In the following slides you will see how to run a meeting.

The Excel file contains 2 tabs/pages. The first is called **Delegates**, this tab contains all delegate information, like Name, title, group name and in case of using fixed seating you can enter a seat name for each delegate. The second is called **Meeting_agendas_votes** which contains the whole meeting structure, like the meeting title, agenda items and voting sessions.

Tab/page: Delegates

- At row 1 you can find the column information, there you can see which has to be in every column.

	A	B	C	D	E	F	G	H
1	Time / Special	LastName	MiddleName	FirstName	Title	GroupName	Country	Seat
2								
3		Adkins		Bradley	Councilor	United Kingdom		1
4		McDuffie		Louis	Mayor	Deutschland		2
5		Johnson		Alecia	Minister	Nederland		3
6		Mullen		Melissa	Clerk	France		4
7		Smith		Thomas	Councilor	Canada		5
8		Boggs		John	Minister	Spain		6
9		Sartin		Roxanna	Minister	Hungary		7
10		Dow		Agnes	Councilor	USA		8
11		Jones		Lester	Chairman	United Kingdom		9
12		Allen		Jeffrey	Vice presider	Deutschland		10
13		Lee		Yvonne	Minister	Nederland		11
14		Butler		Carmen	Councilor	France		12
15		Hernandes		David	Councilor	Canada		13
16		Tabor		Sheila	Prime Ministe	Spain		14
17		White		Laura	Councilor	Hungary		15
18		Evans		Christopher	Minister	USA		
19		Campbell		Mary	Minister	United Kingdom		
20		Abbott		William	Minister	Deutschland		
21		Rose		Deborah	Councilor	France		
22		Kovacs		Rodney	Minister	Nederland		
23								

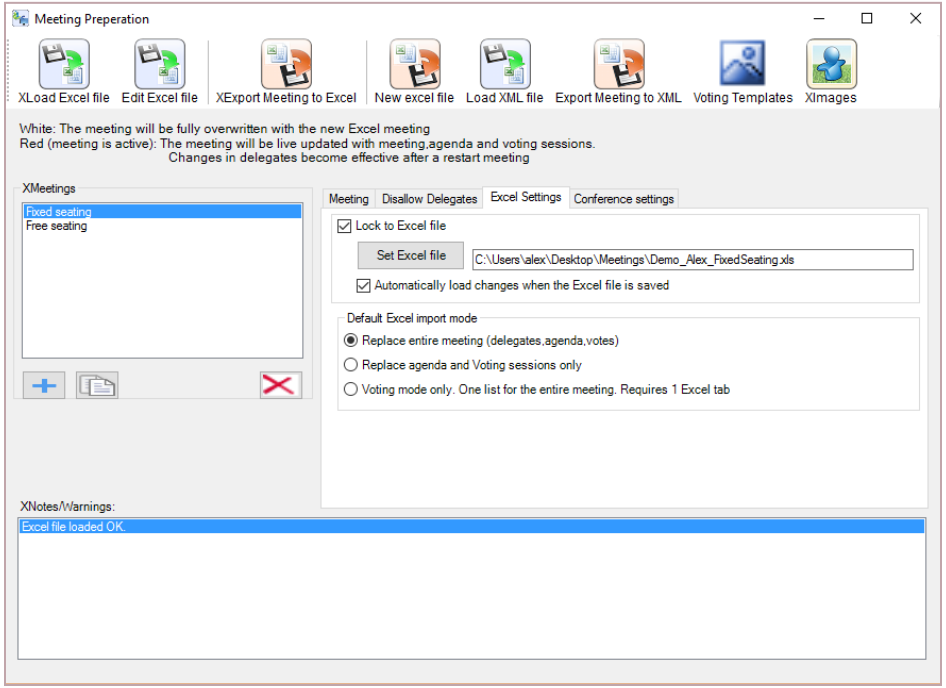
Tab/page: Meeting_agendas_votes

- At row 1 you can find the column information, there you can see which has to be in every column.

	A	B	C	E	F	G	I	J	K
1	Type	Title	Description	Discussion / Voting Template	Speech times table name	AmountOfAnswers	Answer1	Answer2	Answer3
2									
3	Meeting	Fixed seating	This is an example meeting with fixed seating.						
4									
5	Agenda	Minutes from previous meeting	The minutes from previous meeting has been	Default					
6	Vote	Acceptance of the minutes	Raise your vote to approve or reject the minutes	Default		3			
7									
8	Agenda	Review of Actions from Meeting	The voting sessions will cover several topic from	Default					
9	Vote	Approve Budget Changes	Vote to approve the popsed budget changes.	Default					
10	Vote	Vote chairman of commitee		Default		4			
11									
12	Agenda	Chief Executive's Report		Default					
13	Vote	Who to choose for chairman	Select who to choose for chairman	Default		2			
14									
15	Agenda	Finance Committee's Report		Default					
16									

Now we will load the excel file to the meeting.

- Click the **Load Excel file** button at the left top corner, a explorer window will open now.
- Select the excel file you want to use for this meeting and click **Open**. The Excel file will now be loaded to the new meeting.
- If something is not entered right at the Excel file, you will see a warning at the Notes / Warnings field.
- There is an option to lock the Excel file, the advantage is that when you make any changes to the Excel file, it will be immediately visible in our software.

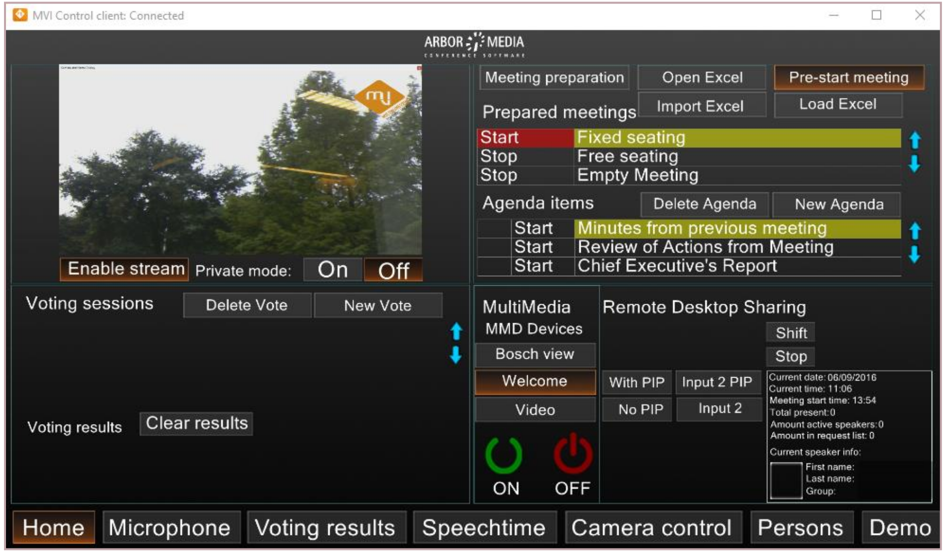


Now the meeting is prepared, you can start controlling the meeting at the Windows client. Please open the Windows client. Remember that every page and every item on a page at the windows client is fully customizable.

- You will see the meetings which you've prepared. Click **Pre-start meeting** to pre-start the meeting, all people will be loaded into the meeting, in case of fixed seating they will also be at their seat but the meeting isn't started yet, no metadata will be send out at the moment.

- If you now press **Start** the meeting will be started, from that moment on, all metadata will be send out. If you press **Stop** the meeting will be stopped.

- After you started the meeting you can start an agenda item. You can even add a new agenda item when you click **New Agenda** or delete an agenda item when you click **Delete Agenda**. Even changing the name of an new or existing agenda item is possible.

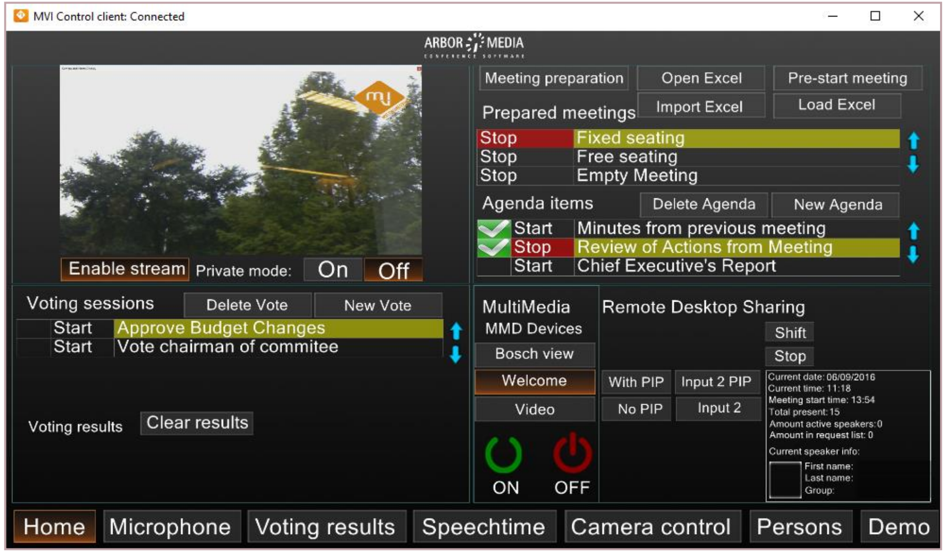


Control the meeting

Now you've started the meeting, and you know how to pre-start and start a meeting and how to start, create and delete agenda items. Every agenda item can contain voting sessions, the voting sessions will be visible from the moment you select or start an agenda item.

- After you started an agenda item you can start a vote. You can even add a new vote when you click **New Vote** or delete a vote when you click **Delete Vote**. Even changing the name of an new or existing vote is possible.

- During a vote the results will be visible at the client. When a vote is finished, you can click **Clear results** to clear the results, they will not bi visible at the client anymore, however the results will be visible at the **Meeting Reporter**.



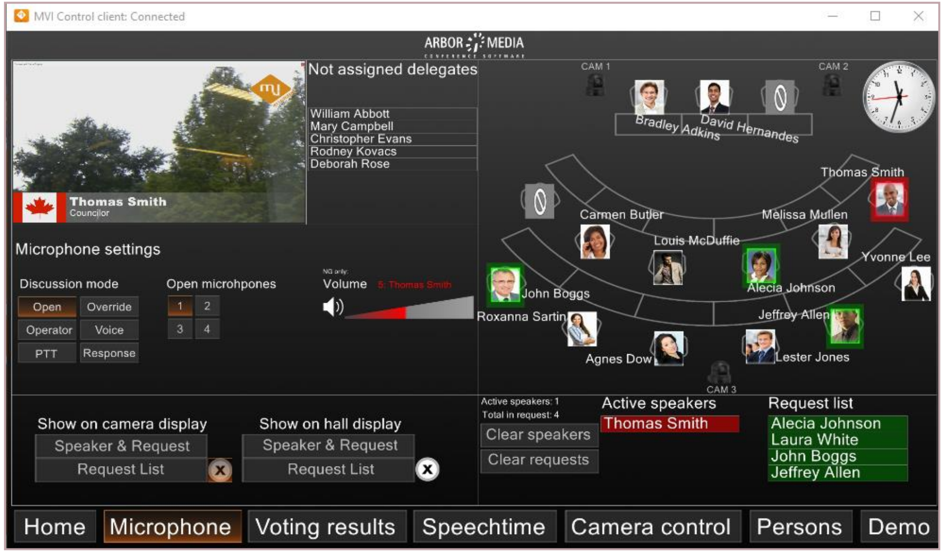
Microphone control

Now you know how to start and stop a meeting, agenda items and voting sessions. At the Microphone page you can control microphone units, drag and drop people from one to another seat or drag and drop a delegate from a list with all delegates without a seat to a seat.

- If a delegate activates a microphone, you will see a red colored border around that seat which indicates the microphone is active, when a delegate turns of the microphone, the red colored border will disappear again.

- By clicking at a delegates seat you can activate or de-activate a delegates microphone.

- If a delegate presses the microphone button, but there are already people speaking (configurable) he or she will be at a request list, a flashing green border indicates the first person at the request list, the steady green border indicates the other people at the list. When a microphone is de-activated, the first delegate at the request list will be able to speak.



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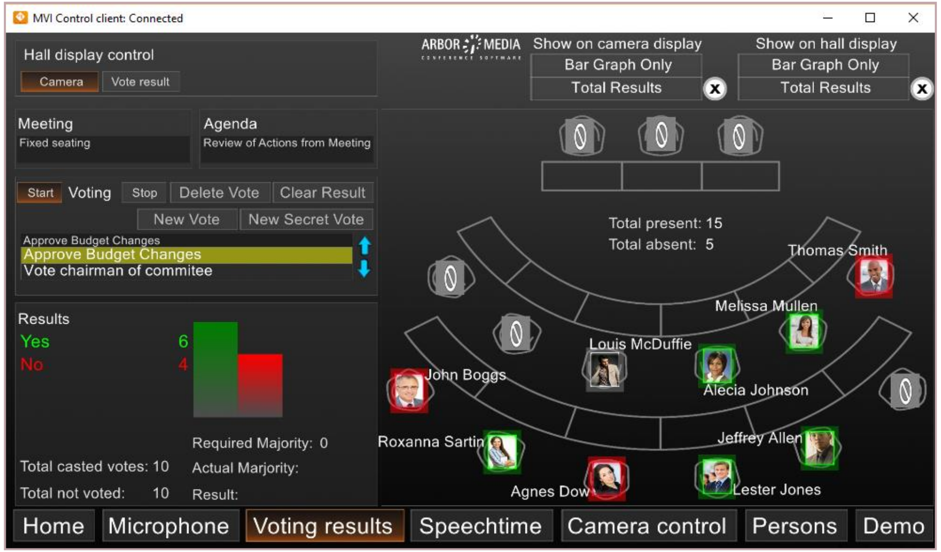
Voting results

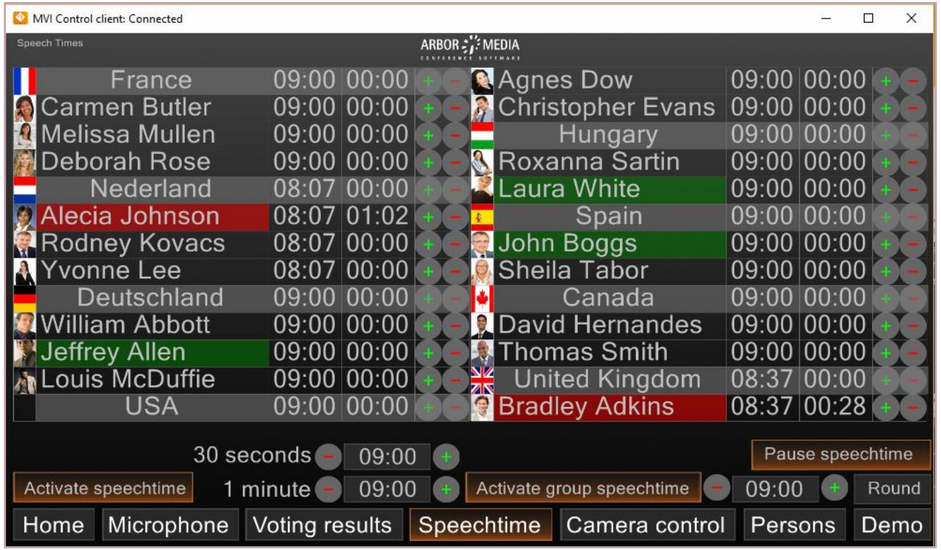
Now you know how to control microphones. At the voting results page you can see the voting results during a vote.

- If a delegate has voted **Yes** a green border appears around the delegates photo, if voted **No** a red border appears, if voted **abstain** a yellow border appears.



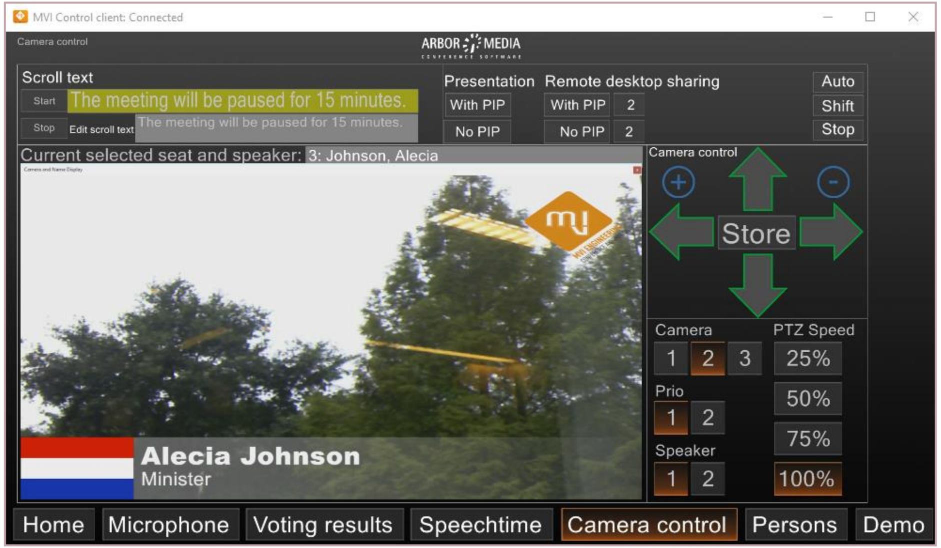
At the **Speech time** page you can control the speech times per group and per delegate.

- At this page you can activate speech time per person or per group and change speech times if needed.
- By clicking the + or – buttons behind a delegates name you can give de delegate more or less speech time.
- By clicking the + or – buttons on the lower side of the page you can add more or less speech time to all delegates.
- There is also an option to pause the speech time.



At the **Camera control** page you can control the cameras and set pre-positions for each delegate.

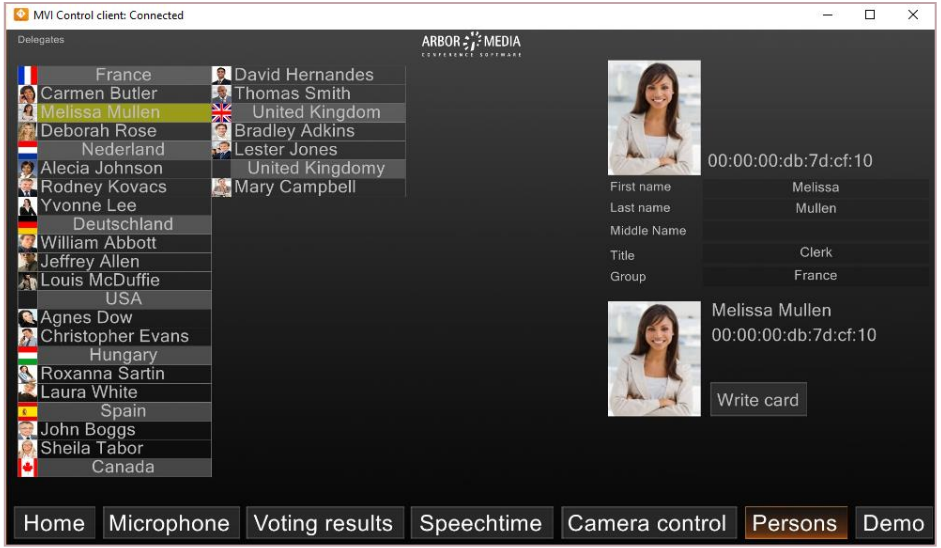
- When a microphone is active, you can select a camera, move it to the right position and when you click **Store** the camera position is set for that delegate.
- A camera position is connected to a microphone unit, not to a delegate.
- When using the dual speaker mode, you can set multiple pre-positions per unit. Then you have to select a **Prio** (priority) and set the camera position.



At the **Persons** page you can write ID cards and change a delegates name if it's accidently typed wrong at the Excel document.

- Writing an ID card is really not difficult. You just select a delegate from the list, then place an ID card on the card reader and then click **Write card**, now the ID card is written and can be used by a delegate.

- Changing a delegates name can be done, but this is only during the active meeting. Just click on the name (first name, last name, middle name, title or group) and change the name.



Meeting Reporter will create a report of every meeting.

- Every meeting or part of a meeting can be reported with Meeting Reporter.
- You can create a reports of a whole meeting by selecting it at then click Report. Or if you just want to have a report of a specific voting session you can select that voting session and click Report. You can even report a whole month or year.
- At the settings menu you can decide which information you want to see in the reports.
- You can export the meeting reports to different types of files like PDF and more using the Export button or print the report using the print button.