GlobalSay – Mixing of Minds

EngageSuite guide for hosts

EngageSuite guide for hosts:

To set up your own dialogue meeting, you can do one of two things:

1. If you want to set up the meeting yourself follow the guide below – it might seem long, but don't worry, there are plenty of pictures.
2. If you would rather that we set up an event for you, contact us at sf@tekno.dk

If you have questions, you are also welcome to contact us at sf@tekno.dk

Registering yourself on the EngageSuite platform:

To set up a user account on EngageSuite, go to https://engagesuite.org/en/signup

First, please select a username. Second, provide the email account that you would like to connect with your EngageSuite user. Third, please choose a password. We recommend using a password with a combination of lower case (abc) and upper case (ABC) letters, numbers (123) and symbols (!"#).

You will receive a confirmation email to the email account that you have provided, with an activation-link. Click the link to activate your account. You can now log-in to your new EngageSuite account at will.
If you do not receive an email, check your spam-folder, it might end up there.

Setting up your event:

Once you are logged in, go to this link: https://engagesuite.org/en/dbt/actions/rdyGuof9hS78

Find the country that your event will take place in and press 'Create event'. Below I am creating an event in Denmark.

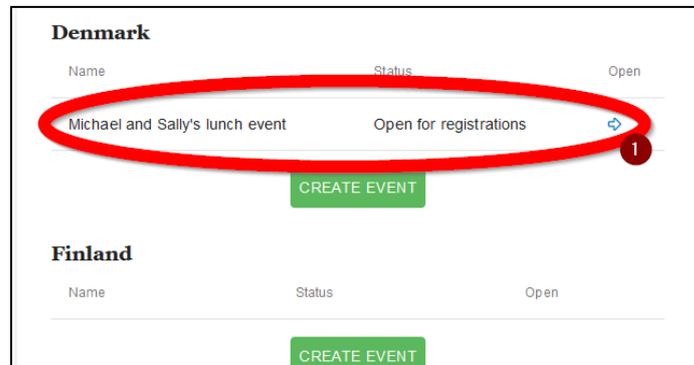
Provide the event with a telling title, e.g. Michael & Sally's lunch Event and choose your name for the event.
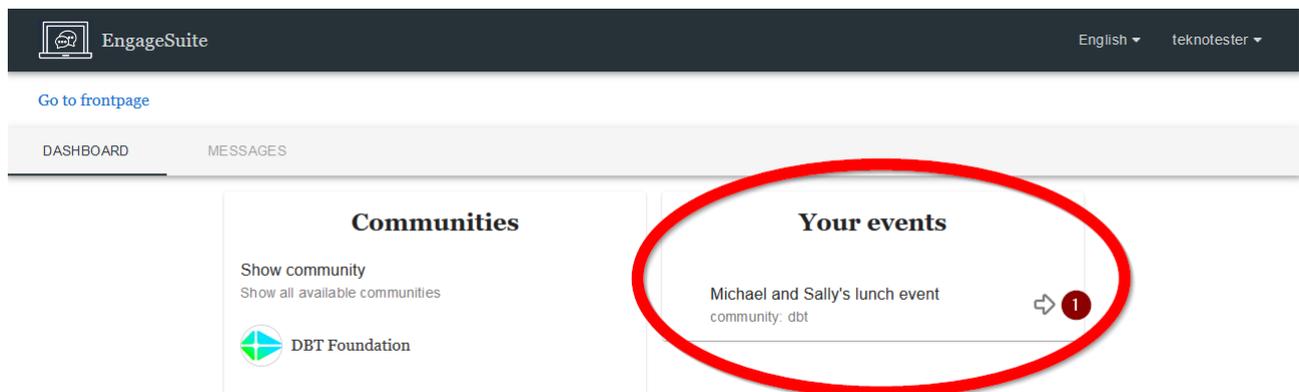
Accessing your event

You have now set up your event and you can find it in the country list, as below. To manage your event click on the blue arrow (marked with 1 below).
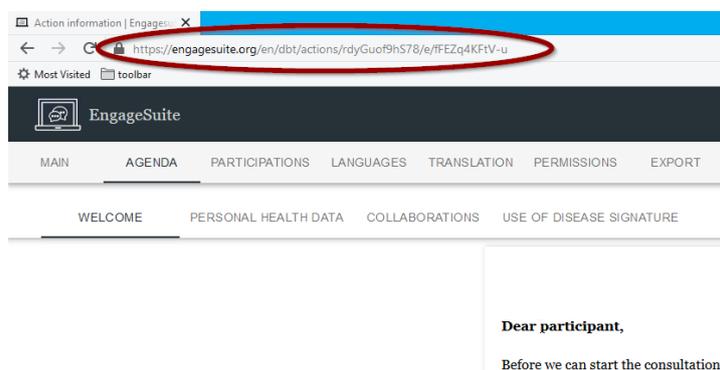

You can always find your event on the front page when you log in. To go to your event and manage it, press the arrow to the right of the event name (marked with 1, below).
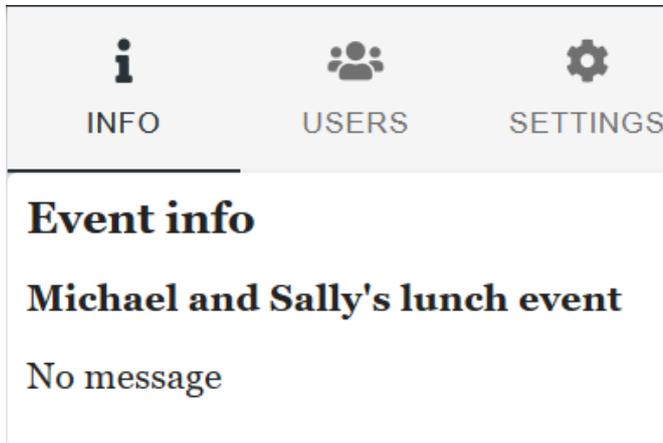

Invite your participants

The address you are on (the URL) is the link that you should send to the other participants.

Managing the event

Once you enter your event, you will have the following menu on the right-hand side of your screen.

Event info

Click on "Settings"

In settings first press "START EVENT", then, at the bottom, select "Yes" to Auto accept all users, and you're all ready to start.

At the top of this menu, you can also copy the event link, by pressing the "COPY EVENT LINK" button, which you can send to your participants.

This is the same link that appears in the address bar, so you can also highlight the link in the address bar and press ctrl + c). To paste the link press ctrl + v.
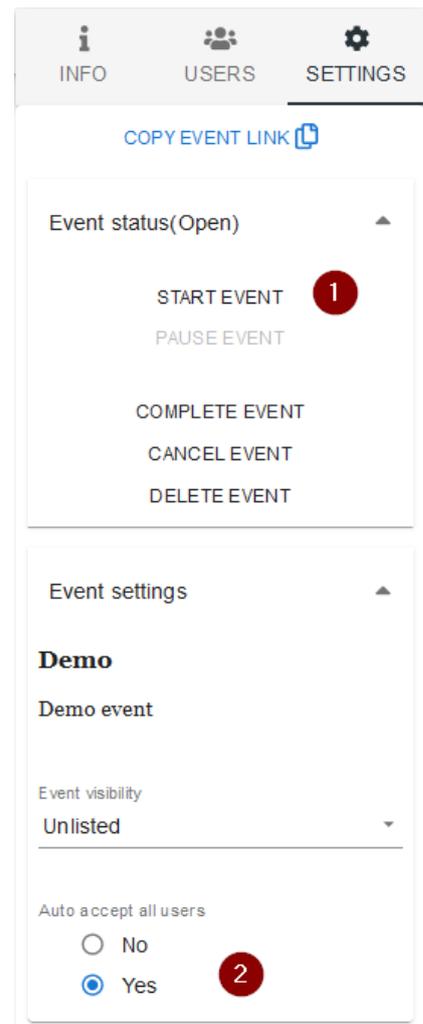
Technical requirements for hosts

The hosts will need a computer with an internet connection, that is fast enough that it can run youtube videos, and loudspeakers so the participants can hear the audio from the videos.

If participants do not have wireless connections on their devices, the host should have wifi available for them.

Technical requirements for participants

Each participant will need a device which can access the internet, either through 3G/4G or wifi.

This device can either be a smartphone, a tablet or a laptop computer.

All participants need to have internet access simultaneously.

IMPORTANT! If you want to host more events or a friend of yours would like to host a meeting, do not reuse the same link. Simply set up a new event, in the same way you set up the first event.

If you have any issues getting started with your event, please contact The Danish Board of Technology, at sf@tekno.dk