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| **Telecommunication Development Advisory Group (TDAG)****25th Meeting, Geneva, 2-5 June 2020** | C:\Users\comas\AppData\Local\Temp\Rar$DRa0.735\jpg\ITU official logo_blue_RGB.jpg |
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|  | **Document** **TDAG-20/INF/1** |
|  | **21 May 2020** |
|  | **English only** |
| Director, Telecommunication Development Bureau |
| Meeting facilities and general information |
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**1. Registration**

In view of continued global concerns around the COVID-19 outbreak, and in order to assure business continuity in ITU’s Development Sector while prioritizing the health and well-being of our TDAG delegates, in agreement with the Chairman and Vice-Chairmen of TDAG, it was decided to hold the TDAG as a fully virtual meeting from 2 to 5 June 2020. Meetings will take place from 1300h to 1600h, CET.

The opening session of the 25th TDAG meeting will take place at 1300h hours on Tuesday, 2 June 2020.

Only registered participants will be able to access the virtual meeting room through the [Virtual meeting Portal](https://www.itu.int/en/general-secretariat/ICT-Services/remoteparticipation/Pages/default.aspx). The platform used will be Interprefy.

**2. Organization of TDAG and documents**

The Time Management Plan is available in document [TDAG-20/DT/1](https://www.itu.int/md/D18-TDAG25.2-200602-TD-0001/). It will revised as it becomes necessary during the event.

All TDAG-20 documents are available on the [website](https://www.itu.int/md/D18-TDAG25.2-200602/sum/).

**3. Webcast link**

This meeting will be webcast in all languages of the meeting and can be accessed from [this link](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/TDAG25/default.aspx).

**4. Interpretation**

TDAG-20 will be interpreted into the six official ITU languages.

**5. Captioning:**

Captioning will be visible in Interprefy.

For those participants wishing to have better visibility of the captioning script, they may access it on a different browser window at the following link: <http://www.streamtext.net/player?event=ITU-D>.

**6. Synchronization of TDAG documents**

The documents synchronization application, available for PC and Mac, is available for staff and delegates for TDAG. It allows you to keep a structured local copy of files as they evolve during the meeting. There are links on the [TDAG-20 webpage](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/TDAG25/default.aspx) for both PC and Mac versions.

Follow the on-screen instructions and you will be able to view all TDAG meeting documents for this meeting. You can resynchronize at any time, allowing you to access these documents offline.

**7. Contact information**

TDAG Secretariat
Mr Stephen Bereaux
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