VIRTUAL SPEAKER GUIDE (KUDO)
CONTENTS

BEFORE THE EVENT

- General Guide 4
- Technical Guide 5
- Test Run 6

DAY OF THE EVENT

- Connect to KUDO 8
- Quick Tech Check 9
- Request to speak 10
BEFORE THE EVENT

- General Guide
- Technical Guide
- Test Run Session
General Guide

KUDO Meeting Invite
- Look for email invitations (Test Run and Actual session) from KUDO Support <support@kudoway.com>.
  - If you have not received the email, please contact the Secretariat/organising team: nay.aung@un.org.

Log-in to KUDO Account
- If you are the first-time user, click Set your password to create your KUDO account before joining.
- If you have joined KUDO before, click Join the session and log in with your username and password.
  - If you have forgotten the password, click Forgot Password on the Log-in page. You will receive an email to Reset password.
Technical Guide

- Join via Laptop/PC, using the same device on the Day of the Event.
- Use a wired connection to ensure a good, stable internet connection.
- Join with the latest version of Google Chrome (recommended), Firefox, or Edge.
- Wear your headset to ensure optimum audio quality.
- Position your webcam to capture your shoulders and entire face.
- Find the right spot with good lighting and background. No virtual background is available on KUDO.
We will arrange **Two Test Run Sessions** on 7 July:

- 1st session- 12:45pm-02:00pm (Bangkok time);
- 2nd session – 8:45pm-10:00pm (Bangkok time)

You will be joined by a Technical Facilitator and Secretariat/organising team. It should take no more than 15 minutes.

At the test run, we will be **testing and troubleshooting**:

- Your access to KUDO platform
- Internet stability, Audio and Video quality
- Test "Request to speak"

**Log-in:**

- You will receive a **KUDO Meeting Invite for Test Run** from KUDO Support, support@kudoway.com with **Join the session** link Or use the links from the email.
- If you have trouble logging in, please contact nay.aung@un.org
DAY OF THE EVENT

- Connect to KUDO
- Quick Tech Check
- Request to speak
Connect to KUDO

Log-in:
- Click “Join the session” on Daily Schedule to join the session. If you have trouble logging in, please contact nay.aung@un.org

Final Prep:
We will arrange a Final Prep, 30 mins before each session starts.
- Join Final Prep to test your connection if you miss the Test Run or
- Join 15 mins before your speaking slot or your registered country statement slot.

In-session:
- Speak clearly, not too fast to ensure the audiences and interpreters hear you clearly.
- If you face technical issues, notify the Technician via Messages > Technical Support
Quick Tech Check

Check your Media Settings window.

1. Unmute Microphone and Turn on Camera
2. Test Speaker and Connectivity
3. Make sure to Allow KUDO to use Microphone and Camera on your device
Request to Speak

To request for the floor
1. Click Request to Speak
   Your name will appear in the Request List.

When you are given the floor
2. Click Unmute, Turn on
   When you speak, stay on Floor language to avoid echo issue.

When you are done speaking
3. Click Done speaking