



# HOW TO PARTICIPATE IN OUR KALEIDOSCOPE FESTIVAL IN VIMEO VENUES

Welcome to our first global Diversity and Inclusion online festival. This will be a fun and friendly opportunity for you to engage on how to use communication to foster inclusion and a sense of psychological safety. Join us as we celebrate our commitment to embracing our diverse backgrounds and inclusive culture. Everyone is welcome!

## HOW TO JOIN

**1** The link to the event will be provided in the invitation email and is also available on the event page at <https://www.mediclinic.com/en/kaleidoscope-festival.html>.

**2** Please use Google Chrome as your browser when joining.

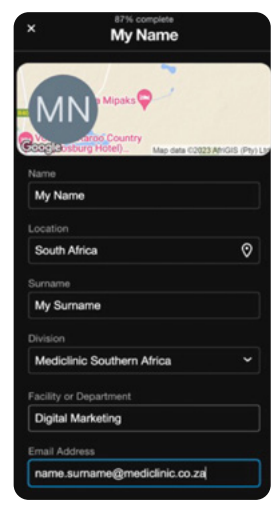


**3** Click on the 'Enter venue' button. Once clicked, it will take a few seconds for the venue to load.



**4** Complete your profile on the right side of the screen by filling in your name, location, surname, division, facility and email address. Click on the circle over the map to upload your profile picture. When completed, click on the 'x' to close the profile tab.

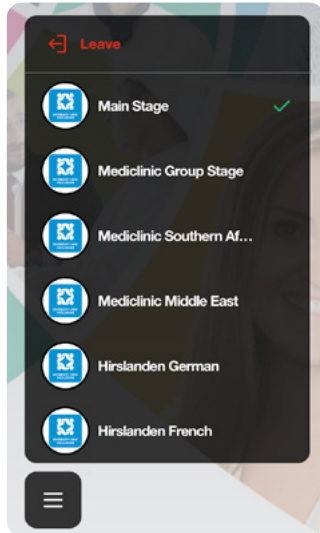
**5** The main speaker will be on the stage at the top of your screen. Attendees will appear as circles below the main stage. Switching on your camera will show your video feed below the main stage.



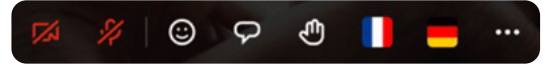
## HOW TO PARTICIPATE

**1** When you enter the event, you will be taken to the main stage.

**2** During the divisional sessions, click on the three-lined icon at the bottom of your screen (left) to select your local stage.



**3** A navigation bar will be visible throughout.



**4** When you join, your camera will be off and microphone will be muted. To enable the camera and microphone, click on the icons. It will turn green when active. Your browser may ask for permission – click on 'Allow'.

Note: Unfortunately, you will not be able to add a virtual background when joining; please keep that in mind when switching on your camera.



**5** To ask a question or participate in a discussion, click on the hand icon in the navigation bar. Once the facilitator acknowledges your hand, please unmute and speak.



## LIVE TRANSLATIONS

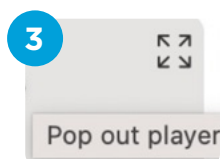
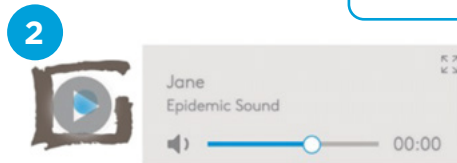
The main event stage will be presented in English. There are two ways to select live German or French audio translations:

**1** Click on the respective flag icons in the navigation bar.

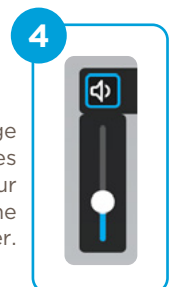
A screen to the right of the venue will open with an audio player. Click on the icon to start playing the audio.

When the audio starts to play, click on the four arrows to open the player in the background. If you do not hear any audio, click on the play icon again.

With the audio player now open in a pop-out, you can click on the 'x' to close the audio tab in the venue. (Remember, clicking on any icon in the navigation bar will automatically close the player and stop the audio. It is therefore recommended to use the pop-out player.)



Lower the main stage audio to ensure it does not play over your translated audio in the pop-up player.



**2** Stream your language of choice via the Interactio app on your mobile device.

