



deliberAide

Audio & Tech Setup Guide

A quick guide for event organisers on how to record discussions using the deliberAide platform.

— SECTION 1

Choose Your Audio Setup

The right recording setup depends on your group size, room, and available equipment. Follow this guide to find what works best for your event.

How many people are in your discussion group?



1–3 people

Place the phone between participants, or pass it to whoever is speaking — like a talking stick.



4–15 people (around a table)

Place a phone or laptop in the centre of the table.



Even better: use a 360° conference microphone for the best audio quality.

- If using a laptop: face the screen towards the group. Laptop microphones capture best from the screen side, not the back.
- In informal setups (no table, people sitting close together), passing the phone around can also work well.



15+ people (single room)

Ask yourself: can everyone hear each other without microphones?

- **Yes** — a single central device may still work, but test beforehand.
- **No, the room is large or noisy** — use an external microphone, or break into smaller table groups, each with their own device.



50+ people (large venue)

At this size, you will likely need different setups for different parts of the event.

- **Breakout groups** — each table or group records separately with a phone.
- **Plenary sessions** — connect a laptop to the venue's sound system (speakers + microphones) via USB or audio cable.
- **No venue sound system?** — you may need to rent microphones and speakers for the event.

Equipment Options

From simplest to most advanced — use whatever is available and appropriate for your setup.



Smartphone

Built-in mic. Place centrally or pass around.



Laptop

Face the screen towards speakers. Mic is near the screen.



360° Conference Mic

USB table mic with omnidirectional pickup. Ideal for tables.



USB Microphone

Directional. Good for medium rooms without a sound system.



Venue Sound System

Plug your laptop into the room's speakers & microphones.

— SECTION 2

Pre-Event Checklist

Prepare these items before your event day. A quick test run beforehand prevents most issues.



Test the recording beforehand with the actual device, browser, and WiFi you will use at the event.

☐ **Stable internet connection** is required for live transcription (WiFi or mobile data).

 **Fallback:** If no internet is available, record audio with your phone's voice recorder app and upload it to [deliberAlde](#) afterwards.

☐ **Charge your device fully** and bring a charger. Check that power outlets are accessible at your venue.

☐ **Use Chrome** browser for the best experience (other browsers work too, but Chrome is most tested).

☐ **Grant microphone permission** in your browser before the event starts — it will ask on first use.

☐ **Disable sleep mode** on laptops. Recording may stop if the device goes to sleep.

☐ **Phones: keep the screen on.** Set your phone's screen timeout to the maximum (or "Never") in display settings. Some phones stop recording when the screen turns off.

☐ **Apple devices:** Turn off Bluetooth to prevent the microphone from auto-switching between devices.

☐ **MacBook users:** Disable "Voice Isolation" — click the recording icon in the top bar and select "Standard".

— SECTION 3

How to Record a Discussion

Your event coordinator will provide you with a link or QR code. Follow these steps to record your discussions.

1 Open the link or scan the QR code

Use the link or QR code provided by your event coordinator. Open it on your phone, laptop, or tablet — no app download needed.

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Welcome to the Discussion
You've been invited to record a discussion

EVENT / SESSION
Public Hearing — March 2026 / Record your discussion — guest recordings

SCOPES
Event

LANGUAGES
Multiple languages

Group name (required)
e.g., Table 5, Team Alpha

Enter a discussion or group name before you start the microphone check.

Before you begin
☐ I understand that this discussion will be recorded and transcribed. The recording will be analyzed by AI to extract key points and insights. Personal information will be anonymized according to the organizer's settings.

Start Microphone Check

Enter a discussion or group name before you start the microphone check.

Having trouble? Contact the event organizer for assistance.

Powered by deliberAide — AI-Assisted Deliberation

2 Name your discussion group

Enter your event, session, discussion, or group name — for example, "Table 1", "Group A", or "Breakout: Climate".

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3 Confirm data protection

Read and confirm that participants are aware of how their data will be processed. Then press **"Start Microphone Check"**.

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4 Microphone check

Wait for the **green indicator**. If amber or red: move device closer, reduce noise, or try Chrome.

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Public Hearing — March 2026
Table 1

Microphone check

TESTING
"Testing, one, two, three..."

Good

Audio quality: Good

TIPS
- Place the device around or place centrally (1.5m from speaker)
- For larger groups, use an external microphone

Continue to Recording

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5 Press Record

Transcription starts automatically. Leave the device running — no need to monitor it during the discussion.

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Public Hearing — March 2026
Table 1

Recording 03:42

REC
Recording in progress...
Speak naturally, the transcription runs automatically

Stop Recording

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6 Stop and Submit

When finished, press **Stop**, then **Submit**. Your recording is sent automatically. Done!

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Recording Submitted!
Thank you for your contribution to this discussion.

3m 42s
Recording duration
Table 1

What happens next?
✓ Your recording has been securely uploaded and will be transcribed automatically.
✓ Personal information will be anonymized according to the organizer's settings.
✓ The organizer will use the transcription for analysis and reporting.

You're all done!
You can safely close this tab.

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Multiple rounds? Start a new recording for each discussion round. Simply repeat these steps from Step 2.

— TROUBLESHOOTING

Troubleshooting

Quick fixes for common issues.

● Microphone check shows red or amber

Move the device closer to the speakers. Reduce background noise. Try a different browser (Chrome recommended).

● No internet connection

Use your phone's built-in voice recorder app to record audio. Upload the audio file to deliberAide after the event.

● Laptop went to sleep during recording

The recording may have errors. Restart the recording if possible. For future events, disable sleep mode before starting.

● Audio is too quiet on one side

Laptop microphones are directional — they capture best from the screen side. Reposition the laptop so the screen faces the speakers.

● Microphone access denied

Your browser needs permission to use the microphone. Check your browser's site settings or address bar for a blocked microphone icon, and allow access. Then reload the page.

● Phone screen turned off during recording

Some phones stop recording when the screen locks. Go to your phone's display settings and set the screen timeout to the maximum or "Never" before recording.