



1:1 Video Chat Guide

Jump to:

[Test your Device](#)

[Your Backup Plan](#)

[On the Day](#)

[Privacy Statement](#)

**Test
your
Device!**

1. Go to 'Schedule', select 'My Itinerary'
2. Select your local timezone, if shown
3. Click a meeting.

The screenshot shows a web application interface for a conference schedule. At the top is a dark navigation bar with links: Home, Search, Messages, Schedule (circled in red with a red '1' above it), and Account. Below this is a blue banner area. A secondary dark bar contains links: Conference Programme, Conference Website, Contact, and FAQs. The main content area has a 'Schedule' heading. On the right, a user profile for 'Molly Newman' is shown with a 'Log out' link. Below the heading, there are two tabs: 'Local BST (Europe/London)' (circled in red with a red '2' above it) and 'Event GMT-5 (America/Chicago)'. On the left, under 'LIST BY DATE', the 'My Itinerary' tab is selected (circled in red with a red '3' next to it). Below this are 'Day' and 'Week' view options. Under 'MEETINGS BY TYPE', 'Confirmed' is selected. The main list shows meetings for '20 Oct':

- 10:40 - 11:00 Video Chat with Abigail Howard (Partner Associates) - circled in red
- 11:00 - 11:20 Video Chat with Bob Bobson (Bob's Company)
- 13:00 - 13:20 Video Chat with Melinda Alevras (Alevras Consulting PTY)

Click 'Start'

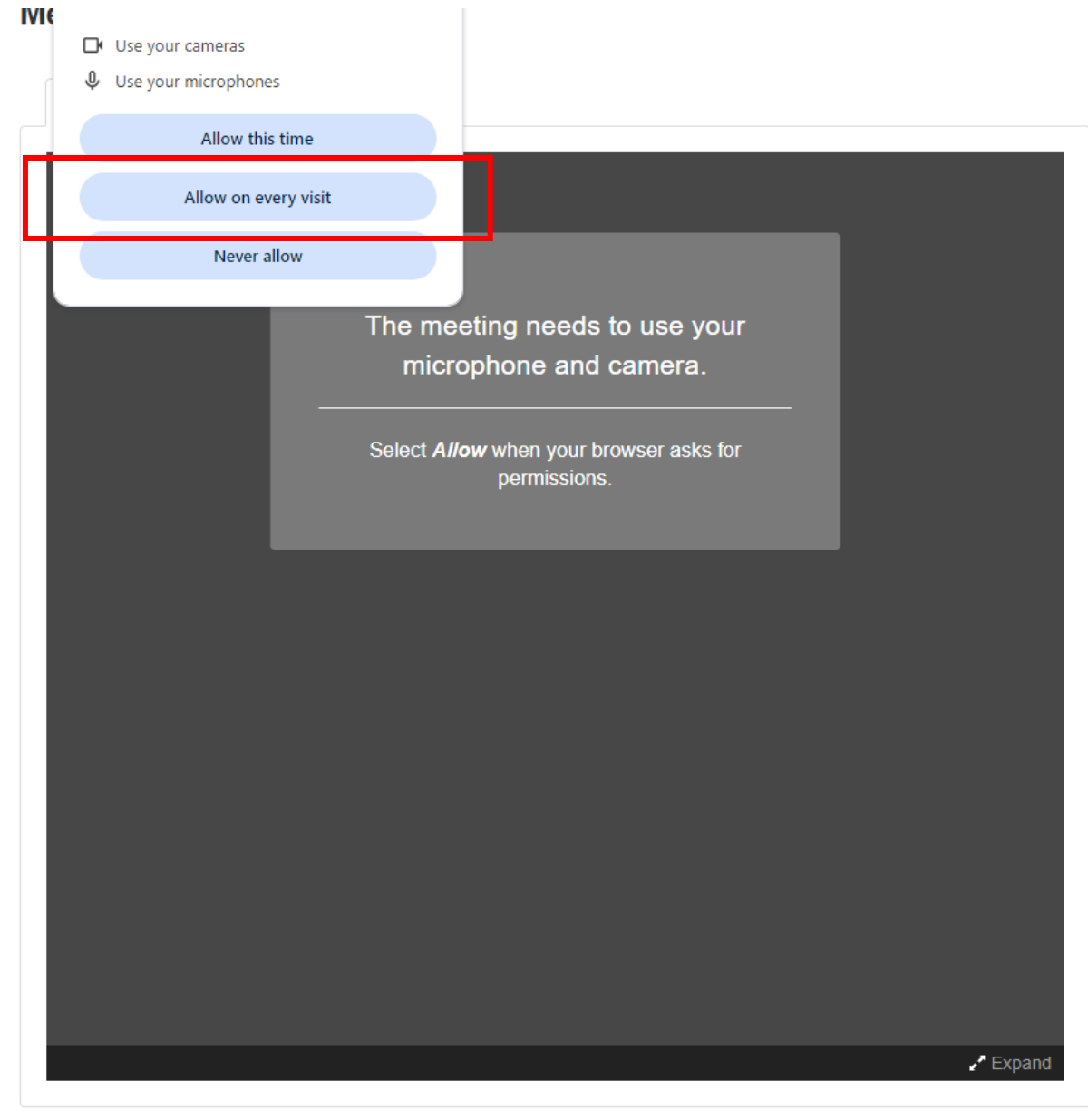
Meeting with Abigail Howard

Video [Reschedule](#)

Start

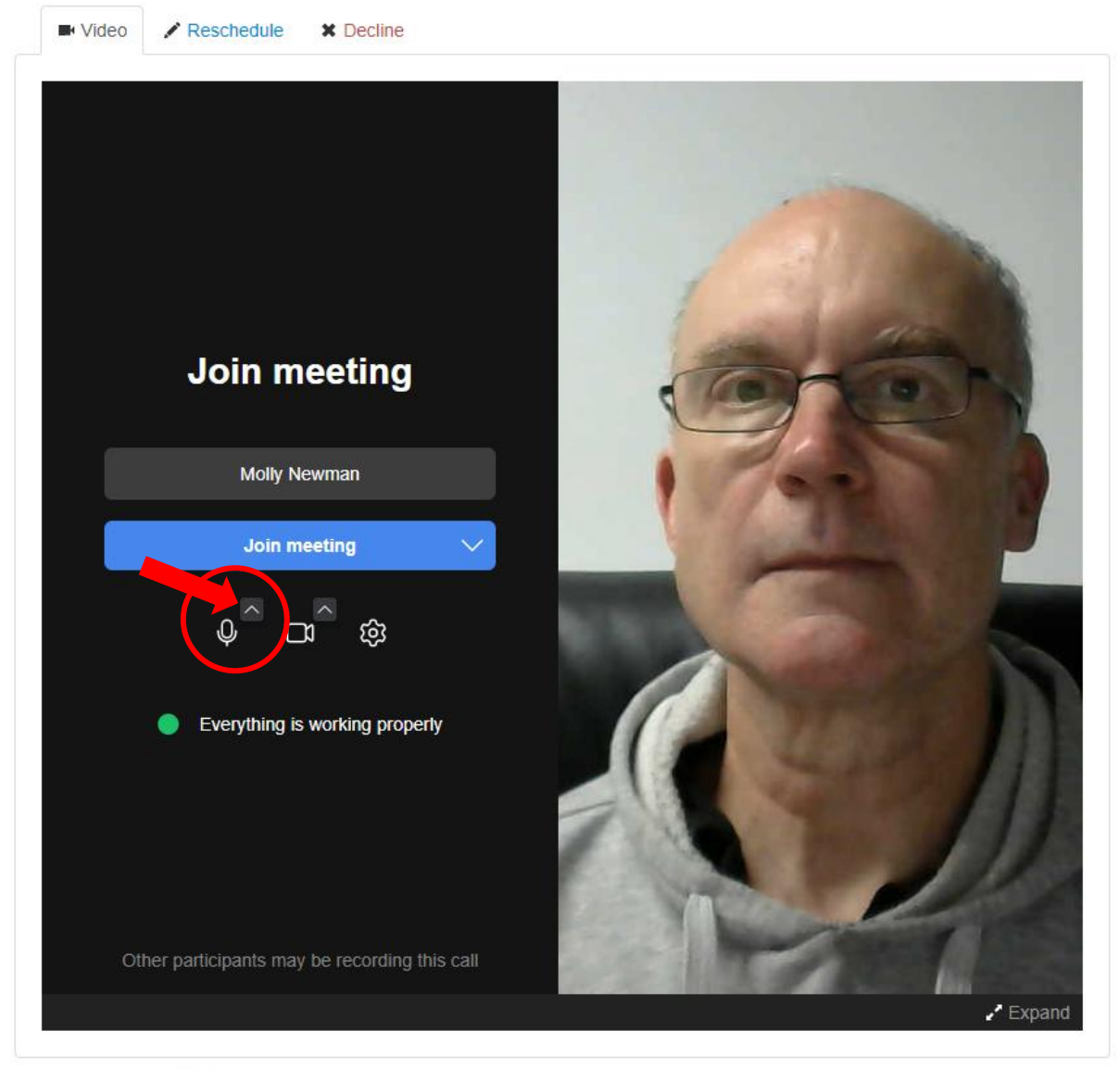
Expand

- You will be asked to allow use of your camera and microphone.
- Choose an 'allow' option.

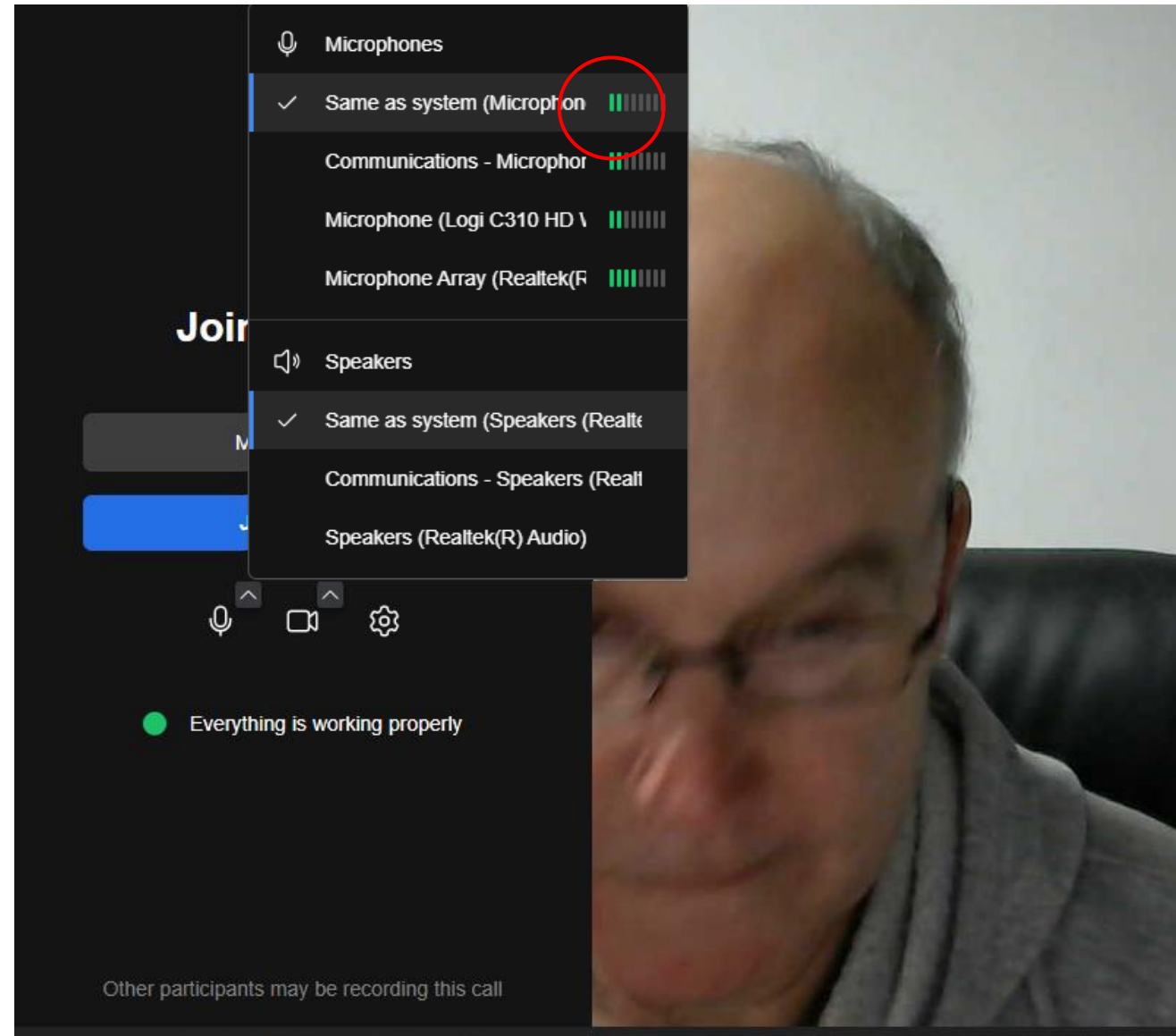


Meeting with Abigail Howard

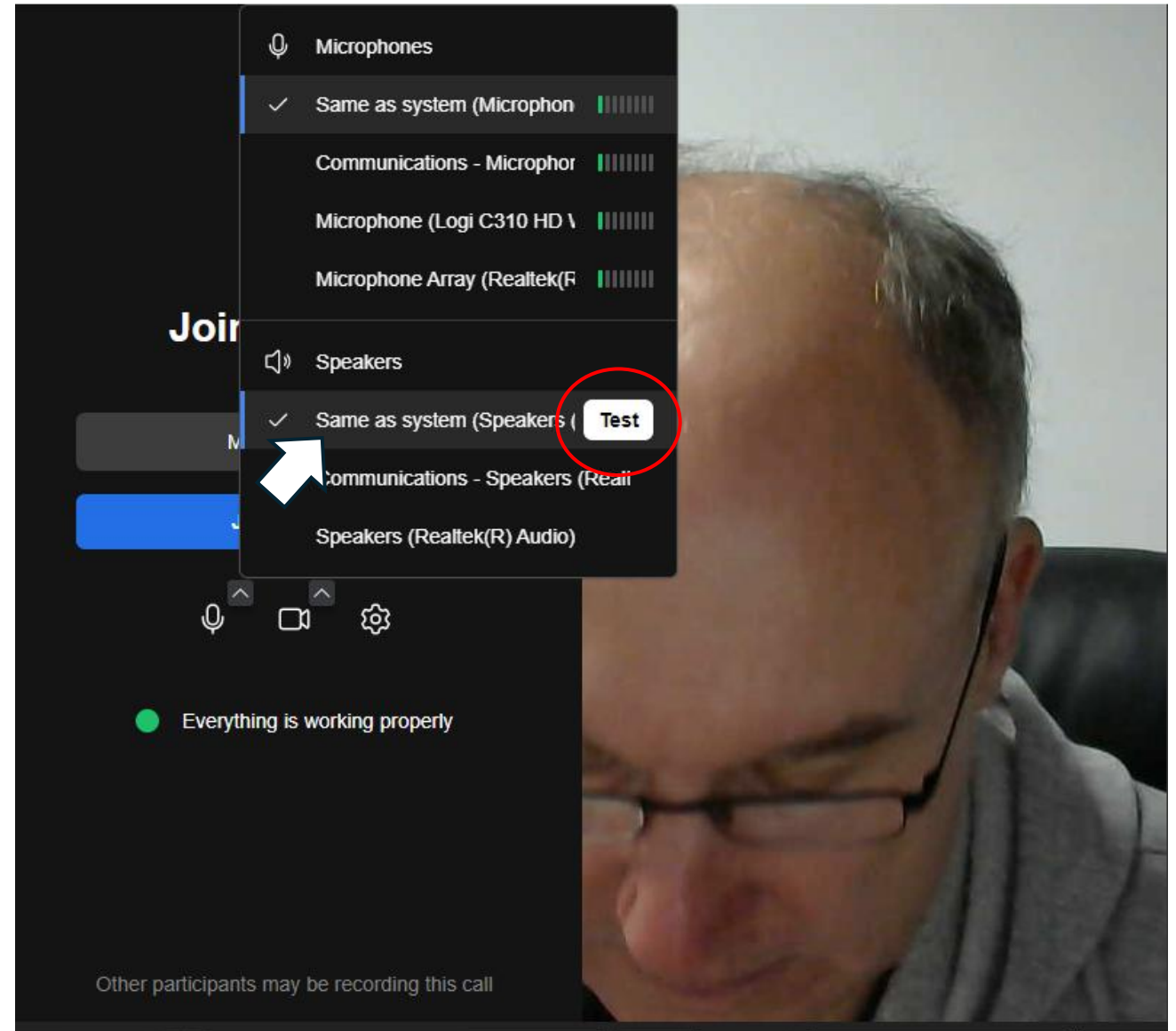
- You should see yourself on screen.
- Check your microphone is working: click the up-arrow by the mic icon



- Say something out loud
- You should see the green bars react



- Check your speakers by moving your mouse over the speaker options.
- Click Test, you should hear a sound



Your Backup Plan

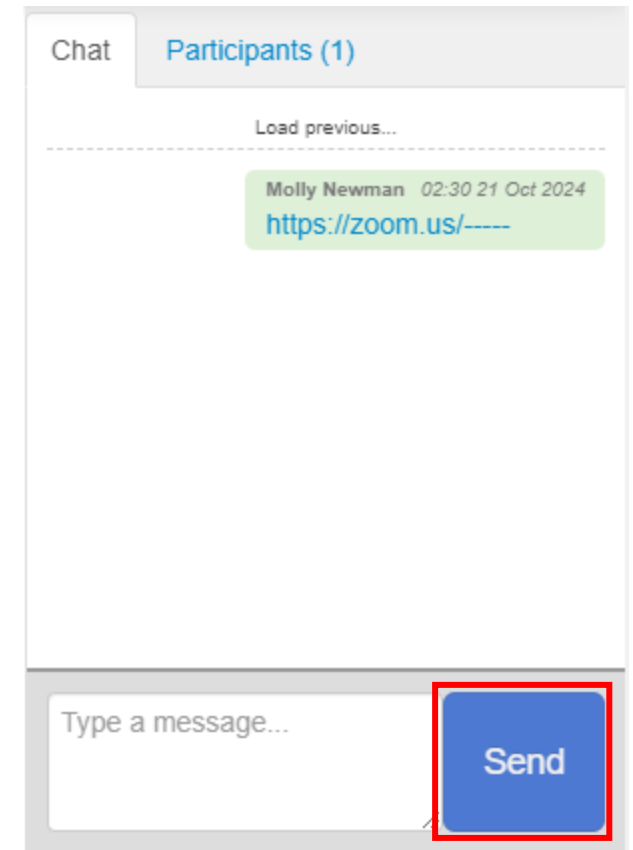
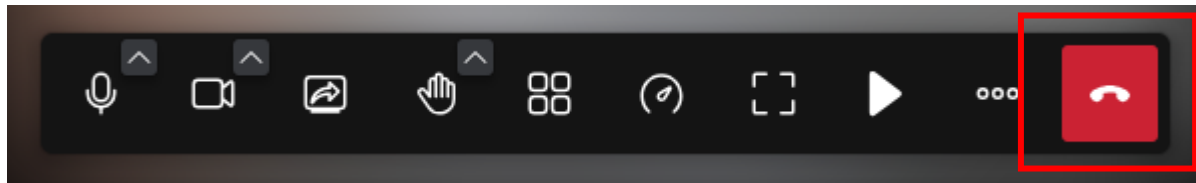
We've all experienced video call problems! Make sure you have a backup in place...

Before the day:

- Set up a video link on your preferred Video Communications application

On the day:

- If you can't get the integrated Video Chat to work – or your meeting partners are having problems - paste your video link into the Chat Panel at the right of the page.
- Your meeting partners will receive the link instantly and can click into it.
- If you have already opened the Video Chat, close it before moving to your own video link.



On The Day

1. Go to 'Schedule', select 'My Itinerary'
2. Select your local timezone, if shown
3. Click the meeting that matches your current local time.

The screenshot shows a web application interface with a dark navigation bar at the top containing links for Home, Search, Messages, Schedule (annotated with a red circle and the number 1), and Account. Below this is a blue banner area, followed by a dark bar with links for Conference Programme, Conference Website, Contact, and FAQs. The main content area is titled 'Schedule' and includes a user profile for Molly Newman with a Log out button. On the left, there is a 'LIST BY DATE' section with 'My Itinerary' selected (annotated with a red circle and the number 3), and a 'MEETINGS BY TYPE' section with 'Confirmed' selected. The main list shows meetings for '20 Oct', with the first meeting '10:40 - 11:00 Video Chat' by Abigail Howard circled in red. To the right of the meeting list, there is a timezone selector showing 'Local BST (Europe/London)' (annotated with a red circle and the number 2) and an 'Event GMT-5 (America/Chicago)' link.

1

Home Search Messages **Schedule** Account

Conference Programme Conference Website Contact FAQs

Schedule

Molly Newman ✕ Log out

LIST BY DATE

My Itinerary 4

Day 4

Week 4

MEETINGS BY TYPE

Confirmed 4

Declined 1

20 Oct

10:40 - 11:00 Video Chat

Abigail Howard
Partner Associates

11:00 - 11:20 Video Chat

Bob Bobson
Bob's Company

13:00 - 13:20 Video Chat

Melinda Alevras
Alevras Consulting PTY

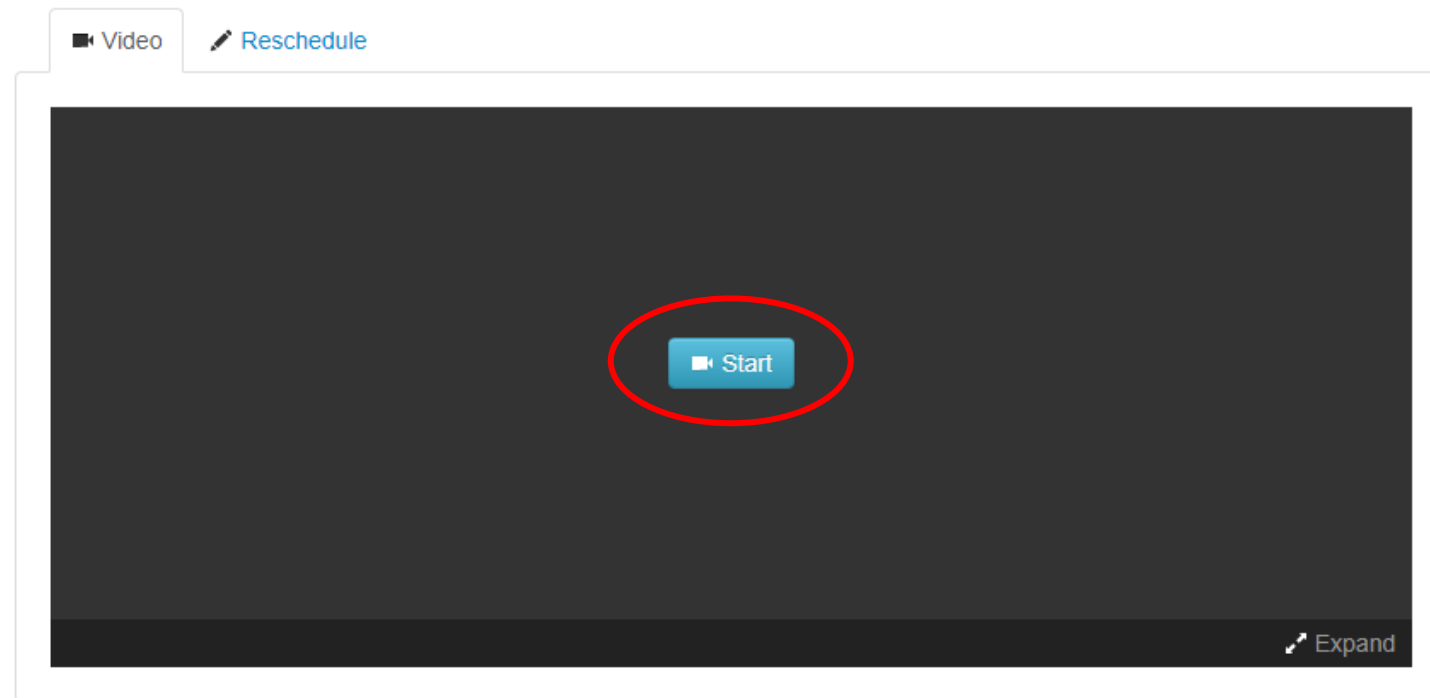
2

Local
BST (Europe/London)

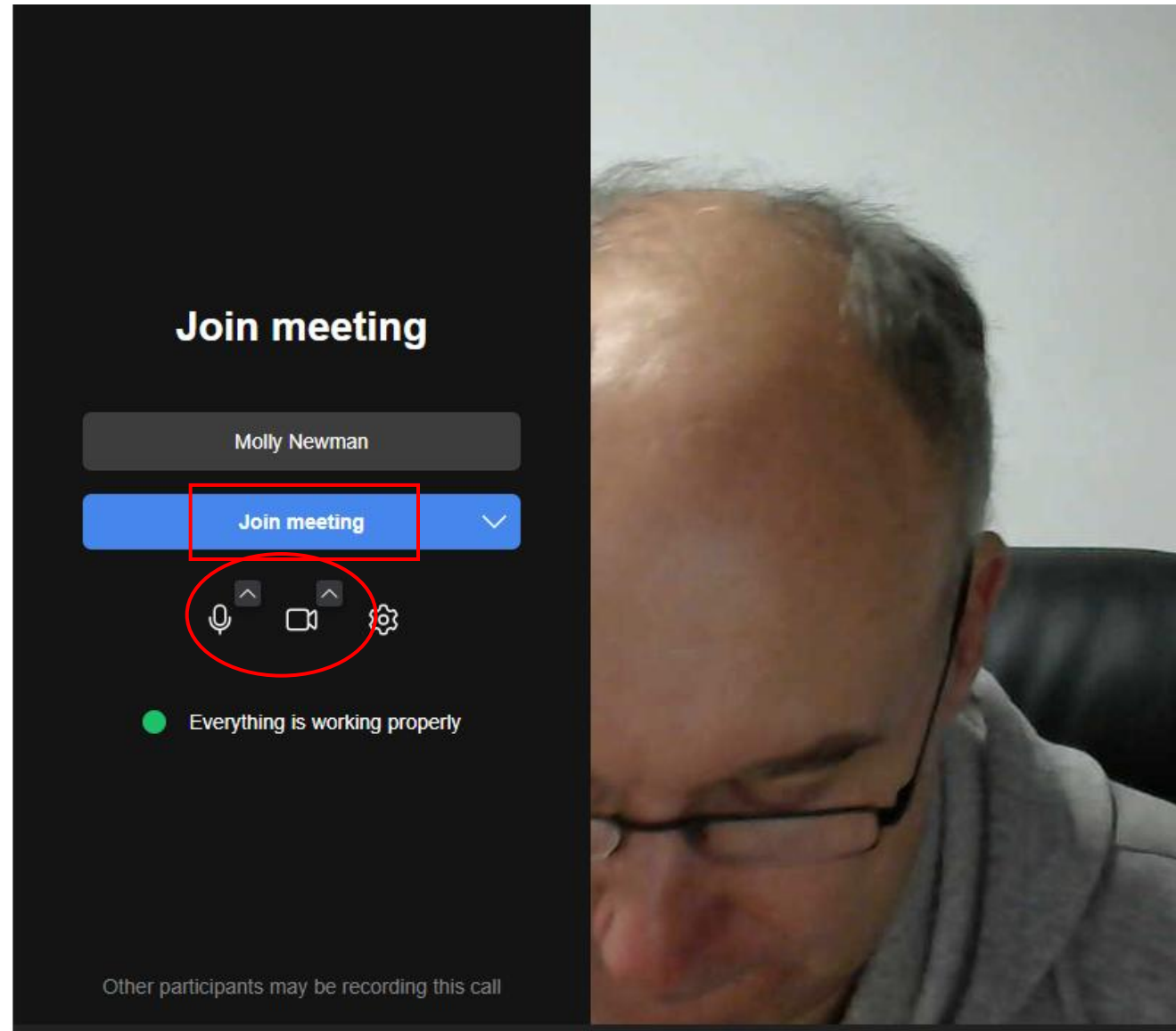
Event
GMT-5 (America/Chicago)

Click 'Start'

Meeting with Abigail Howard



- Check the microphone and video icons. If they have a line through them, click to clear it.
- Click Join meeting



Other participants should join shortly.

Move your mouse over the video chat frame to raise the control panel.

To end the meeting, click the red 'phone' icon.

Repeat the above 3 steps to join your [next meeting](#).





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[Privacy Statement](#)