wisembly

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Logistics guide

15 pages to set up your meeting

by Wisembly's Success team

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How to set up successfully ?

We thank you for choosing Wisembly and are truly happy that you use our application in an autonomous way. This document will help you to be ready for your meetings !

Organise your platform

- **Moderation type** (activated or not) is set in the « Settings » menu or in the « Prepare » tab.
- **Create Live content** (questions, evaluations, presentations, etc.)
- **Explanations given to participants** : explain how they will be able to access the platform and send messages on their smartphones.
- You can broadcast a slide, send an e-mail, give out flyers or display the wi-fi codes on screen (option accessible in « Settings ».

Technical requirements :

- [ ] **2 internet cable connexions** (2 RJ45 cables) recommended. If you can't get any cable connexion, you should check if the wi-fi speed allows you to connect your computers and the participants as well.
- [ ] **A wi-fi access*** for the participants. Be sure that all participants can connect simultaneously to internet.
  If you notice a complication, check the performance of the 3G/4G network and ask your participants to use it rather than the wi-fi.
- [ ] **A decent network coverage** to allow SMS participation.

* *Go to success.wisembly.com in the « Setup » section to get more advices. We strongly recommend to do some tests in the meeting's room before to attest the wi-fi stability and the network coverage.*

Recommended logistics

- [ ] **1 computer** (with a recent browser) plugged to a projector and connected to internet.
- [ ] **If there is a moderator** : 1 moderation computer connected to internet with a cable (RJ45).
- [ ] **If there is a facilitator on stage** : 1 tablet connected to the wi-fi.

Optimise your technical set up

Setting up Wisembly

Computers in the régie

- **A projected computer** dedicated to the display of Wisembly in Projection Mode. To access it, go to the following URL : app.wisembly.com/f/*keyword*, then press the **F11** key to hide the menus and go fullscreen (on a Mac the keyboard shortcut is : **Cmd** + **Maj + F**). This computer has to be connected to 1) the projector 2) internet.
- **The moderator's computer** (allow you to administer the platform) is connected to the platform with moderator's rights ; this computer will be the remote control of the meeting and will be connected to internet.
- **The facilitator's tablet** is connected to the platform with facilitator's rights.

- ✓ **1 PC dedicated to the animation and moderation**
- ✓ **1 PC dedicated to the projection**
- ✓ **Internet cable connection for the 2 computers**

The facilitator on stage with a tablet

The tablet has to be connected to a wi-fi network or with 3G/4G and to a facilitator account on Wisembly. Do not forget to let the facilitator be at ease with the tablet which will be his remote control during the meeting.

- ✓ **A screen / a projector**
- ✓ **Optional : a tablet connected to the wi-fi or the 3G/4G for the facilitator**

Access the projection mode

Step 1 : On your projected computer (plugged to the projector).

Type in your adress bar the following URL : app.wisembly.com/f/keyword

The « f » corresponds to « fullscreen »

The « keyword » corresponds to the specific address of your platform

Step 2 : On your moderation computer

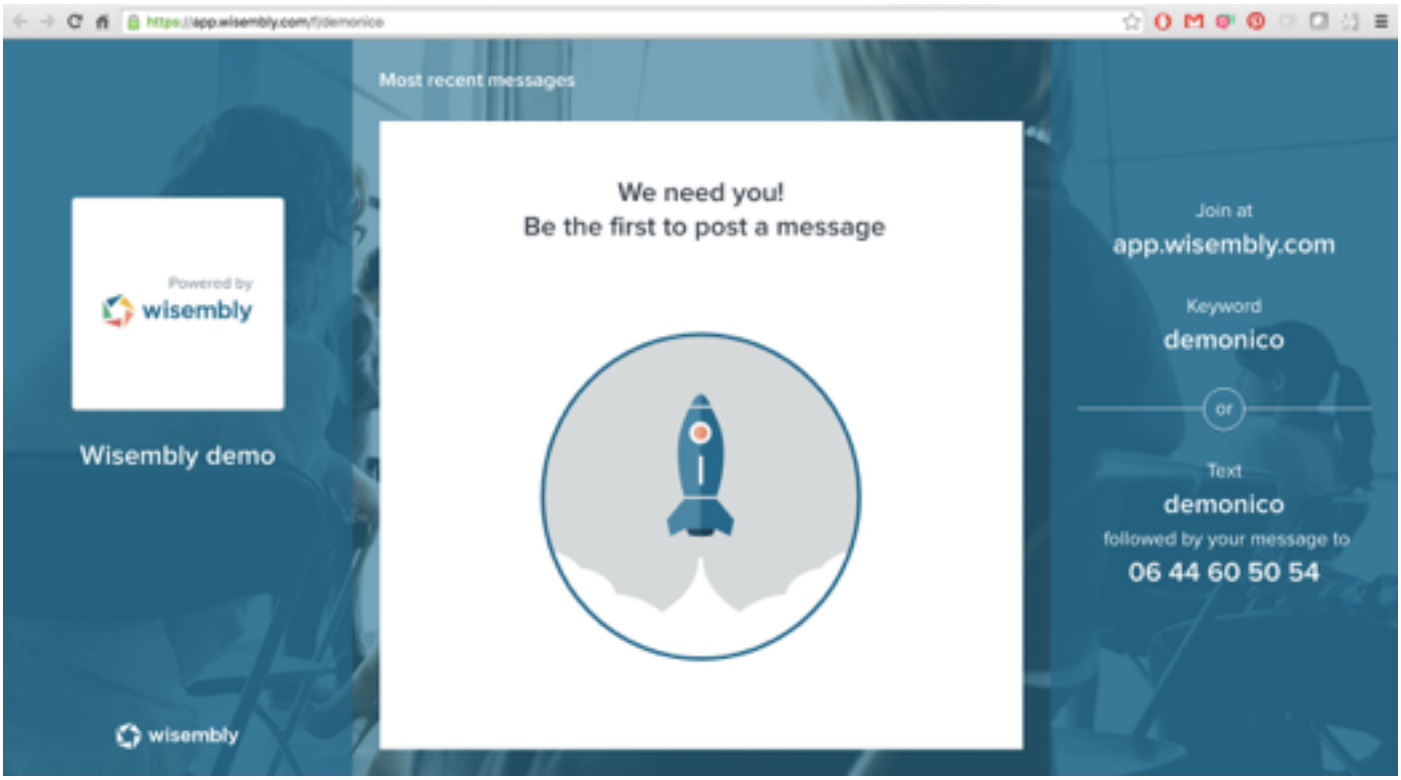
Click on the « Run »

Select the « Projection » tab.

Click on « Open » which will allow you to open the curtain of the projection mode

Access the projection mode

Step 3 : On your projected computer (plugged to the projector).



Following Step 2, here is the projection display that will be seen by all participants in the room.

Your meeting is ready to kick in !

The moderator in the régie

The Moderator is in charge of the content created and published on the platform. Therefore, he needs to know the meeting's stakes and the topics under discussion.

If the moderation is activated, he receives and selects messages of all participants. A message awaiting moderation is only seen by the moderator. A message has to be « Published » so the participants can see it.

The moderator can also launch Votes or Evaluations anytime (before, during or after the event). Unlike the participant, he can always check the results of a Vote, at any time.

As a true conductor of the event he is responsible of Wisembly's display on the projected screen thanks to the Projection mode available on the application.

- ✓ **Moderate the messages**
- ✓ **Select and display desired messages**
- ✓ **Handle the votes, evaluations and documents**
- ✓ **Manage what is being displayed**

The facilitator on stage

The facilitator stimulates the interactions between participants and the moderator.

He can select messages as favorites to be treated in priority during Q&A sessions.

He can also launch Votes and Evaluations to ask the participants opinion.

Facilitator not very engaged

- His tablet is connected right away on the favorite tab
- The moderator selects the questions that will be presented to the participants, the facilitator is not doing this
- The facilitator only reads the question displayed on screen by the moderator

Facilitator very engaged

- His tablet displays all the messages and he puts as favorite the most pertinent ones.
- To highlight one question he himself clicks on the « Presentation » button
- He can also launch and stop Votes and Evaluations

Reminder of the different buttons

Favorite

Presentation

- ✓ **Select and display messages**
- ✓ **Launch Votes, Evaluations and documents**

Participants in the room

- Participants can post their messages of 140 characters long (max) throughout the event (it could require the moderator to publish the message)
- Votes, Evaluations and Documents are only seen if the moderator decide to unveil them (Ex: share a document, launch a vote)
- Participants do not have access to Questionnaire's answers. Answers to a Vote are available live if this option is selected when creating this Vote. Otherwise, results are revealed once the Vote is stopped.

Participants, key actors of the interactive session, can participate through 3 different channels simultaneously:

WEB
On app.wisembly.com

Depending on the licence you have en by activating the desired feature:

SMS
N° to pick among a list

TWITTER
from the selected hashtag

- ✓ **Post messages**
- ✓ **Answer votes**
- ✓ **Answer Evaluations**
- ✓ **React to messages**

Check list for the perfect set up

Check the computers

- [ ] **Sleeping mode** on the computers is deactivated
- [ ] Computers are connected to **Internet** (cable or Wifi)
- [ ] Applications **notifications** (ex: Antivirus) are deactivated
- [ ] Computers are **plugged** to a power plug

Verify how participants can interact

For each feature (Messages, Likes, Votes, Evaluations), test the participation channels and do not hesitate to do so with different devices.

- [ ] **Smartphones**
- [ ] **Tablets**
- [ ] **Computers**
- [ ] **SMS**
- [ ] **Emails**

Check the display

Test the Projection mode directly on the projected screen:

- [ ] The instructions
- [ ] The messages well displayed
- [ ] Documents
- [ ] Vote display
- [ ] Customisation (colors and logo)

Tip : the display of the Projection mode is automatically optimised for your computer but if you want to adjust the font sizes/block sizes you can use the zoom on your browser : CTRL + or CTRL - .

Check the facilitator's tablet

- [ ] The tablet is connect to internet
- [ ] Sleeping mode is deactivated
- [ ] The tablet is connected with a facilitator account
- [ ] The tablet can put messages as pop-ups on the projected screen
- [ ] The tablet can handle favorites
- [ ] The facilitator knows what he needs to do

Double-check the Wiz

- [ ] Moderation is activated or deactivated according to your needs
- [ ] Votes and Evaluations desired are already created

Control the instructions given to the participants

- [ ] Which channels can they use to participate ?
- [ ] Did you set up a test question to present how to use the application at the beginning (optional but recommended) ?

Set the Wiz back to square one

- [ ] Put the platform back to square one

In the « Settings » you will find the **Administration menu**. Here, you can **reset each feature.**

Warning if you click on « reset » during an event, votes and evaluations' answers **will be deleted permanently.**

Thanks for choosing our application !

Contact us on **support@wisembly.com**
for any questions

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