

# Meetecho documentation for IETF 110 Online

2021-02-22

NOTE: This document is being updated as details for IETF 110 are finalized. You are encouraged to review the document even if you have used Meetecho before, including for IETF 109, as there have been a number of recent changes.

## Contents

### [Meetecho documentation for IETF 110 Online](#)

#### [Contents](#)

#### [Introduction](#)

#### [Requirements](#)

##### [Internet connection](#)

##### [Web browser](#)

##### [System settings](#)

##### [IETF 110 Meeting registration and IETF Datatracker account](#)

#### [Controls](#)

##### [Name and role](#)

##### [General meeting controls](#)

##### [Media sharing and window tabs](#)

##### [Participant view of controls and tabs](#)

##### [Chair view of controls and tabs](#)

#### [Actions](#)

##### [Show of hands](#)

##### [Chatting](#)

##### [Sharing meeting materials](#)

##### [Comment queues](#)

##### [Meeting materials](#)

##### [Shared Notepad](#)

#### [Troubleshooting](#)

#### [Feedback and feature requests](#)

#### [Appendix: Summary of changes](#)

# Introduction

The information below is intended to provide guidance for using Meetecho during the [IETF 110 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: [support@ietf.org](mailto:support@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:

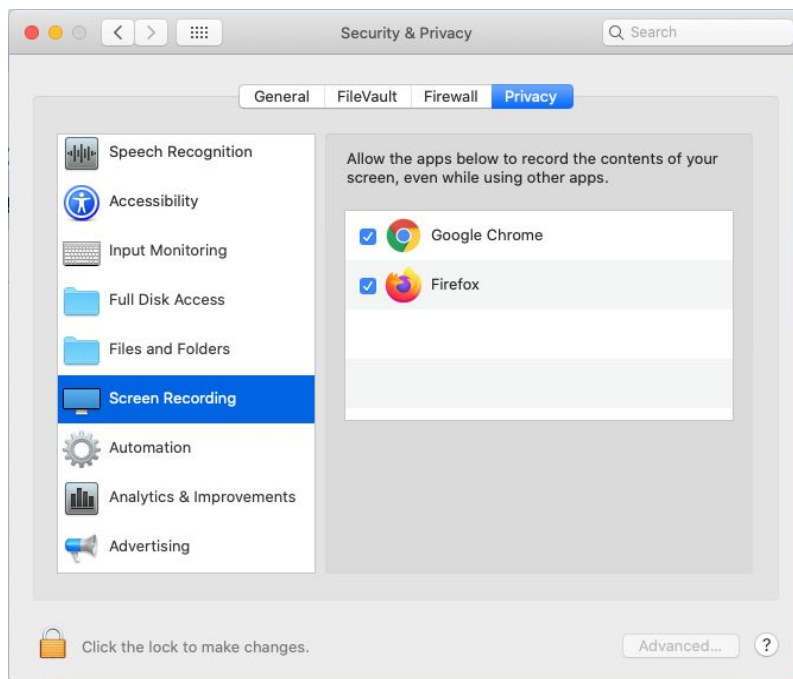
- Safari only permits sharing the entire screen and not particular application windows.
- The shared notepad will not work in browsers that block third party cookies, such as Chrome when operating in Incognito mode.
- Privacy and adblocker browser extensions and add-ons can break certain Meetecho features. 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

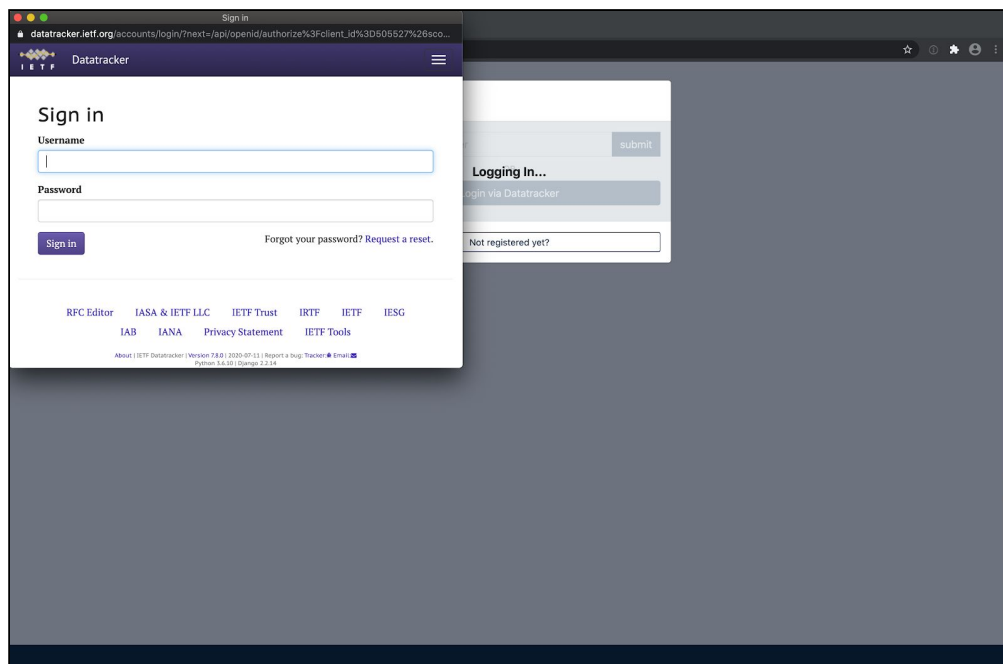
System preference setting required to enable screen sharing in macOS 10.15 (not applicable to earlier versions of macOS).



## IETF 110 Meeting registration and IETF Datatracker account

You must be registered for IETF 110 and have an [IETF Datatracker](#) account to join a meeting session. If you are registered for IETF 110, you can use your usual IETF Datatracker credentials to join the session. If you are not yet registered for IETF 110, you may follow the link to do so. You will be prompted to sign in when joining a meeting session.

### Screenshot of Meetecho login



## 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 registration 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
- Shared notepad for the session
- Meeting materials for the session
- Show of hands tool
- Information (tour of Meetecho)
- Notifications in Meetecho
- Device settings
- Exit session



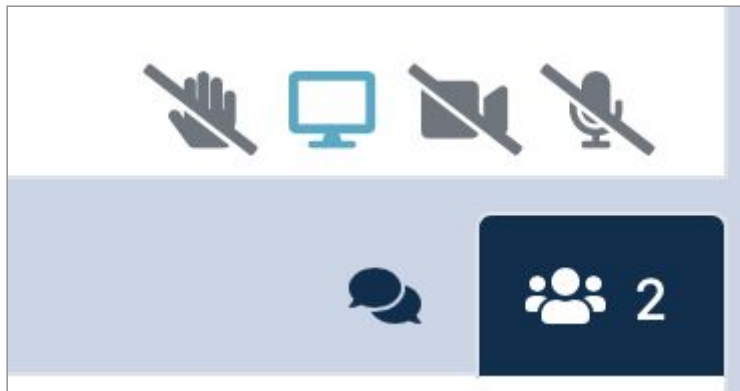
### Media sharing and window tabs

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

Top left-to-right:

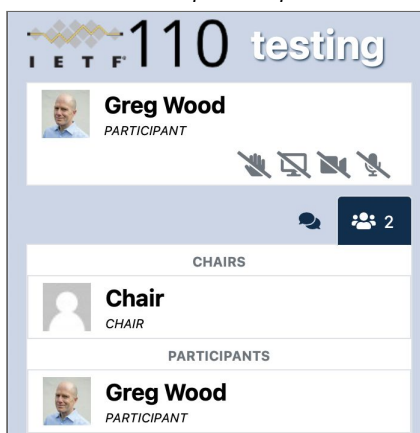
- Enter session queue
- Request to share desktop
- Send video immediately (no queue)
- Send audio immediately (no queue)



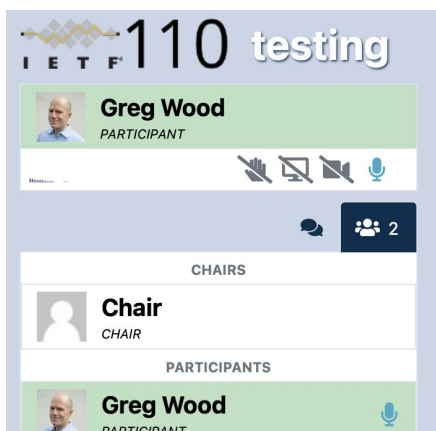
Bottom left-to-right:

- Chat window
- Participant list

Screenshot of participant media controls when not sending any media.



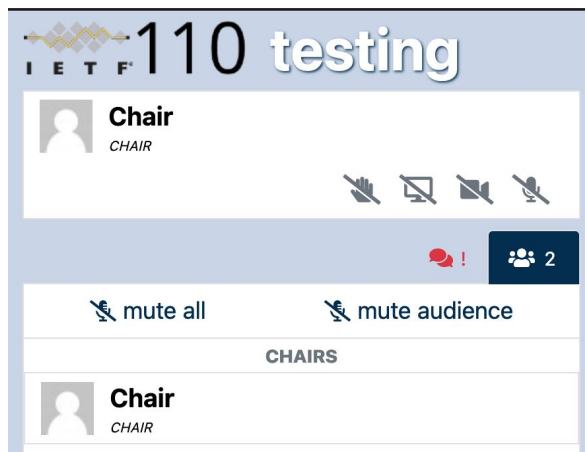
Screenshot of media controls when sending audio..



When sending media, the icon for that media (audio, video, or screen sharing) will be blue and the line through it will be removed.. 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 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

Chairs may send all media without approval, including the sharing their screens.



*Top left-to-right:*

- Enter session queue
- Share screen
- Send video immediately
- Send audio immediately (no queue)

*Bottom left-to-right:*

- Chat window
- Participant list

Additionally, Chairs may mute everyone in the sessions ("mute all") or mute only everyone who is not in the session queue.

## 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. The Chair initiates a show of hands session by first selecting the Show of Hands tool from the top icons.



The chair can enter a question for the Show of Hands session by typing in the box, and then start it by clicking the “Start session” button.

**START A SHOW OF HANDS**

Have you read the draft?

Start session

**LATEST RESULTS**

TEST	
RAISE HAND	1
DO NOT RAISE HAND	0
PARTICIPANTS	2

TEST MEETECHO	
RAISE HAND	1
DO NOT RAISE HAND	1
PARTICIPANTS	2

Session participants can participate in the Show of Hands session by clicking the icon and then making a selection. Selections can be changed as long as the Show of Hands session is open.

**HAVE YOU READ THE DRAFT?**

RAISE HAND ☒

DO NOT RAISE HAND ☐

**LIVE RESULTS**

HAVE YOU READ THE DRAFT?	
RAISE HAND	1
DO NOT RAISE HAND	0
PARTICIPANTS	2

Results are updated in real time as session participants choose to raise

LATEST RESULTS																	
<table><tr><th colspan="2">TEST</th></tr><tr><td>RAISE HAND</td><td>1</td></tr><tr><td>DO NOT RAISE HAND</td><td>0</td></tr><tr><td>PARTICIPANTS</td><td>2</td></tr></table>	TEST		RAISE HAND	1	DO NOT RAISE HAND	0	PARTICIPANTS	2	<table><tr><th colspan="2">TEST MEETECH</th></tr><tr><td>RAISE HAND</td><td>1</td></tr><tr><td>DO NOT RAISE HAND</td><td>1</td></tr><tr><td>PARTICIPANTS</td><td>2</td></tr></table>	TEST MEETECH		RAISE HAND	1	DO NOT RAISE HAND	1	PARTICIPANTS	2
TEST																	
RAISE HAND	1																
DO NOT RAISE HAND	0																
PARTICIPANTS	2																
TEST MEETECH																	
RAISE HAND	1																
DO NOT RAISE HAND	1																
PARTICIPANTS	2																

A session chair closes a session by clicking on the “End session” button.

RAISE HAND

DO NOT RAISE HAND

End session

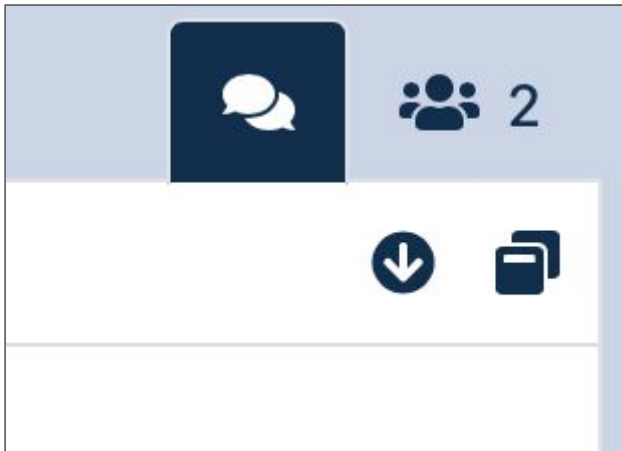
HAVE YOU READ THE DRAFT?

RAISE HAND	1
DO NOT RAISE HAND	0
PARTICIPANTS	2

### 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.



*Screenshot of group chat in Meetecho.*

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.

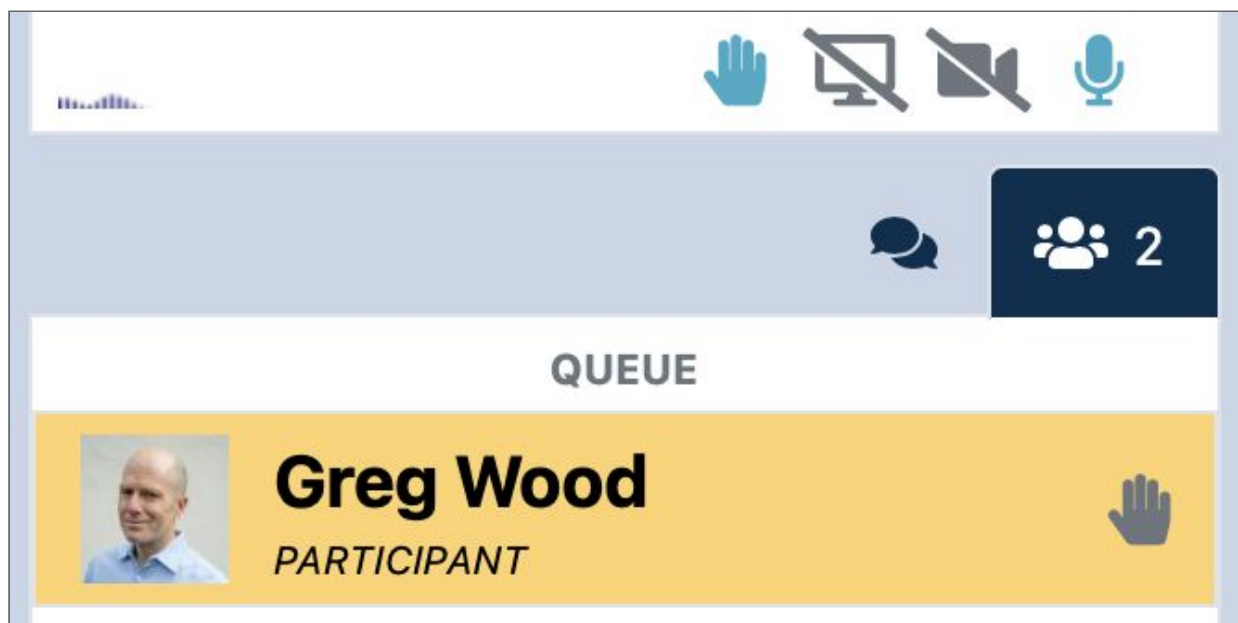
Additionally, individual meeting participants can share their screen/application windows using the Share icon just below their name. (Please note the required [system settings](#) if using macOS.)

## 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.

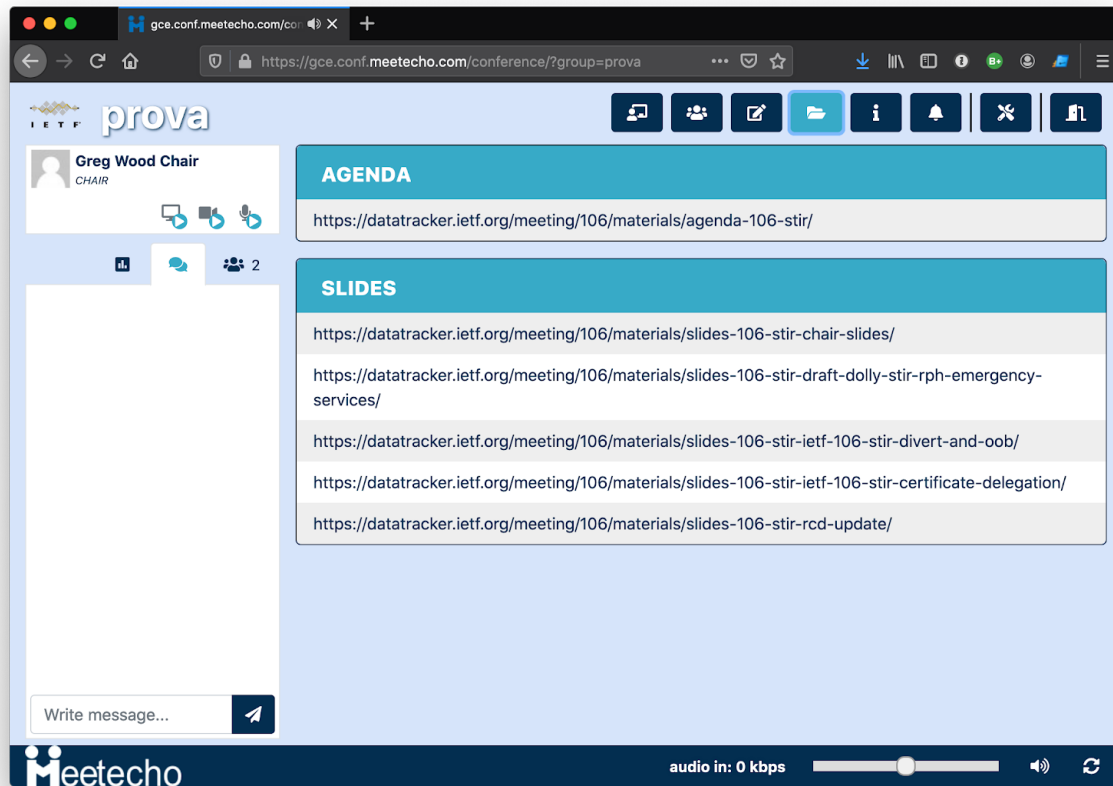
Participants are shown to be in the queue to all session participants. Clicking the blue hand removes the participant from the queue.



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

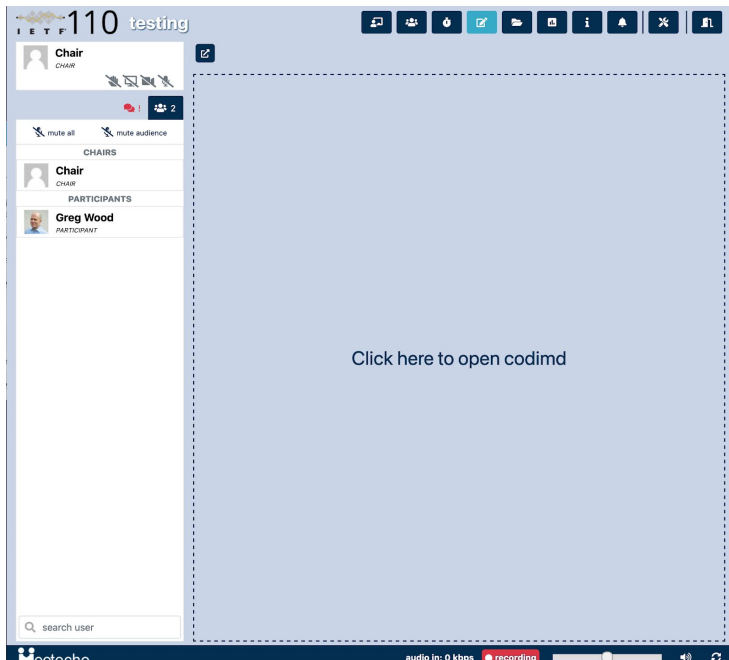
Materials uploaded to the IETF Datatracker for a session may be displayed using the folder icon in the general meeting controls.



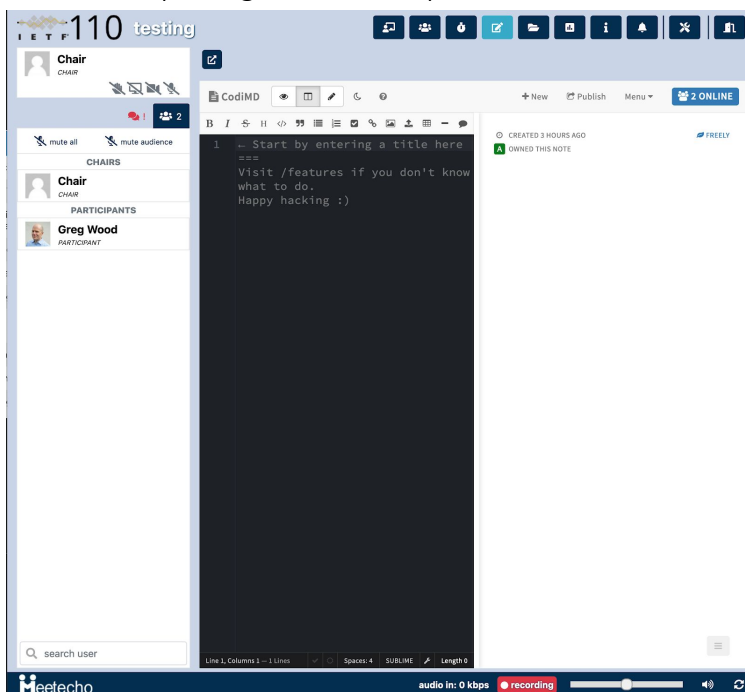
## Shared Notepad

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. The session’s shared notepad can also be accessed directly from the [IETF Datatracker meeting agenda](#) webpage.

### *Initial view before opening*



### *View after opening shared notepad*



# Troubleshooting

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

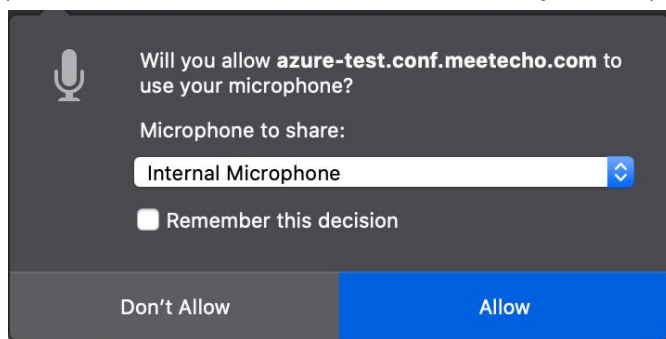
## Receiving audio

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



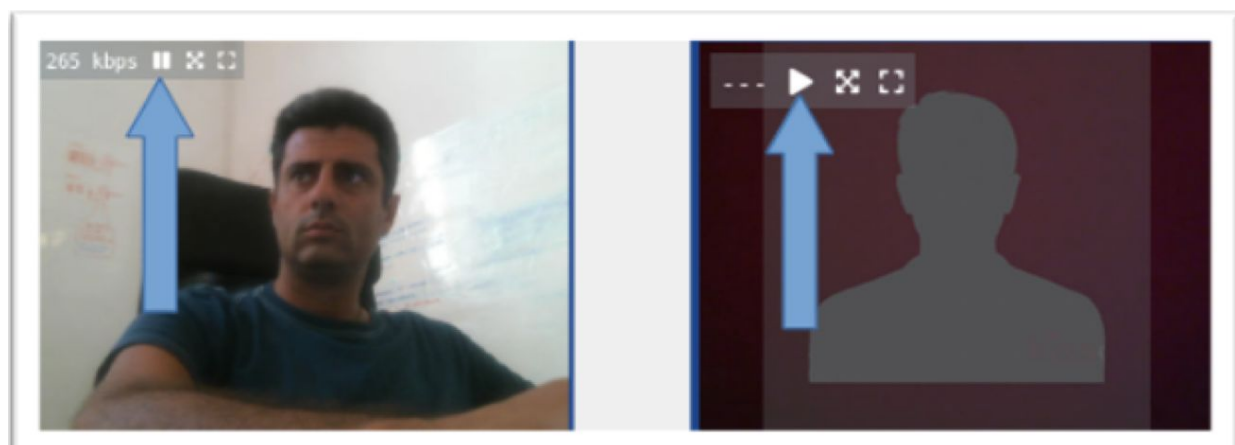
## Sending audio or video

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](mailto:tools-discuss@ietf.org).

## Appendix: Summary of changes

### Between IETF 109 and IETF 110

As of 12 February 2021, these are the features that have been changed since IETF 109:

- Changed the media control icons to make distinction between sending and not sending clearer
- Moved the Show of Hands tool icon and display
- Changed the behavior of the participant list when initiating direct chat
- Show jabber room status (online/offline)
- Introduced *offline* status when users temporarily disconnect

### 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