

Guidelines for Remote Participants

In order to contribute orally in the meeting, or listen to any of the interpreted languages.

Option #1

Using your landline phone to join

Click on Audio Options button (on the top right of the virtual meeting room).

Select your country, enter your **landline** phone number and click on Call me.

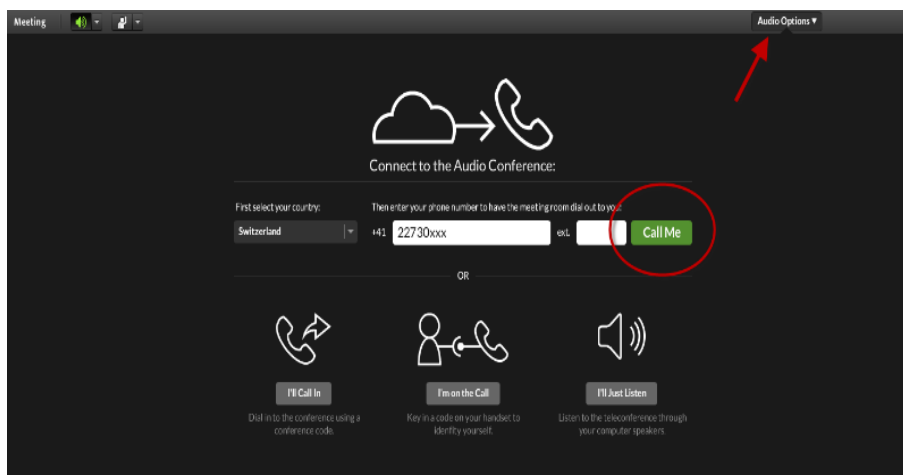


Figure 1

Option #2

Using the ITU Soft phone

To ensure optimal sound quality for interpretation, it is highly recommended that you download the ITU software meeting phone and contribute from your computer. The minimum requirements to use the Soft Phone are listed below:

1. Windows 7 or 8 installed on your computer.
2. Wired LAN internet connection with no firewall and at least 1Mbit bandwidth.
3. Good quality headset with microphone.
4. Download the softphone from the following link: <https://www.dropbox.com/sh/tjmz5pg58k79wrb/1rFM8KYlfk?m>

Instructions to use the Soft Phone:

1. Plug in your headset with microphone.
2. Setup your headset properly by clicking on the Start menu --> Control Panel --> Speech recognition.
3. Activate Setup microphone option and follow the onscreen instructions.
4. Mute the sound from within Adobe connect by clicking on the loudspeaker icon on the top left of the Adobe Connect screen. *See Figure 2*
5. Double click on the ITU Meeting Phone icon.
6. Enter your name and the organization you represent. Proceed by entering the conference code. (Use the chat pod to ask the remote participation moderator for this information). *See Figure 3*
7. You will then be able to listen to the Conference's floor channel. You can also choose to listen to in one of the other languages provided for that meeting. To do so, please click on the language button and select your language of preference.



Figure 2

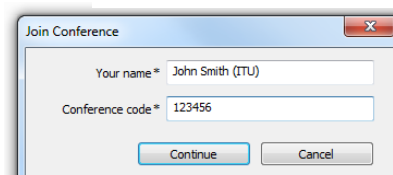


Figure 3

Requesting the Floor

You will be placed on the Floor Channel by default and you will remain muted until you request the floor.

1- You can do so by clicking on the “Raise Hand” button (located on the top bar in the online meeting room). The meeting host will then give you the floor and you will hear a short audio message on your phone saying “You have been called on by the host, please begin speaking” or “you have been unmuted”.



Figure 4

2- When you make your intervention, please start by stating your name and the entity you are representing.

3- Once you are finished with your intervention, click on the **Lower Hand** option (located on the same dropdown menu as “Raise Hand”).

Listening to your preferred language

You can do so by selecting it from the drop-down menu that will appear on the top of the screen.

The pictures on the right side might be helpful.

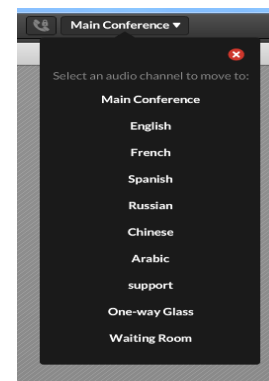


Figure 5

For support, please contact: remote.participation@itu.int