

The EVO (Enabling Virtual Organizations) System allows to follow and communicate (video & audio) with a remote meeting.

Our intention is that people not able to come to the meeting can follow the presentations by internet. This should not be a replacement for the physical presence in the meeting, because the exchange of information will not be as fluid, but can allow people that cannot travel to follow the meeting.

Everyone with a PC can use EVO. After a free register, you can follow the meeting. In order to participate you need a microphone and optionally a webcam. There are EVO interfaces for Windows, MAC and Linux.

### **HOW-to use EVO to follow our meetings:**

- 0) The first time follow all steps, other times jump step 2)
- 1) Use a web browser to go to "<http://evo.caltech.edu/>"
- 2) Follow the "**Register**" procedure
  - You will be asked your email, name, city and phone
  - After completing the form, check your email, and follow the EVO activation key link to complete register
- 3) Go back to EVO home page and follow the link "**Start EVO x.x**"
  - The first time it will install the "Koala" client for EVO
  - the following times it will just open Koala
- 4) Login to the Koala interface
- 5) Search for the meeting you want to Joint
  - in the "**search menu**" select "**Search for meetings**"
  - Select the appropriate date (or dates range)
  - Select the communities ("all" should work)
  - Tick "**Filter Titles**" and type "**ANDES**"
  - Push "**Search**"
- 6) Select one ongoing meeting
- 7) For ANDES meetings you will be asked for a password, if there is no other indication, use "**nu.....d..a**"  
where the dots should be replaced by appropriated letters (without the " symbols).
- 8) You should get signal and should be able to communicate at the questions time.
- 9) Do not forget to logout at the end of the meeting.

We encourage you to try the system before hand by connecting to "EVO TV" (check of receiving signal) and to "Testing" (Check of participation).

You can find the full documentation of EVO at the link:

**"[http://evo.caltech.edu/evoNext//Documentation/EvO\\_2\\_Full\\_Documentation.pdf](http://evo.caltech.edu/evoNext//Documentation/EvO_2_Full_Documentation.pdf)"**

We hope to be able to post the presentations of the meeting before or at least at the time of the presentation in the ANDES web page:

**"<http://www.andes-nd.eu/>"**