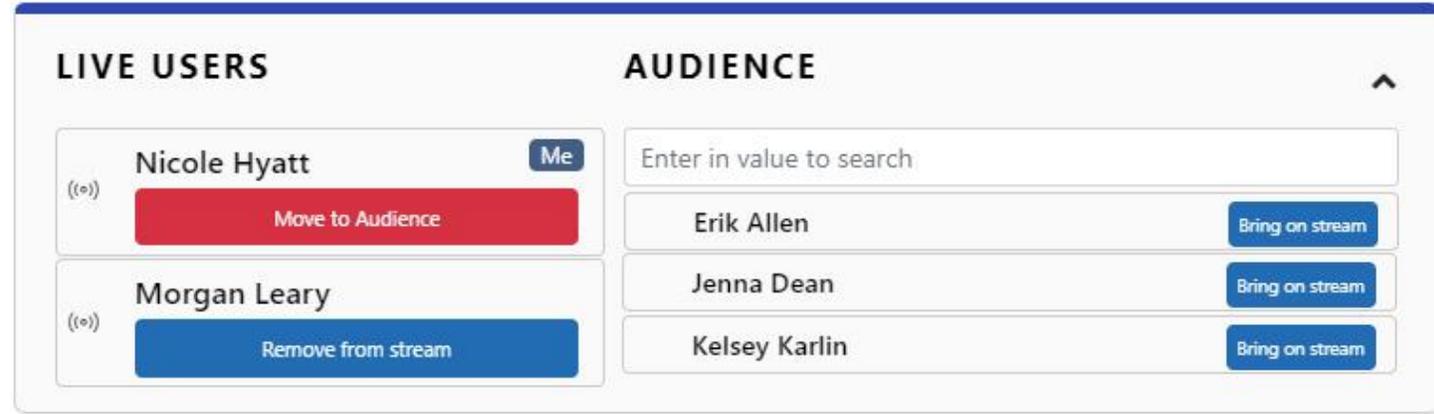


FIG K

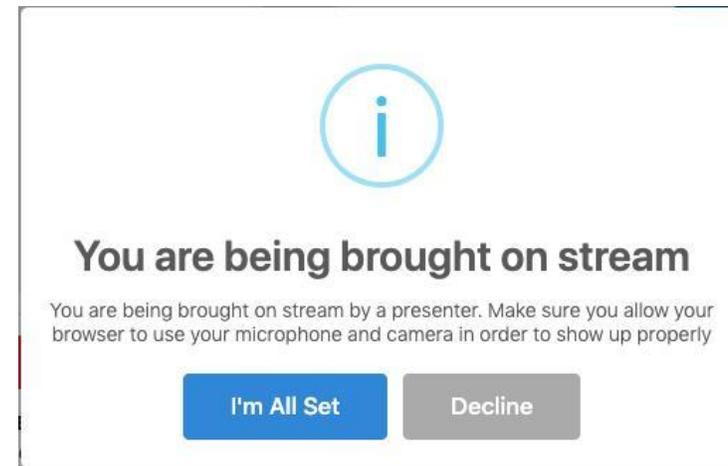


FIG L

# 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)

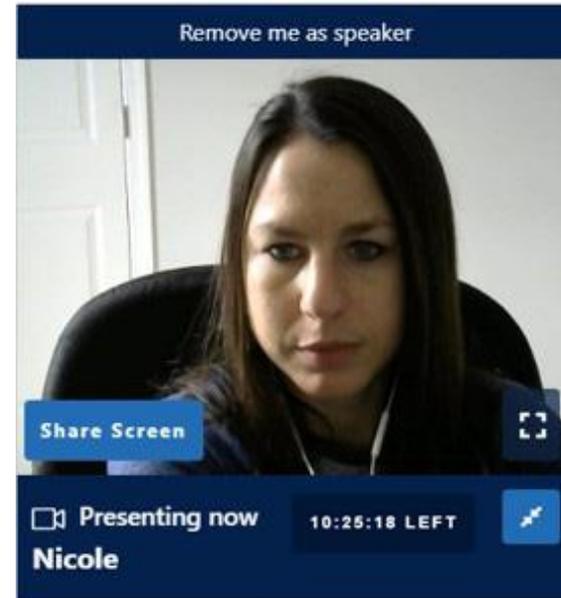


FIG M

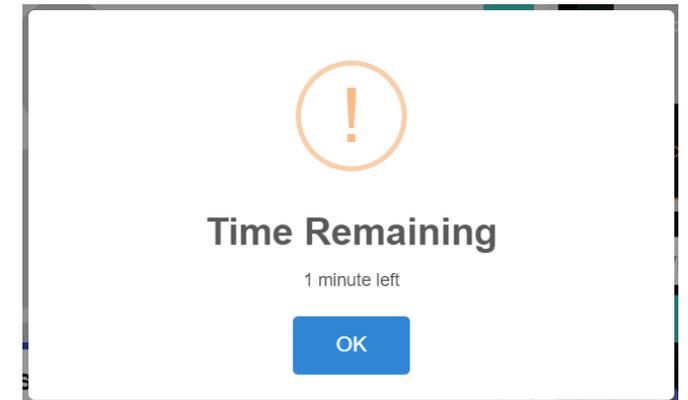


FIG N

# 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)

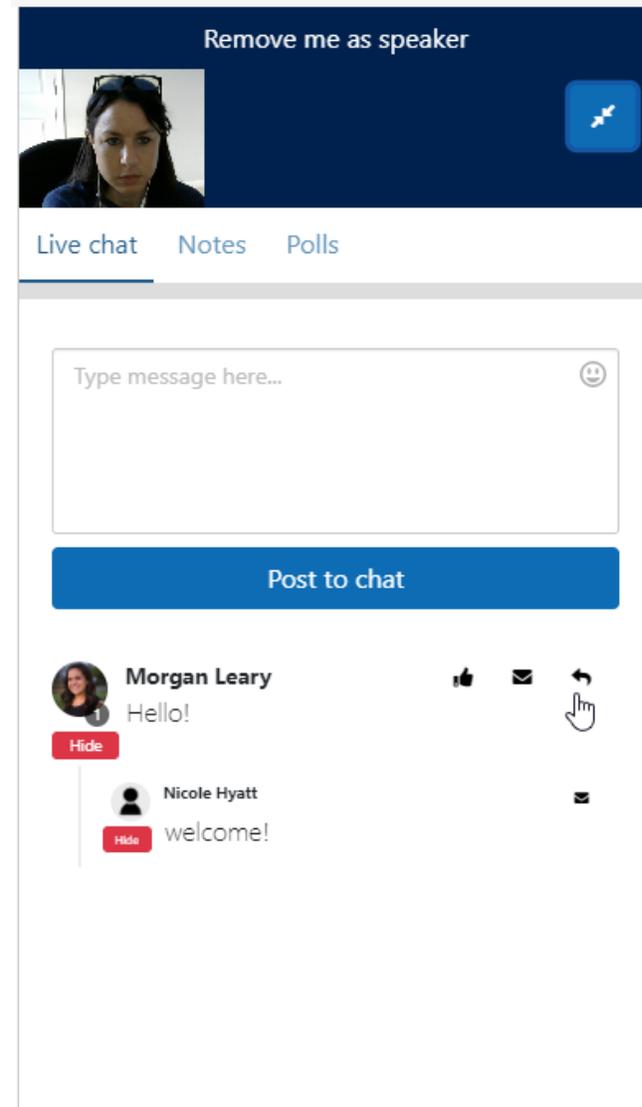


FIG R

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". An "Add to Calendar" button is also present. 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 located below the "Polls" tab.

# 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