

BBCU Instruction

[Delegate Demo Video](#) for all BBCU features needed in committee

Steps that should be taken by all delegates to ensure a smooth online conference:

1. Watch the Demo video linked at the top of the document and follow instructions accordingly!
2. Make sure the committee link given to you is the right link by checking with your head delegates and sponsors
3. Enter the committee room with the appropriate name denotation shown in the video(ex. United States of America (Mehul Pol))
4. Turn on and keep your mic and camera on during the committee session, the buttons for which are at the bottom of the screen and shown in the video(fix any mic or camera issues prior to conference if you have any)
5. Have Fun in committee and if you have any questions refer to the page below for FAQ answers or feel free to ask the Tech Staff in your committee

FAQ

Recurring questions regarding BBCU features and their answers

- A. If I can't hear anyone, how can I fix that?
 - a. Try to see if there is any issue with audio output in the settings page on the right, or reload the BBCU page
- B. How can I fix my mic or camera if it's not turning on?
 - a. Use the settings panel to set up an audio/camera input, and check your device's camera and microphone settings then reload the BBCU page
- C. What if I cannot move rooms or use chat?
 - a. Reload the tab and if it still doesn't work contact the Tech staff or chair to see if its a problem on their end