

# RCTI Remote participation guide

Instructions how to participate RCTI meetings remotely by video, or teleconference, like Skype, Live Meeting, etc.

## Remote participant

## Meeting host

### Before the meeting

1. **Choose your virtual meeting tool** (Skype, live meeting, phone call, etc.)
2. **Contact any RCTI member** who will participate the meeting in person and politely ask him/her to be your meeting host (preferable not the president or secretary as they have to run the meeting)
3. **Test your system** that it works with your meeting host (preferable also before the meeting in Plevna)
4. Agree with your meeting host how you are going to **communicate in case you system will crash/fail** during the meeting.

1. **Agree your virtual meeting tool** (Skype, live meeting, phone call, etc.) with your remote participant.
2. **Test your virtual meeting tools** with your remote participant (remember to use the exact that phone, laptop etc. you will use in the meeting as well.
3. Agree the method you are going to use to solve the situation with your remote participant **in case the virtual meeting tool will crash or primary communication fails.**
4. **Take your seat at the front row.**
5. **Install and test your system** BEFORE the meeting starts 16:30? (remember electricity)

### During the meeting

5. **Get yourself a silent place** where you can hear and participate the entire time of the RCTI meeting.
6. Note: **The meeting is not run for you**, so if you don't see or hear something, try to fix that with your meeting host by agreed communication method without extra hassle to the meeting. Please, don't interrupt the meeting.
7. In case you have questions/comments to the meeting, use your meeting host or **ensure you have good visibility and sound** in the meeting as well.

6. **Face laptop in the way that the speaker can see the possible live video** of the remote participant and remote participant has the best possible view to the presentation (Note: usually webcams cannot show both the bright slides and the speaker)
7. In case of technical problems etc. **do not cause interference to the meeting**, but solve those silently with your remote participant.

8. Enjoy the meeting 😊

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