

Meetecho documentation for IETF 109 Online

2020-11-13

NOTE: This document is being updated as details for IETF 109 are finalized. You are encouraged to review the document even if you have used Meetecho before, including for IETF 108, as there have been a number of recent changes.

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Introduction

The information below is intended to provide guidance for using Meetecho during the [IETF 109 Online](#) meeting. It is meant to cover the significant use cases for session participants and session chairs. It is not meant to be comprehensive but will be updated based on feedback. IETF participants are encouraged to send comments and suggestions about this document to: mtd@ietf.org

Requirements

Internet connection

During an IETF meeting, only session chairs and presenters are expected to send video, with other session participants expected to send audio only. If needed, participants can make requests of chairs to send video. Therefore, participation by Meetecho is expected to require a 1-2 Mbps connection.

Web browser

There is no client to install as Meetecho can be used directly in any desktop WebRTC-enabled web browser. Please note, however, that capabilities may vary depending by browser. Many Meetecho features are available on mobile browsers that support WebRTC but a mobile-friendly user interface is still in development and screen sharing is not supported on mobile devices.

Several issues have been identified with particular web browsers and extensions:

- Several issues have been reported with Safari on macOS Big Sur thus it is **not recommended at this time**.
- Safari only permits sharing the entire screen and not particular application windows.
- Safari blocks third-party cookies so the shared notepad will not work. ([More detail on Webkit.](#))
- Chrome, when operating in Incognito mode, blocks third-party cookies so the shared notepad will not work.
- Privacy and adblocker browser extensions and add-ons can break certain Meetecho features. Specifically, disabling Privacy Badger has been required for Meetecho to work as expected.

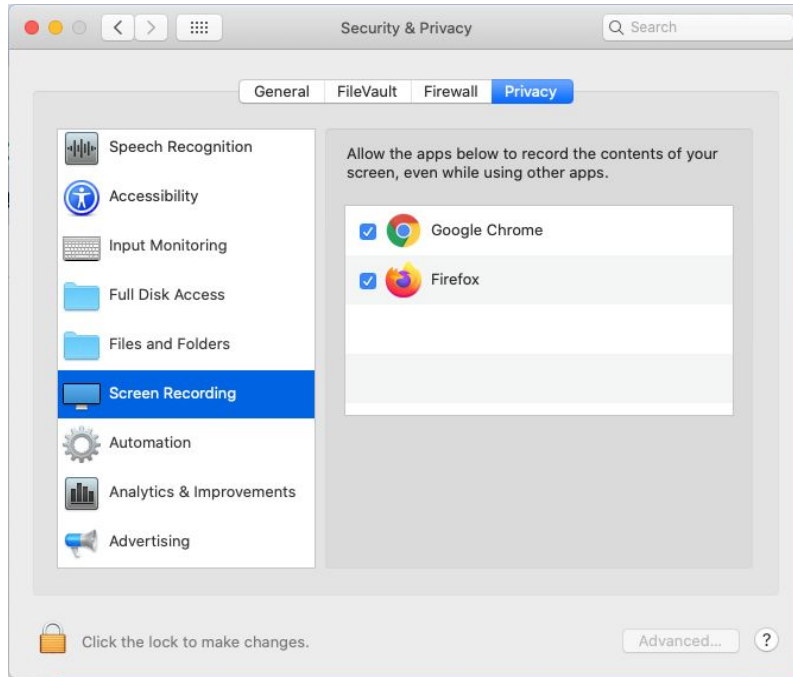
Participants are encouraged to join Meetecho sessions 5 minutes ahead of published start times to ensure their configurations work as expected.

System settings

To enable screen sharing in macOS using browsers other than Safari, System Preferences must be set to allow Screen Recording for the web browser being

used. This can be found at: System Preferences > Security & Privacy > Privacy > Screen Recording

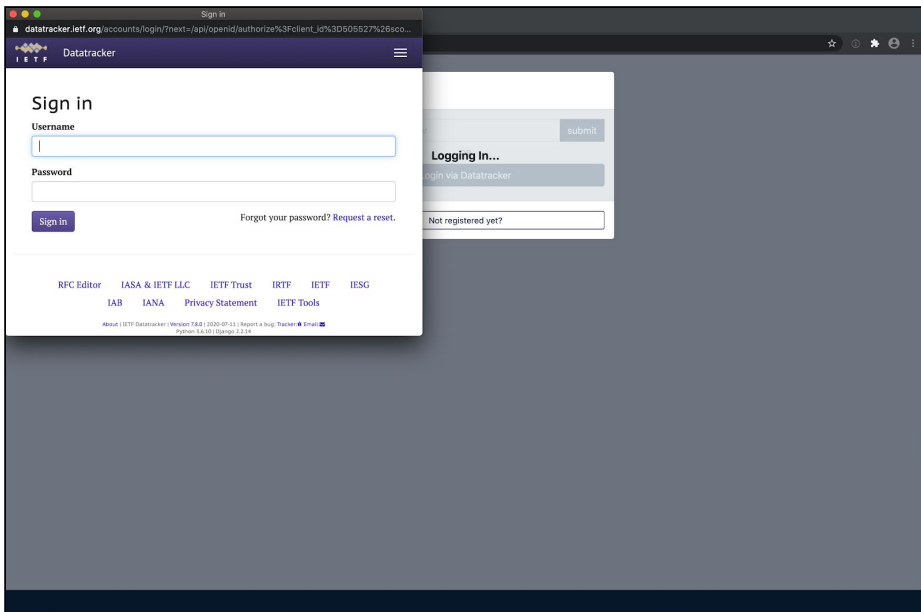
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IETF 109 Meeting registration and IETF Datatracker account

You must be registered for IETF 109 and have an [IETF Datatracker](#) account to join a meeting session. If you are registered for IETF 109, you can use your usual IETF Datatracker credentials to join the session. If you are not yet registered for IETF 109, you may follow the link to do so. You will be prompted to sign in when joining a meeting session.

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Controls

This section provides a general overview of Meetecho controls.

Name and role

Your name and role in the session (e.g. Participant or Chair) will appear in the upper left hand corner of the Meetecho window. Note that your profile picture is taken from your IETF Datatracker profile, if available. If no picture is available in the IETF Datatracker, then a picture is taken from the [Gravatar](#) service, if available, based on the email used during the login process (if available) and not images from the IETF Datatracker.

General meeting controls

Meetecho provides tool tips as you roll over various controls.

At the top right are general session controls and links to other session resources.

From left-to right:

- Presentation view
- Video gallery view
- Meeting materials for the session
- Shared notepad for the session
- Information (tour of Meetecho)
- Notifications in Meetecho
- Device settings
- Exit session

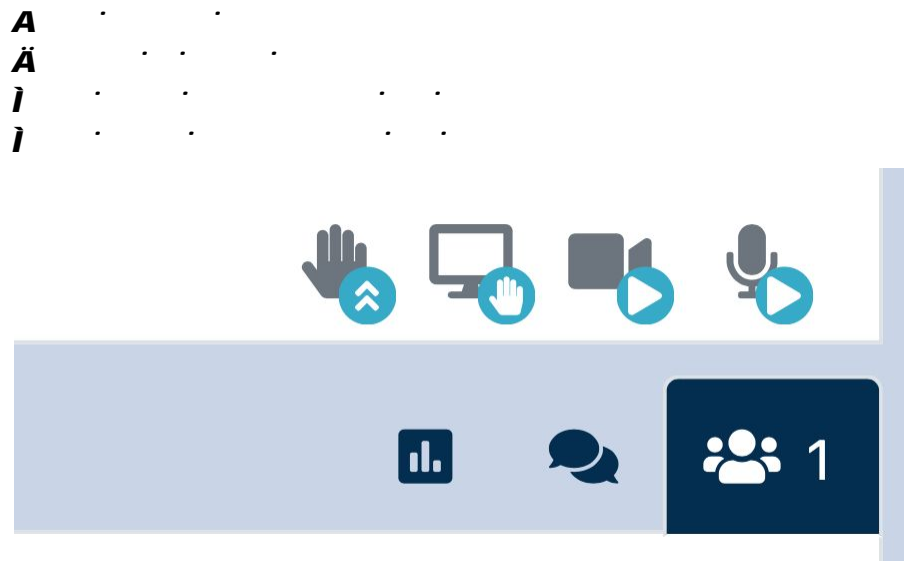


Media sharing and window tabs

The left side of the Meetecho window has the media sharing controls, as well as participant list and queue views, a text chat window, and the experimental Show of Hands tool.

Participant view of controls and tabs

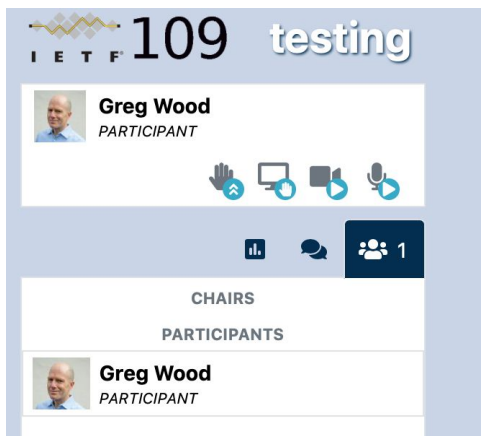
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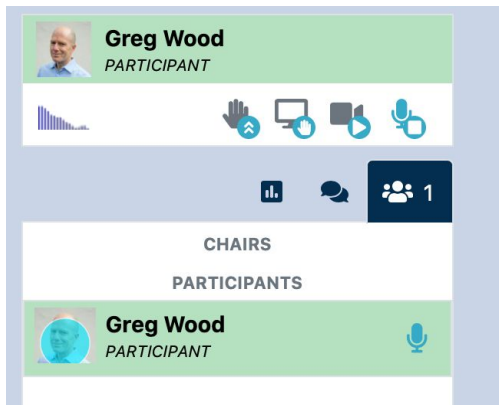
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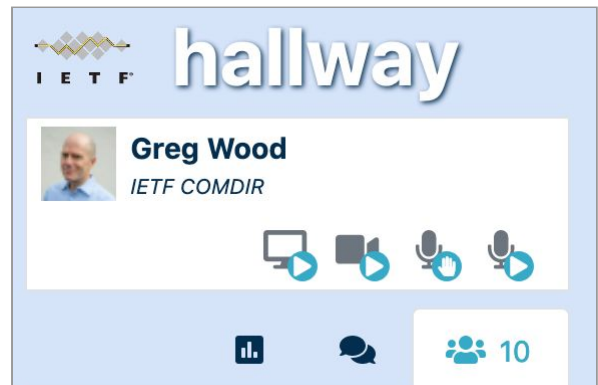


When sending media, the icon for that media (audio, video, or screen sharing) will be blue. The green background in your name block and the waveform under your avatar image are other indications you are sending audio. To stop sending a type of media, click the respective icon again. Additionally, the participant list avatar for you or anyone else sending audio will turn blue-green.

Chair view of controls and tabs

Because chairs may send all media without approval, the “request” controls are not included

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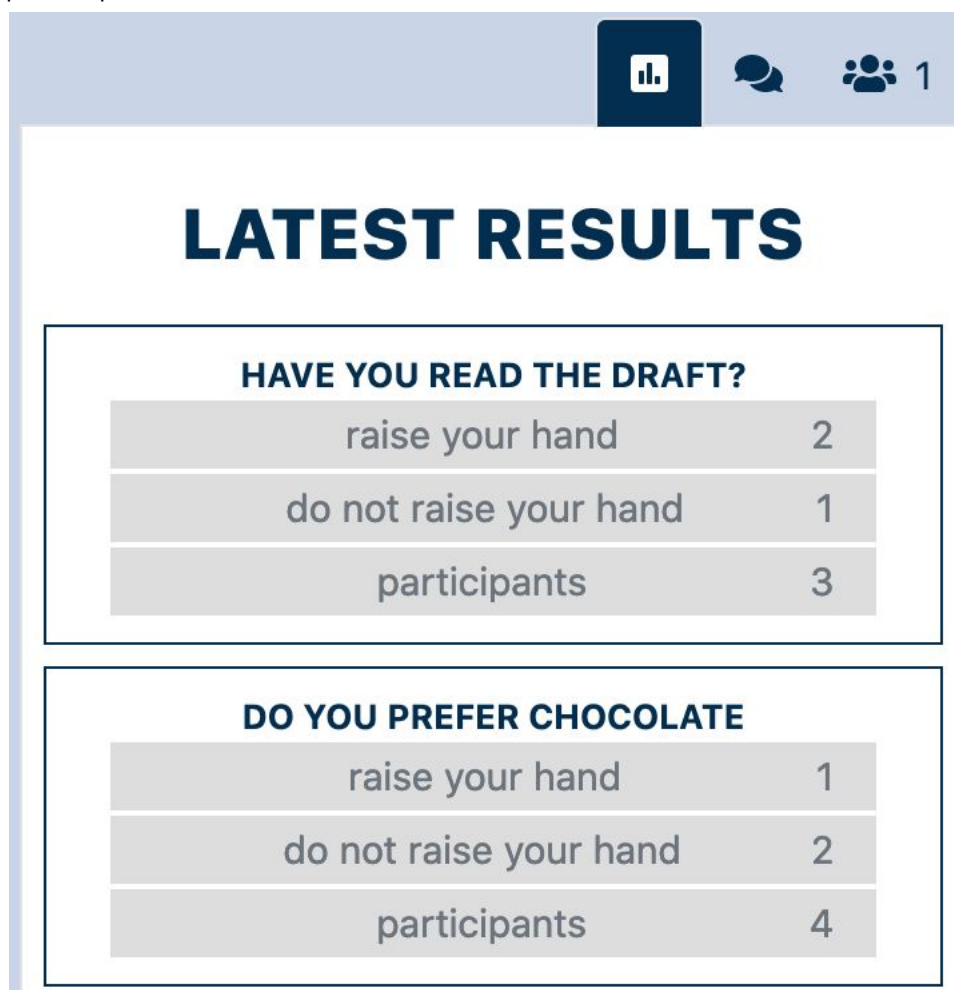


Actions

This section provides additional information about some common actions during an IETF meeting session using Meetecho.

Show of hands

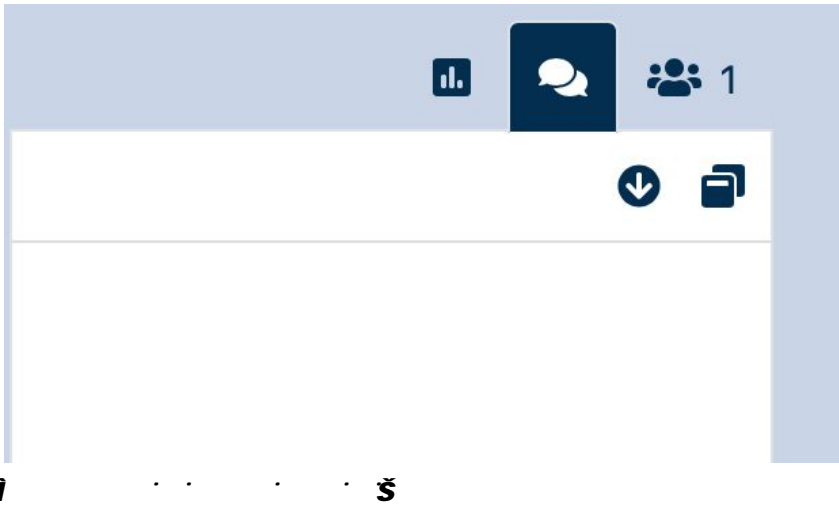
The Show of hands tool allows sessions chairs to conduct simple polls with participants.



Chatting

Group text chat in Meetecho is integrated with the group Jabber room. There is no need to install or configure a separate XMPP client. Chat can be viewed using the chat tab icon on the left side of the window.

It is also possible to chat privately with individual session participants. Chat can be initiated by rolling over a name in the participant list and clicking the speech bubble. Individual chat appears in the lower right corner of the Meetecho window.



Scrolling to the most recent message in the chat room can be accomplished by clicking the “down arrow” icon at the chat tab. Also, Chat may be opened in a separate browser window by clicking the “new window” icon.

Sharing meeting materials

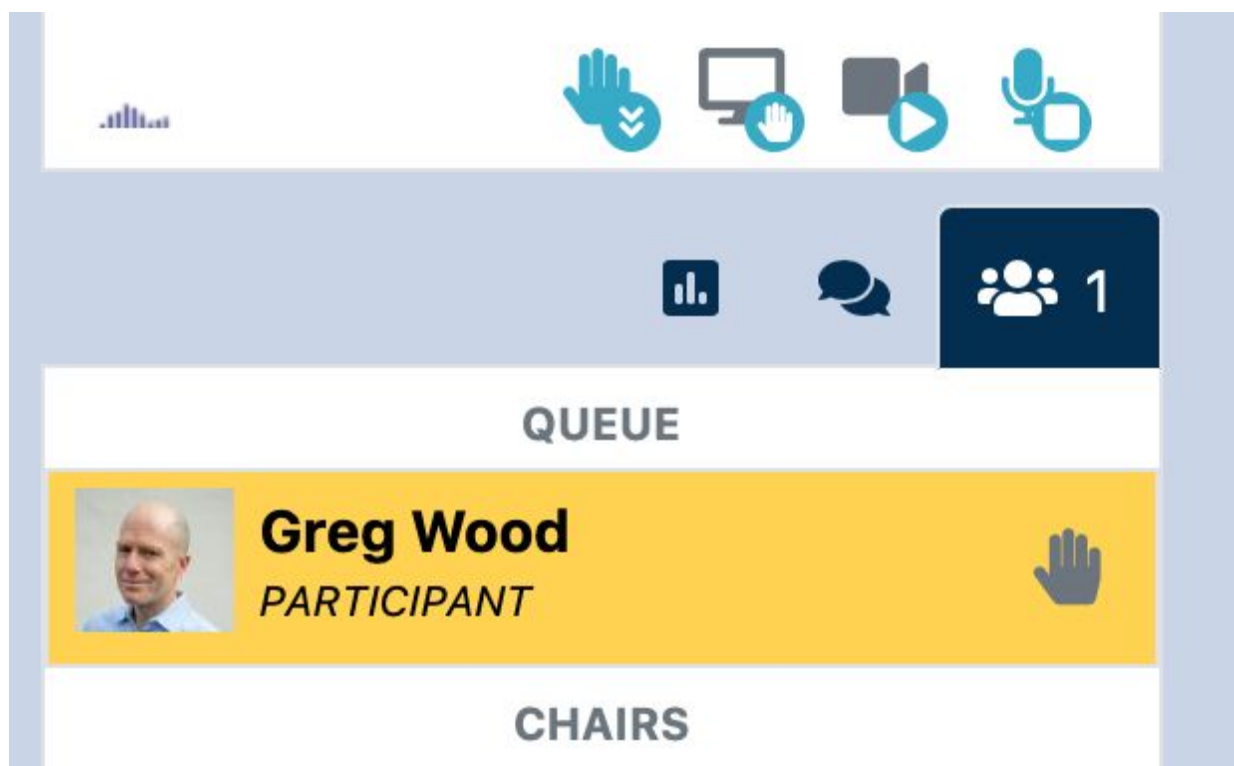
All meeting materials loaded into the IETF Datatracker for the session can be found via the “folder” icon in the upper right of the Meetecho window.

Additionally, individual meeting participants can share their screen/application windows using the Share icon just below their name. (Please note the required [system settings](#) if using macOS.)

Comment queues

Comment queues are integrated into the participant list in the tab on the left side, next to the chat icon. The general expectation is that participants will only use audio while in the comment queue.

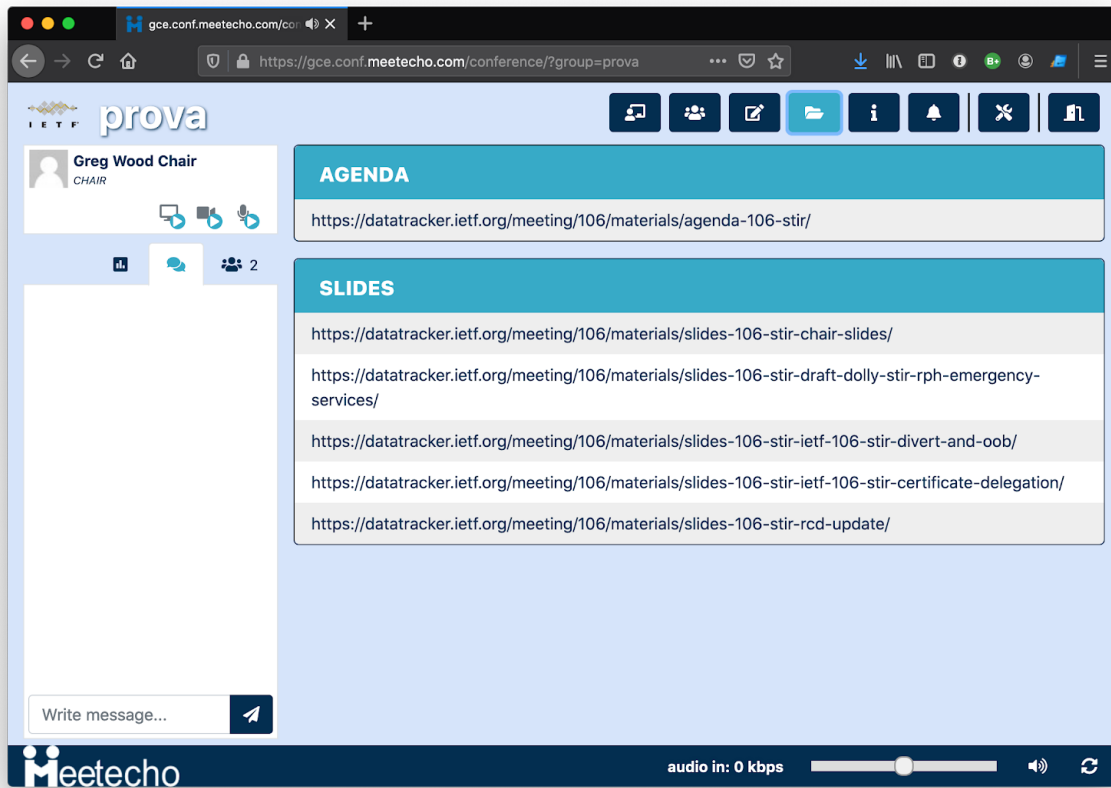
This screenshots shows a participant in the queue. Clicking the “raise hand” icon places a participant in the session queue in the order they have clicked. Participants are shown to be in the queue to all session participants, and can see their own indication with the blue hand. Clicking the blue hand removes the participant from the queue.



Below the “QUEUE” label is the list of participants in the queue, displayed in the order they requested to speak in the queue.

Meeting materials

Materials uploaded to the IETF Datatracker for a session may be displayed using the folder icon in the general meeting controls.



The screenshot shows a web browser window displaying a Meetecho meeting interface. The browser's address bar shows the URL `https://gce.conf.meetecho.com/conference/?group=prova`. The meeting title is "prova" with the IETF logo. The host is identified as "Greg Wood Chair" with the role "CHAIR". The interface includes a toolbar with icons for chat, video, audio, and a folder icon. The folder icon is highlighted, indicating that meeting materials are being displayed. The materials are organized into two sections: "AGENDA" and "SLIDES".

AGENDA

- <https://datatracker.ietf.org/meeting/106/materials/agenda-106-stir/>

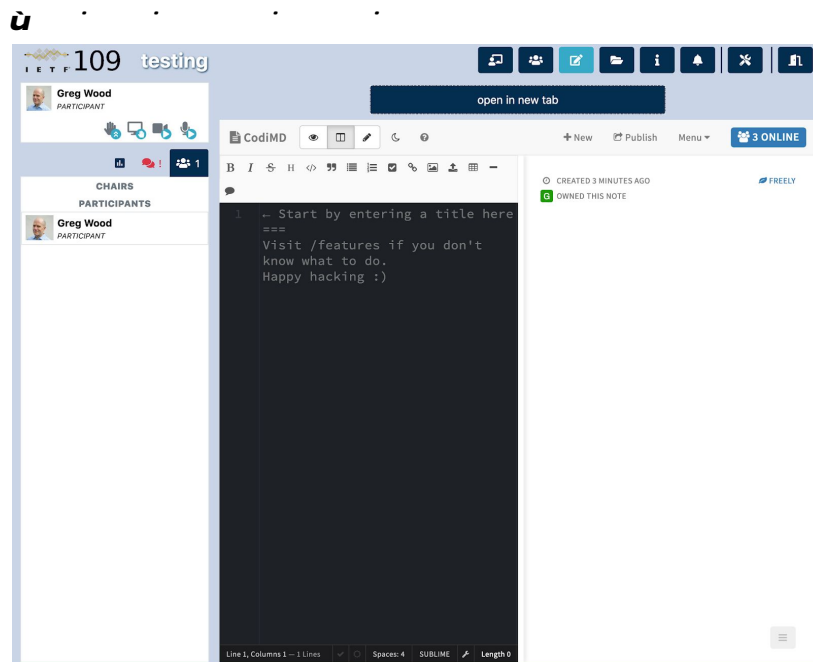
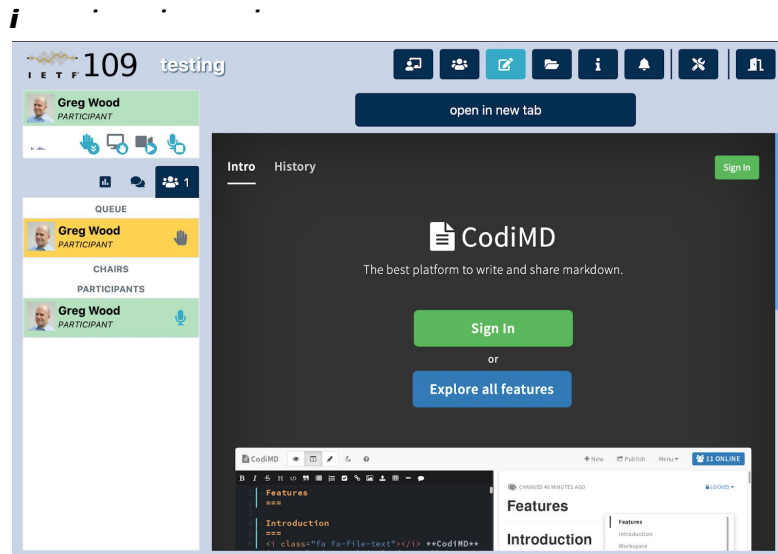
SLIDES

- <https://datatracker.ietf.org/meeting/106/materials/slides-106-stir-chair-slides/>
- <https://datatracker.ietf.org/meeting/106/materials/slides-106-stir-draft-dolly-stir-rph-emergency-services/>
- <https://datatracker.ietf.org/meeting/106/materials/slides-106-stir-ietf-106-stir-divert-and-oob/>
- <https://datatracker.ietf.org/meeting/106/materials/slides-106-stir-ietf-106-stir-certificate-delegation/>
- <https://datatracker.ietf.org/meeting/106/materials/slides-106-stir-rcd-update/>

The interface also features a chat input field with the placeholder text "Write message..." and a "Meetecho" logo at the bottom. The audio status is shown as "audio in: 0 kbps".

Shared Notepad

The integrated shared notepad for the meeting session can be accessed from the general meeting controls in Meetecho. You may be prompted to “Sign In” using your IETF Datatracker credentials. You will also have the option to open the Notepad in a new browser tab. Safari will prevent you from accessing the Notepad within Meetecho but you can use the “open in new tab” option to access the Notepad. The session’s shared notepad can also be accessed directly from the IETF Datatracker meeting agenda webpage.



Troubleshooting

Here are a few tips if you run into trouble using Meetecho during IETF 109:

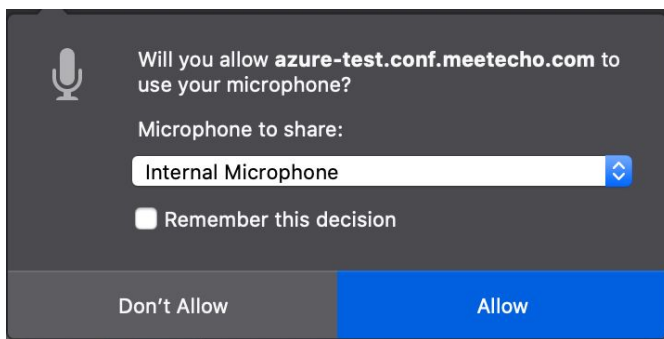
Receiving audio

Trouble receiving audio? Reconnect to the audio stream by clicking on the button on the bottom-right corner of the screen.



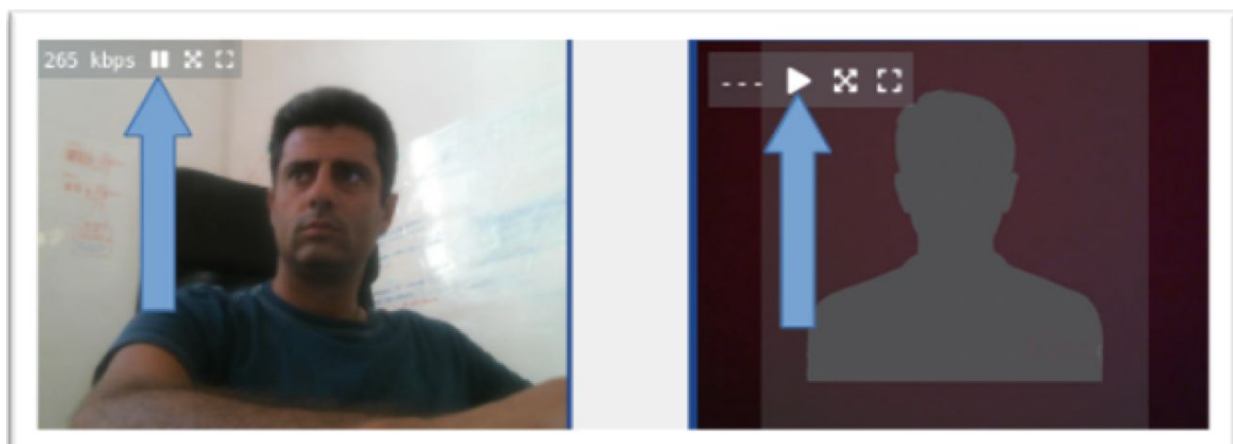
Sending audio or video

If you have trouble sending your audio/video, please make sure that you granted permission to the browser to access your capture devices.



Frozen video

If the video is frozen, reconnect to that feed by first hovering on the video. Click the “pause” button and then the “play” button



Other issues

If you experience bad quality audio/video and you are receiving several video flows, you can try to close some of them by clicking on the “pause” button. This allows you to save on bandwidth and will likely improve your perceived quality.

If you have trouble receiving audio or video, make sure you don't have any browser extensions that may interfere with HTML5 <audio> and <video> elements playing.

Feedback and feature requests

Please raise requests for meeting tool features, such as Meetecho, on the IETF [Tools Discussion list](#) by sending email to tools-discuss@ietf.org.

Appendix: Summary of changes

Between IETF 108 and IETF 109

As of 31 October 2020, these are the features that have been changed since IETF 108:

- Removed experimental hum tool
- Added raise hand tool
- Added speaking indicators for participants
- Allowed chat panel to be opened in a separate window
- Allowed notepad to be opened in a separate tab
- Updated the way queuing in a session works
- Allowed participants to send video immediately
- Added audio/video device selection during the session