

# Before Joining | Preparing for a Meeting



We are excited to have you taking part of a meeting on KUDO. Please refer to the items below to help you prepare and make the most of the presentation.

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## A Good Headset

- Ideally, a USB Headset.  
*(Professional-grade is highly recommended)*
- Avoid using earbuds type unless you are following from your phone.
- Place the microphone close to your mouth but avoid breathing into it.

## Internet Connectivity

- Use Google Chrome as your browser.
- Use a wired connection.  
*(Preferred)*
- If wired connection is not available, use high-speed Wi-Fi instead.  
*(Ideally 20 and 5 Mbps, for download and upload respectively. 5Ghz / 802.11ac is highly recommended)*

## A Webcam

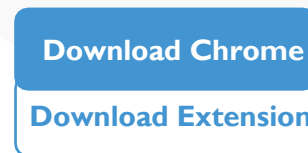
- An HD webcam is preferred to get a high quality video.
- Point the camera directly at yourself.
- When you seat in front of your computer, leave enough distance between you and the camera, so your face is entirely visible.

## Professional Environment

- Choose a private and quiet room to speak from.
- Make sure the lighting in the room is adequate.
- Place yourself so that there is a blank or plain background.

## Stay Updated

Make sure you have the latest version of the KUDO app and Google Chrome before joining a meeting. Click on the links bellow to download them:



\*Screen-sharing extension for Google Chrome



If you need help contact [support@kudoway.com](mailto:support@kudoway.com)

# How to Join the Meeting



Use Google Chrome as your browser

On Google Chrome enter the provided link as appropriate:

Day 1, Oct 13, 2020

Session Name: **Day 1: Seventh Session of the Statistical Commission for Africa (StatCom-7)**

To join as PARTICIPANT:

<https://live.kudoway.eu/ad/220218140501>

Day 2, Oct 14, 2020

Session Name: **Day 2: Seventh Session of the Statistical Commission for Africa (StatCom-7)**

To join as PARTICIPANT:

<https://live.kudoway.eu/ad/220215216377>

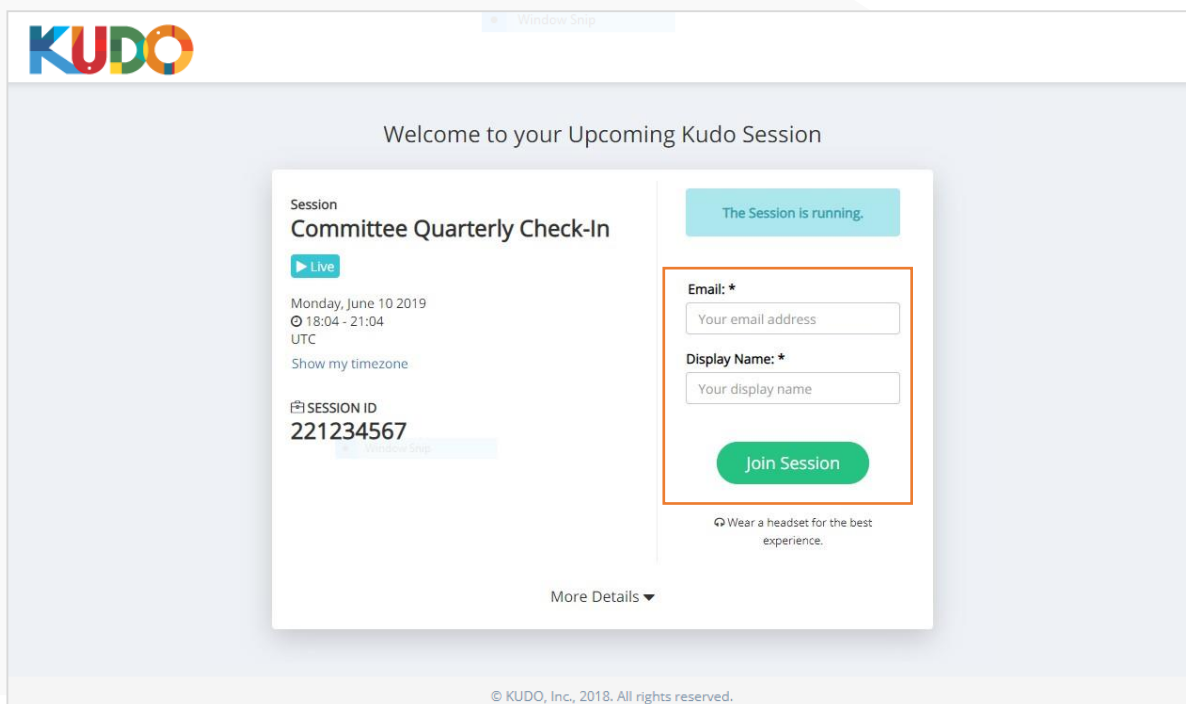
Day 3, Oct 15, 2020

Session Name: **Day 3: Seventh Session of the Statistical Commission for Africa (StatCom-7)**

To join as PARTICIPANT:

<https://live.kudoway.eu/ad/220219087238>

 From a computer

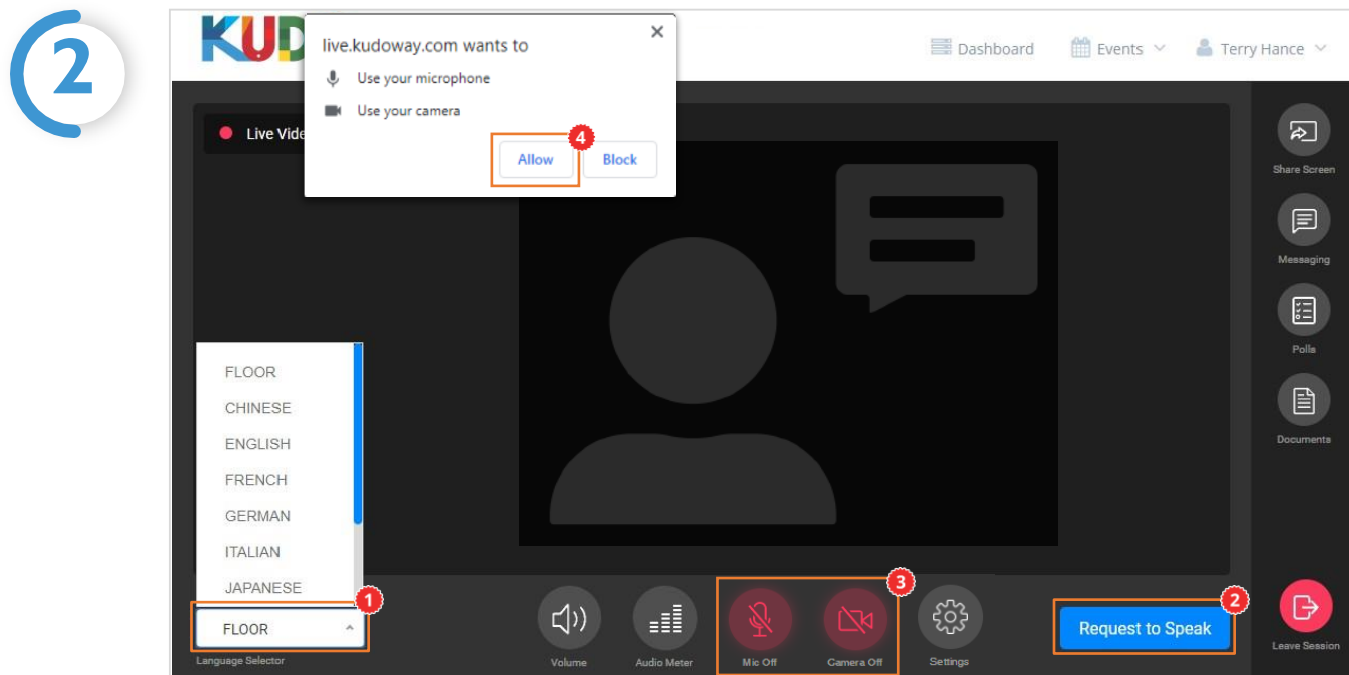


The screenshot shows the KUDO web interface. At the top left is the KUDO logo. Below it, the text reads "Welcome to your Upcoming Kudo Session". The main content area is divided into two columns. The left column contains session details: "Session Committee Quarterly Check-In", a "Live" button, the date "Monday, June 10 2019", the time "18:04 - 21:04 UTC", and the "SESSION ID 221234567". The right column features a "The Session is running." status bar, followed by input fields for "Email: \*" and "Display Name: \*", and a "Join Session" button. At the bottom of the right column, there is a note: "Wear a headset for the best experience." A "More Details" link is located at the bottom center of the main content area. The footer of the page reads "© KUDO, Inc., 2018. All rights reserved."

Fill out the form:

1. **For delegates from National Statistical Offices:** type the Display Name in format [COUNTRY – YOUR NAME] which will be shown on a platform as your identification.
2. **For participants from other institutions and international organizations:** type the Display Name in Format [INSTITUTION – YOUR NAME] which will be shown on a platform as your identification.

Click Join Session, and you're in!



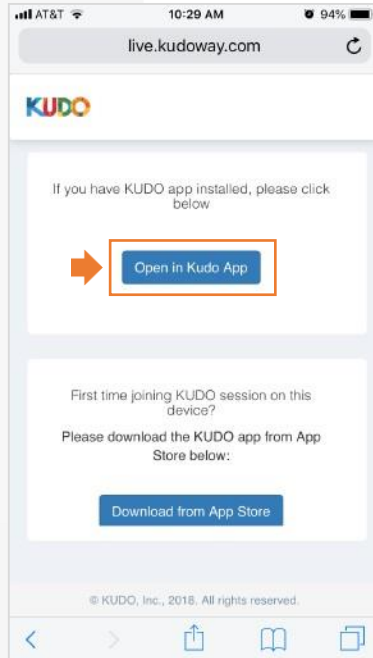
Once you are in, click on Floor and choose your **preferred language** from the dropdown list.<sup>1</sup> To speak, click on **Request to Speak**<sup>2</sup> (if required), and activate your Camera and Mic once cleared.<sup>3</sup> **If this is your first time on KUDO, click Allow** when prompted, to enable the use of your devices.<sup>4</sup>

# How to Join the Meeting



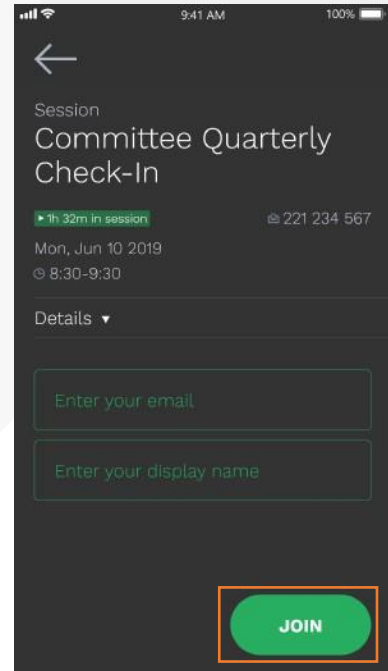
## From a smartphone

1



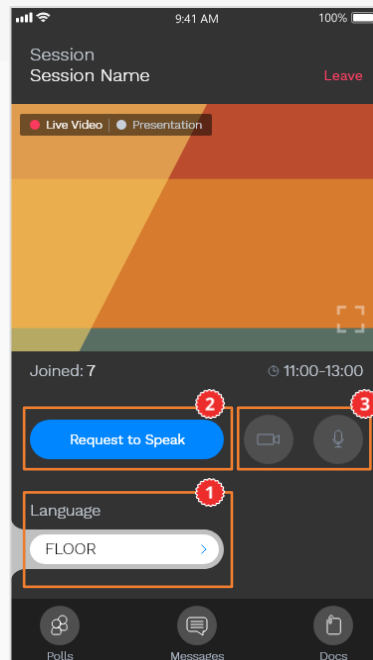
On your smartphone go to the **provided link** and select **Open in Kudo App**.

2



Fill out the form, Select **Join** and you're in!

3



Once you are in, select **Floor** and choose your preferred language.<sup>1</sup> To speak, select **Request to Speak**<sup>2</sup> (if required), and activate your Camera and Mic<sup>3</sup> once cleared.