



Guidelines for remote participation

The International Telecommunication Union (ITU) and the National Cybersecurity Authority (NCA) are organizing the [first ITU Forum on Embracing the metaverse](#) which will take place on 7 March 2023 in Riyadh, Saudi Arabia (Kingdom of). The Forum will be followed by the [first meeting of the ITU-T Focus Group on metaverse](#) which will take place from 8-9 March 2023 at the same venue.

Both events will be organized as **physical events with remote participation**.

The following guidance should be considered:

1. Participants are encouraged to register as early as possible using the registration form available [here](#).
2. Registered participants may access remote sessions at:
<https://remote.itu.int>
Participants are encouraged to read the [user guides](#), and run a [test session](#) before the meeting.
Both [ITU Forum on Embracing the metaverse](#) and the [meeting of the Focus Group on metaverse](#) will be conducted using ITU MyWorkspace (<https://www.itu.int/myworkspace/#/E-meetings>) which accommodates different e-meeting tools (e.g., MyMeetings, Zoom).
3. Additional guidance for MyMeetings:
 - a. Disable all webcams: use audio only, and be ready to share your screen if required.
 - b. While sufficient network performance between all users and the conferencing bridges cannot be ensured, users can take the following steps at home:
 - i. Use Wired-access to the Internet Service Provider, not WiFi.
 - ii. Disable WiFi as a source of competing traffic and interruptions, and disable competing devices in the home (the same steps one would take when measuring network performance).
 - iii. Always have alternative forms of access available: if one is working poorly, another might suffice.
 - c. Troubleshooting:
 - i. If the MyMeetings page does not display correctly, refresh the webpage in your browser (CTRL+F5).
 - ii. Log out from the session/browser and log back in.
 - iii. Disable your Virtual Private Network (VPN) if used.
 - iv. Check/modify browser access permissions.
 - v. Switch browsers.
 - vi. Use a different network or physical location.
 - vii. Try another device.

Contact TSB E-meetings team (tsbemeetings@itu.int).
