



## G U I D E L I N E S F O R P A R T I C I P A T I N G I N O N L I N E E - G L O S E M I N A R R O O M

“e-GLO (Earth Charter Global Learning Opportunity) is a global, online digital storytelling and community leadership course, a program of Earth Charter International’s Youth Initiative, developed and implemented in collaboration with Beat Board TV, with the virtual secured multimedia communication multicast conference environment powered by Heart in Action Enterprises, and in-kind and financial support provided by Heart in Action Enterprises and Plan Netherlands.”

Adapted from HIAE document:

### Technical Requirements

1. **Desktop or Laptop** computer, either PC or Mac.
2. **Headset with a built-in microphone.** Other microphones and stand alone computer speaker systems WILL cause an echo in the e-GLO Seminar Room. Please do not use systems that do not have a headset/microphone incorporated as a single unit.
3. **High Speed Internet.** You can still participate if using dial-up Internet, but please use only a headset & microphone combination. Please do not use a wireless connection, as this will have a negative impact on your audio and video.
4. **Webcam** (optional but strongly encouraged). If you have a good quality webcam that has camera only, you are encouraged to use it. Please do not use webcams that have built-in microphones – this WILL cause an echo feedback for those listening in the e-GLO Seminar Room.

### Logging into e-GLO Seminar Room

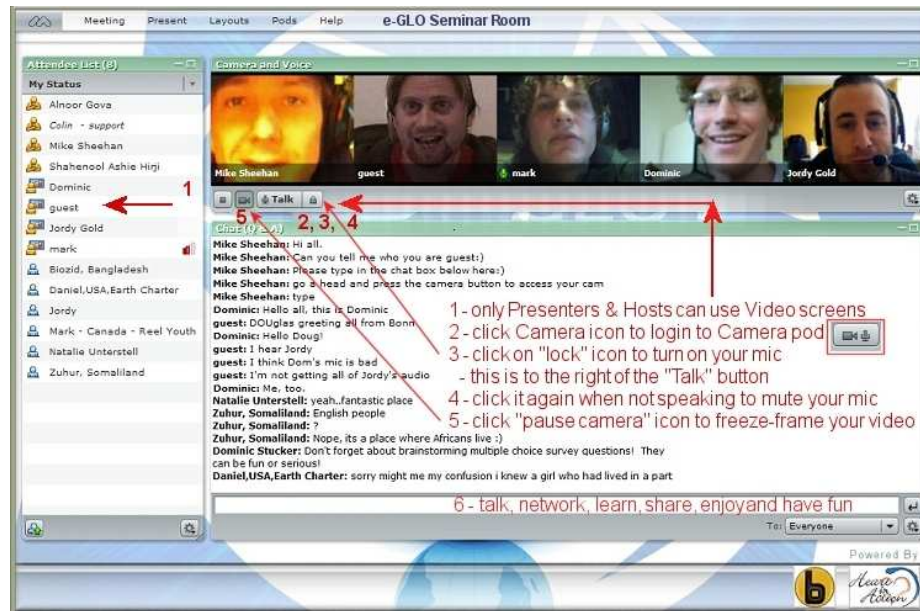
1. Ensure that your **webcam and headset are working properly.**
2. **Turn off all other programs** and applications on your computer, including external speakers.
3. **Convert the scheduled meeting time** from Greenwich Mean Time (GMT) to your local time.
4. **At the scheduled time, log in** by clicking on “Enter as a Guest” and writing “Your First Name, Countr(ies), Organization” (for example: “Dominic, Costa Rica/Germany/USA, Earth Charter”) on the following website:

[e-GLO Seminar Room.](#)

Note: no password is required. You will, instead, enter a Pre-Meeting Room until the Host invites you into the e-GLO Seminar Room.

### Basic Orientation to e-GLO Seminar Room

Upon entering the e-GLO Seminar Room, you will find yourself in the “Lobby,” which has three “pods:” an Attendee pod, a Camera and Voice pod, and a Text Chat pod. These pods can change shape and be moved to different locations on the screen. Furthermore, the Host or Presenters can switch the entire screen to different “layouts,” including “Presentation” mode which has a different set and arrangement of pods.



### Roles in the e-GLO Seminar Room

When you are logged into the e-GLO Seminar Room, the icon next to your name indicates that you are a “Participant.” Others may be “Presenters” and one or two may be “Hosts.” These different roles allow for different levels of engagement in the Seminar Room:

#### **Participant**

- Can view all those people in the Camera and Voice pod
- Can, with earphones, hear the audio from Presenters and Hosts
- Can type text messages into the Text Chat pod and send them to “Everyone.”

#### **Presenter (in addition to the above)**

- Can, with a functioning webcam and headset, enter the Camera and Voice pod to be seen and heard by all
- Can manipulate the pods and switch to a different layout
- Can give a presentation, design “Polls,” and use the “Whiteboard”

#### **Host (in addition to the above)**

- Can invite attendees into the Seminar Room
- Can change people between Participant to Presenter roles
- Can, if people are acting inappropriately, remove them from the Seminar Room

As a participant in or observer of e-GLO, you will spend most of your time as a “Participant,” though there will be opportunities to be switched into a “Presenter” role during different session.

### Communicating in the e-GLO Seminar Room

As mentioned above, Participants, Presenters, and Hosts **all have access to the Text Chat pod**. This is an essential form of communication, especially if you are unable to hear the other attendees or if you have no microphone. Generally, send text messages to “Everyone,” or, if necessary, send a private text to a specific person.

We will show you how to **activate your video screen** by clicking the video/audio (camera) icon located at the bottom-left of the “Camera and Voice” pod. The left image (see graphic of Camera and Voice pod at top of next page) shows the camera icon you click on to start video-conferencing. The right image shows the “Talk” and “Mute/Lock” buttons as well as the button used to “freeze/pause” and “unfreeze” your video image. Please center your webcam so we can fully see your face in the video screen, and adjust the lighting in your room so we can see you clearly.

We will also show you how to **activate your audio** so that all participants can hear you. You will be able to turn your microphone on by holding the mouse button down on the “Talk” icon or by clicking the “Hands Free/Lock” to unlock and lock your audio, shown in the right image, below. Remember, make sure you are using a headset and have your computer speakers turned off to prevent an echo.



**Left Image:** Click on the video/audio icon. This allows you to take a video screen.

**Right Image:** This screen will show your video image.

Click on the first icon at far left (small square) to **stop broadcasting your video/audio** and to exit the video screen. You can, of course, still use the text chat. When/if you want to return to video/audio screen, simply click on the video/audio icon again, in the left image.

**When you are not an active participant in the conversation, please “freeze” your video** by clicking on the “Video” icon below your image – make sure to smile!

**Always keep your audio on “Mute”** if you are not speaking. Click the “Hands Free/Lock” next to the “Talk” icon to “Unmute” when you wish to speak. Click it again to “Mute” it after you are finished speaking.

**Please allow for some “lag time” for others to speak.** There may be a delay of up to 4 or 5 seconds for the audio feed to come to you.

The e-GLO Seminar Room accommodates multi-user communications. **Please use proper etiquette** just as if you were speaking face-to-face, try not to speak over each other, and show common courtesy. Relax, breathe and take a pause before you communicate. Please speak slowly and clearly.

### Tips and Recommendations

- **Dropped Connection:** Just log off and re-enter the Seminar Room, as instructed above.
- **Computer Frozen:** If, for any reason, your computer freezes or “hangs,” just re-boot it and re-enter the Seminar Room again.
- We recommend that you **close all other applications on your computer** including Skype, MSN, Yahoo, Outlook, etc, as the webcam may have difficulty “knowing” which communications application it should connect to.

Also, please **close any other Internet browser, document files, etc**, that are open, so you have enough RAM (system memory, bandwidth) to sustain the “video data” being received and sent out. Video takes a larger data feed compared to “audio” feed for bandwidth.

**Note:** We have no control of your hardware devices or your connection to the Internet.