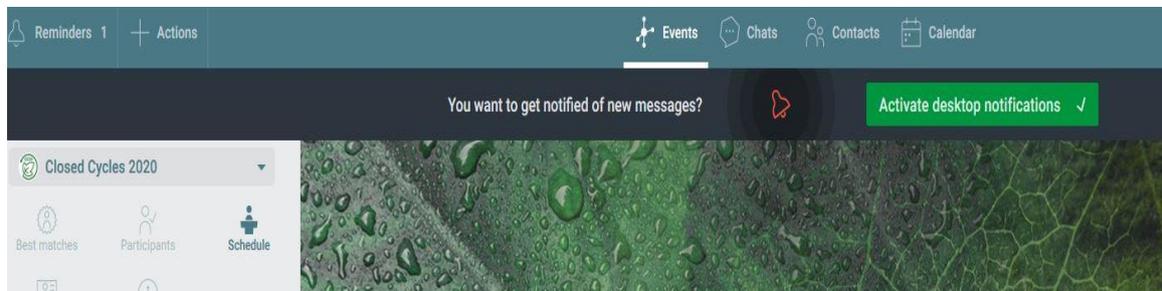


talque additional functions

Some additional functions of the talque platform that may come useful during the conference are described here. The commands for the functions described in this paragraph are all located on the top bar of the talque window.



The functions described in this section are activated by the buttons in the top bar.

Calendar

The calendar will show the schedule item for which you have already clicked on the “attend” button. Furthermore, if you have scheduled a meeting or a video call other participant(s), it will be shown in the calendar as well.

Chat

You can exchange private messages and share files with the other participants. When you open one participant profile from the “Participants” list on the left-hand bar, if the person has already completed the onboarding in the talque network, you will see a chat button on the person’s profile image. Click on it and you will be moved to the “Chat” tab, where you can type a message or share a file (with the blue “+” button at the bottom of the window). Once a chat message is sent and answered, you can add the person in your contacts. Each chat is also saved in the chats list, accessible with the “Chats” button on the top bar. Thus, you can go back to a specific chat with that person at any moment.

Contacts

Once you exchange a chat message with another participant in the network, you can then add the person in your contacts. Anybody in your contact can then be easily invited for a video call meeting (next paragraph)

Video call meeting

This is a very interesting feature that allows you to organize a spontaneous video call meeting with other participants during breaks or before the conference starts or even after the conference.

Click on the “Actions” tab and select “New video call meeting”. In the resulting screen you can invite participants from your contact list by just typing their name (a dropdown list of available matches will appear) or, if by email address (if you know it) for a participant not yet in your contact list. Fix a date and time and send in the request. The recipients of the request will receive your invite and can confirm or cancel attendance. On the designated time you will get a reminder in the top left corner and in there you will see a join button. The call runs under a talque built-in video call tool (with some basic zoom-like features such as text chat and share screen).