



CESNET Meetings

Organizer's guide

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1. About this guide

This guide is for people who **create and run** meetings in CESNET Meetings. It covers room types and sign-in, moderator functions, telephone dial-in and the terms of service. The steps for joining and using a meeting as a regular participant are in the document *CESNET Meetings – Connecting and using the service*.

2. Meeting rooms and sign-in

A CESNET Meetings session always takes place in a **room** – simply the address `https://meet.cesnet.cz/RoomName`. A room comes into existence when the first user enters it, and disappears once everyone leaves.

2.1. Room types

- **Normal (protected)** – Any name you choose. The first user is prompted to **sign in via eduID.cz** (verified against `login.cesnet.cz`). After sign-in the room is created and that user is the **moderator**. Everyone else then joins **without signing in**.
- **Public** – A chosen name that the operator has added to the public list (see below). The first user sees the **same sign-in prompt**, but the sign-in is only **local** – **one extra click**, nothing is verified anywhere. That user is the **moderator**. Everyone else just enters their name and joins. The room may additionally have a **PIN**.
- **Telephone** – Selected rooms have a phone number assigned to them (see Joining by telephone).

Key point: whether a room is public or not, **the first user always gets a "you must log in" window**. For public rooms this is just one click with no password; for other rooms a real eduID sign-in takes place. Once the first signed-in user is in the room, **everyone else joins without signing in**.

2.2. First entry, step by step

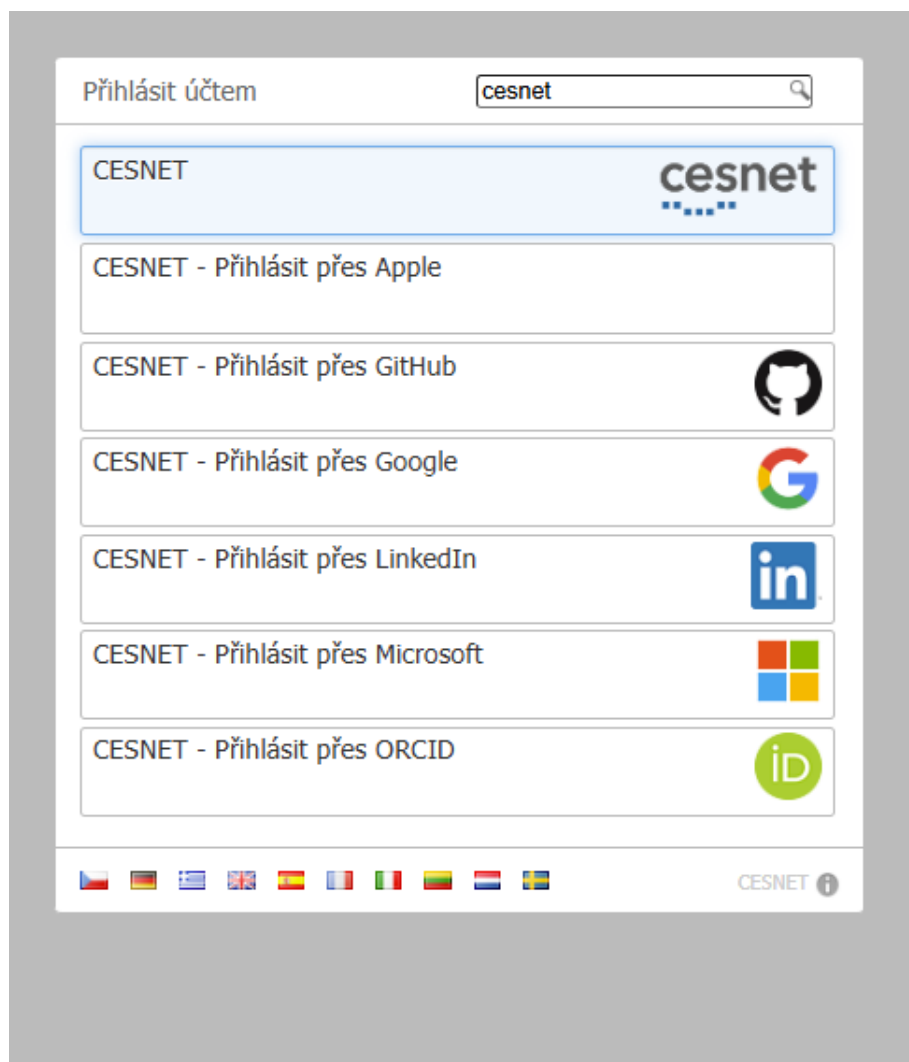
When you are the **first** to enter a room (you click *Join meeting*), Jitsi shows a **"Waiting for the host..."** window with a **I am the host** button. What happens after you click depends on the room type:

Public room – the sign-in is local and instant:

1. Click **I am the host**.
2. The service returns you to the room without asking anything further.
3. The meeting is created and you are the **moderator**. (For some public rooms this click is performed automatically and the window only flashes briefly.)

Normal (protected) room – a real eduID sign-in takes place:

1. Click **I am the host**.
2. The **login.cesnet.cz** sign-in page opens. Select your **home organization** and sign in with its credentials.
3. After a successful sign-in the service returns you to the room, **the meeting is created** and you are the **moderator**.



An eduID sign-in lasts about **8 hours**; after that you have to sign in again to create another room. You sign in **to the service, not to a single room** – while the session is valid you can create additional rooms.

I'm a guest without an eduID account and the protected meeting hasn't started. You cannot enter the room before the first signed-in user creates it. Wait for the organizer to start the meeting and reload the page.

2.3. Who is the moderator

The **moderator** is **whoever created the room** – i.e. the first user to pass through the sign-in window. The moderator role **cannot be pre-assigned** to specific people or specific rooms.

- Anyone who joins **after the room is already running** is a **regular participant**.
- If several people sign in (in a protected room), they are **all** moderators.
- A moderator can hand/extend moderator rights to another participant during the meeting from that participant's context menu (if the client offers the option).
- **If the only moderator leaves**, the meeting continues, but some moderator functions are unavailable until someone else passes through the sign-in window.

For details on moderator functions see For moderators.

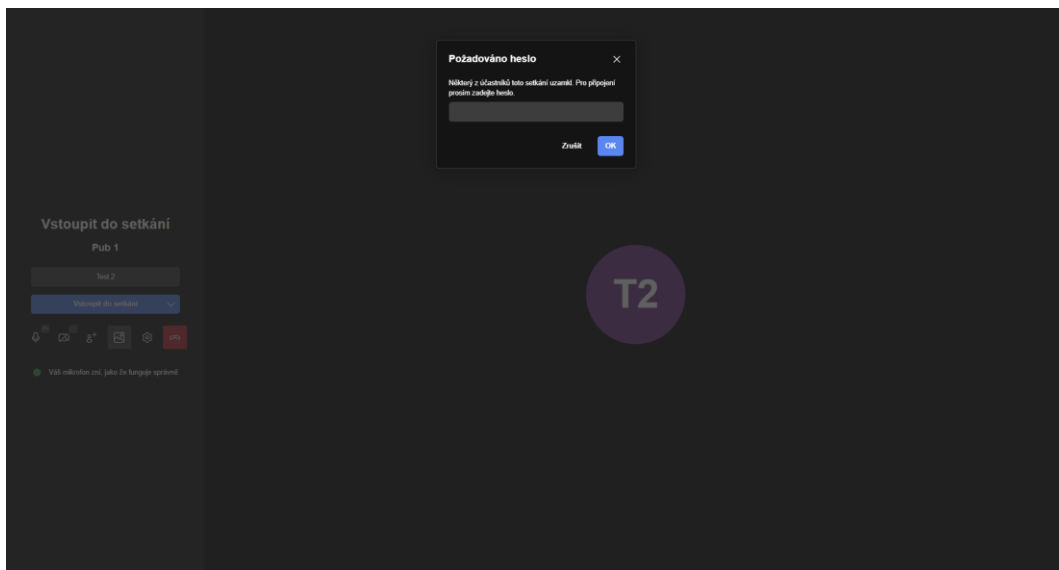
2.4. Public rooms

A "public" room means the operator has bound its **name** to the local (unverified) sign-in – the first user gets in with a single click, without eduID.

- **They are not published anywhere.** There is no public list. Only the person who requested the room and their people know its name.
- **They are created on request.** If you want a permanently open room for your team or a recurring event (e.g. our-group, weekly-call), write to the administrator (see Terms of service and privacy). They add that name to the public list; from then on <https://meet.cesnet.cz/<name>> works without sign-in.
- **Choose a name that will not collide** with other people's one-off meetings – short generic words (test, meeting) are a bad choice.
- Opening or removing a public room takes effect **immediately**, with no downtime.

2.5. Room PIN

A public room can additionally be protected by a **PIN**. It still opens **without sign-in**, but the browser prompts everyone for the PIN in a "Password required" dialog.

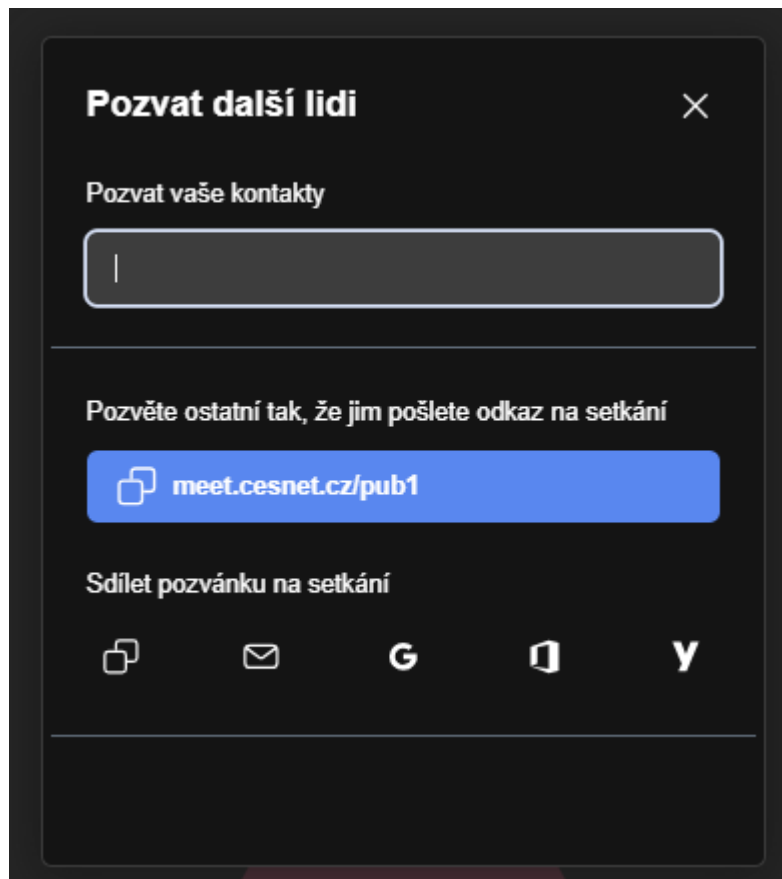


Worth knowing:

- **Everyone is asked for the PIN**, including the person opening the room.
- **The PIN is case-sensitive** (unlike the room name).
- **Telephone dial-in is not asked for the PIN** – a PIN-protected room stays reachable by phone (see Joining by telephone).
- **Breakout rooms are not protected by the PIN.**
- The organizer gives you the PIN. Do not put it in the room name or in invitations.
- If a moderator clears the password in the *Security options* dialog, the PIN is re-applied on the next entry. Only the administrator can remove it permanently.

2.6. Creating and sharing a meeting

1. Choose a **room name** (long and hard to guess for non-public meetings).
2. Open <https://meet.cesnet.cz/RoomName> and pass through the sign-in window (via eduID for a protected room).
3. Send participants the **full room address**. You can also use the **Invite people** button inside the meeting.
4. For recurring meetings, keep using the **same name** – the link then stays valid indefinitely. If it should work without sign-in, ask for it to be added to the public rooms.



3. For moderators

A moderator has extra tools for managing participants and securing the room.

3.1. How I become a moderator

- **By creating the room** – by being the first to enter it and passing through the sign-in window (an eduID sign-in for a protected room, a single click for a public one).
- The role cannot be pre-assigned to a specific person or a specific room. For details see Meeting rooms and sign-in.
- There is usually one moderator – the person who created the room. There are more only when several people pass through the sign-in window (e.g. they open a protected room before anyone starts it). Whoever joins an already-running room is not a moderator.
- A moderator can **hand moderator rights** to another participant during the meeting from their context menu in the participant list (if the client offers the option).

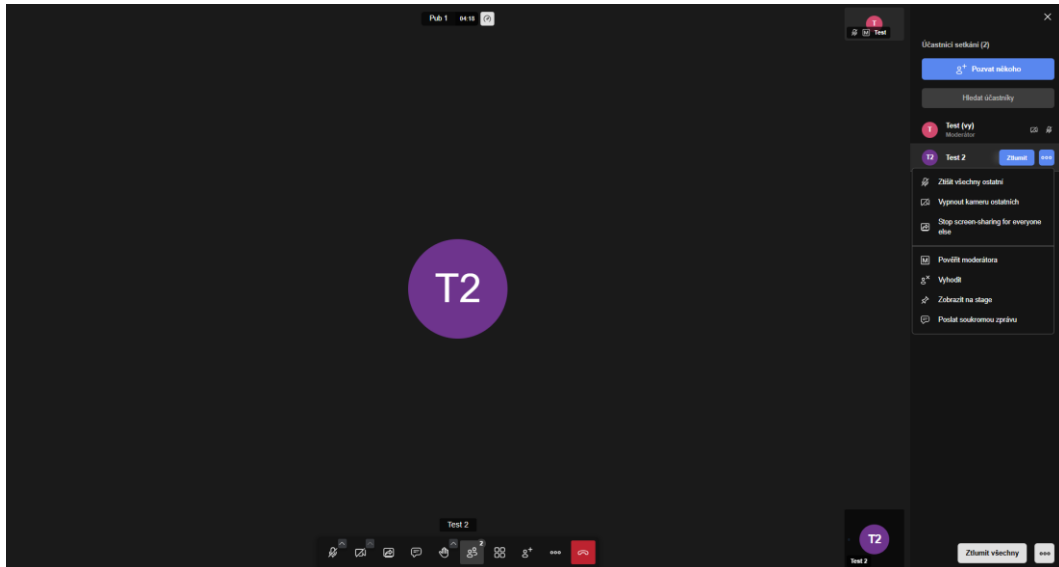
3.2. Managing participants

In the **Participants** panel each participant has a **Mute** button and a **•••** menu. A muted participant re-enables their own microphone – you cannot force it on.

The participant's **•••** menu contains:

- **Grant moderator** – gives the participant moderator rights.
- **Kick out** – disconnects the participant (they can return unless the lobby is on).
- **Pin to stage** – pins the participant to the main area.
- **Send private message** – a private message in chat.
- **Mute everyone else / Turn off everyone else's camera / Stop screen-sharing for everyone else** – applies to all participants except this one.

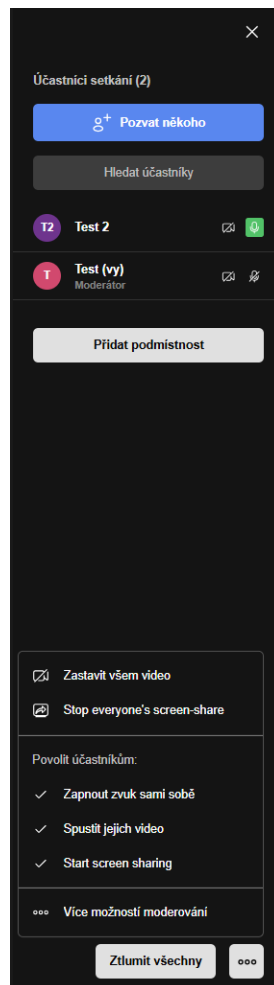
At the bottom of the panel are **Mute all** and a **•••** menu with audio/video moderation (below).



3.3. Audio and video moderation

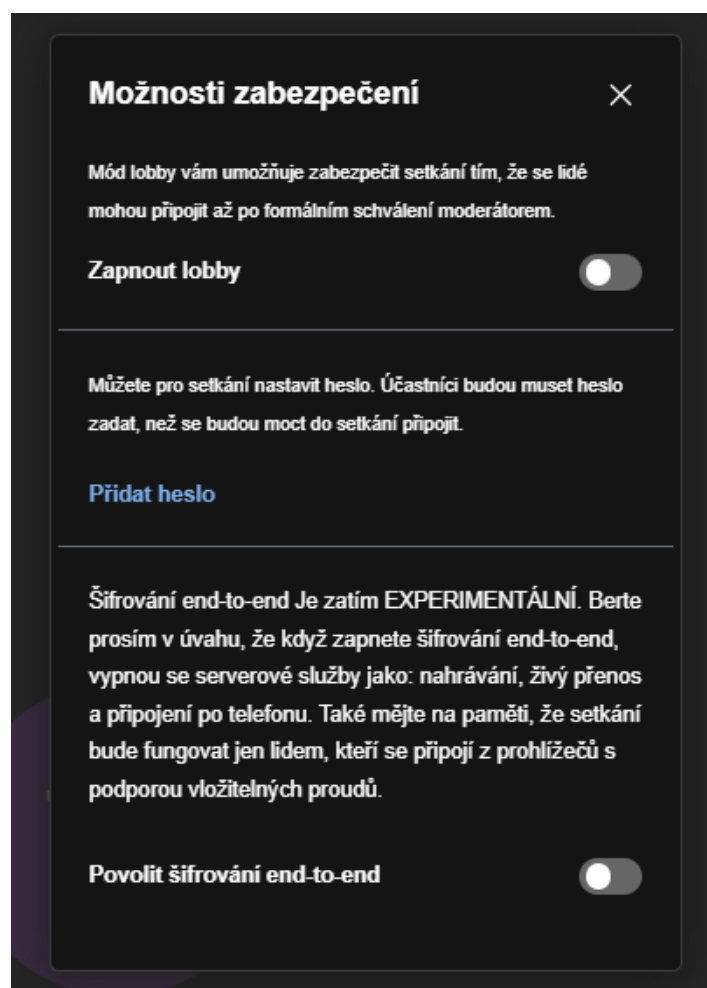
At the bottom of the **Participants** panel is a **Mute all** button and a **•••** menu next to it. The menu contains:

- **Stop everyone's video** – turns off every participant's camera at once.
- **Allow participants** – three toggles for whether participants may *unmute themselves*, *start their video* and *share their screen*. Turn a toggle off and participants can no longer do that themselves – they must "raise their hand" and you grant it.
- **More moderation options** – further settings.



3.4. Securing the room

More actions → Security options:



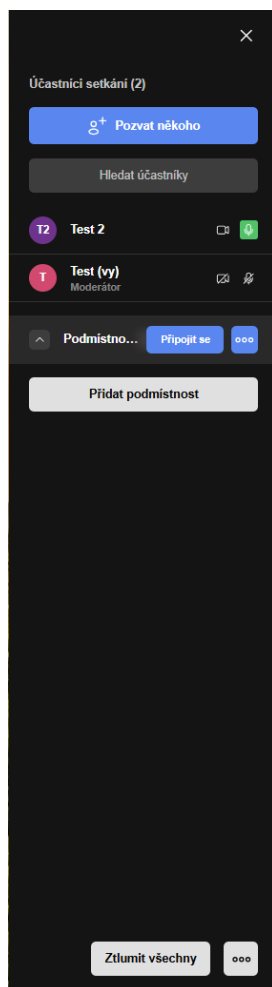
- **Lobby** – New arrivals wait until the moderator lets them in. Good for sensitive meetings.
- **Add password** – Locks the room with a password you share only with participants.
- **End-to-end encryption (E2EE)** – Optional; supported only by some browsers and it disables server-side features (e.g. the phone gateway).

Careful with public rooms that have a PIN. If the room has a preset **PIN** (see the Room PIN section), then even if you clear the password in this dialog it is re-applied on the next entry. Only the administrator can remove it permanently.

3.5. Breakout rooms

Open the **Participants** panel (the toolbar button). At the bottom is the **Add breakout room** button – shown **to moderators only**.

1. **Add breakout room** – create as many as you need.
2. Assign participants from their **•••** menu, or automatically.
3. Each breakout room has a **Join** button and a **•••** menu (rename, remove, send participants back to the main room).



Breakout rooms are not protected by the main room's PIN.

3.6. Ending the meeting

- **Leave meeting** (red button) – only you leave; the meeting continues as long as someone remains.
- If **End meeting for all** is available, it disconnects every participant and closes the room.

4. Joining by telephone

You can also join a meeting with an **ordinary phone call** – for example when someone has no computer at hand or has trouble with browser audio. Telephone participation is **audio only** (no video, no sharing).

4.1. How it works

Telephone access is **not available for arbitrary rooms**. It works on a **fixed binding: phone number → a specific room**. Whoever dials the assigned number lands **directly in that room** – no code, no room name, the call connects straight through.

- **The number is created on request.** Write to the administrator (see Terms of service and privacy) saying which room it is for; the administration sets up a phone number for it and gives it to you.
- One number always leads to one specific room.
- Pass the number to participants who will join by phone, together with the room link.

4.2. Steps for the caller

1. Dial the phone number that belongs to that room.
2. Once connected you are in the meeting – you hear the other participants and they hear you. In the Jitsi client you appear as a participant connected by phone.

4.3. Worth knowing

- **The public-room PIN does not apply to phone calls.** If you join a PIN-protected room by phone, you enter no code – the call connects directly. (The PIN only guards browser entry.)
- A **password set by a moderator** during the meeting, and the **lobby**, do not apply to phone participants the same way as to the browser – arrange it with the moderator in advance.
- **Dial-out** (having the meeting call your number) **is not supported** – the call is always placed by the caller toward the service.
- **Muting:** a moderator can mute a phone participant; they unmute themselves (with a key on some phones, otherwise by asking to be unmuted).
- Audio quality is that of an ordinary phone call.

4.4. Troubleshooting

- **Call connects but there is silence in one direction** – Hang up and call again; if it persists, report it to support with the time of the call.
- **Cannot get through** – Check you are dialing the correct number in international format; try from a different network.
- **I ended up in a different room than expected** – Check that your number is the one assigned to the correct room – one number = one room.

For more detail see Troubleshooting — separate guide.

5. Terms of service and privacy

This page summarizes the usage rules and data handling from the user's point of view. Use of the service is governed by the CESNET network and services Acceptable Use Policy and by the eduID federation rules.

5.1. Who may use the service

- **Creating meetings** (sign-in via eduID.cz) is available to staff and students of institutions participating in the Czech academic identity federation **eduID**.
- **Joining** an already-running meeting is open to anyone the organizer sends a link to – including guests from outside academia.
- **Public rooms** (no sign-in) and **phone numbers** for rooms are set up on request by the administrator for a specific team or department; they are not listed publicly anywhere. To request one, see *Availability and support* below.
- Use is governed by the CESNET network and services Acceptable Use Policy and by the eduID federation rules.

5.2. What is processed about you

- **When you sign in via eduID**, your home organization releases a limited set of identity attributes to the service (e.g. name and an identifier) so that the moderator role can be assigned to you. The sign-in session has a limited lifetime (on the order of hours).
- **During a meeting**, the video, audio, chat and other content that you share are transmitted. You choose your display name when you enter.
- **Server logs** may contain technical connection data (time, IP address, room name) for operations and incident handling. Room PINs are not written to logs.
- The scope and retention of data are governed by the operator's personal-data processing policy.

5.3. Recording

- The service **does not operate** server-side recording of meetings or streaming to external platforms.
- Any **local recording** is created solely on the device of the participant who started it. Other participants are notified of it in the interface.
- If you record a meeting, you are responsible for ensuring participants consent and for informing them in advance.

5.4. Usage rules

- Do not use the service for unlawful activity, harassment or sending spam.
- Share links to non-public meetings and room PINs only with the intended participants.
- Respect the moderator's instructions; the moderator may mute or remove participants.

5.5. Availability and support

- The service is provided "as is"; the operator may carry out maintenance and impose restrictions without prior notice.

- **Contact for questions and requests for a public room / phone number:** Jan Rozhon, rozhon@cesnet.cz.
- More guides and information: vidcon.cesnet.cz.