|  |
| --- |
| C:\Users\comas\AppData\Local\Temp\Rar$DRa0.735\jpg\ITU official logo_blue_RGB.jpg**TDAG Working Group on Resolutions, Declaration and Thematic Priorities****21 January 2021, Virtual** |
|  | **Document TDAG-WG-RDTP/DT/6-E** |
|  | **1 December 2020** |
|  | **English only** |
| **Source:** | Director, Telecommunication Development Bureau |
| **Title:** | Guidelines to facilitate Participation at TDAG-WG-RDTP |

This document has been prepared to facilitate the participation of delegates to the Virtual TDAG Working Group on Resolutions, Declaration and Thematic Priorities.

* All Delegates are in listening mode until they are granted access to speak and stream their video which is optional.
* To request the opportunity to speak, please raise your hand by pressing the green hand button. When you do so, you will see your name on the list with raised hand icon in the order that hands were raised. Upon the direction of the Chairman, the Moderator will open your channel so that you may intervene. At this point the raised hand icon next to your name will be removed. It is highly recommended to use the audio only setting which will speed up the access time and improve the audio quality.
* When given the floor, you will be connected with sound only. You may then decide to turn your video on. For Delegates with slow or nominal connection speeds audio only is likely to be your only effective option.
* It is important to keep in mind that the audio quality that you hear may be satisfactory to you but may be insufficient for interpretation purposes. And as a Delegate you may be asked to repeat your intervention in those circumstances.
* There is a variable period of delay when the Moderator grants access to you and your video or audio channel has been granted. Please be patient. The Moderator's role is to facilitate the technical aspects of the meeting and they may respond to questions whether the audio is being heard or access granted or technical aspects of the meeting and you are encouraged to contact them through the chat function should you have any questions.
* Interprefy includes a public and private chat function. Public chat directs messages to all participants currently logged in to the meeting while private chat sends a message to a specified person only.
* If you are having any difficulties, please send a private message to the Moderator or meeting secretary. You can send a message to the public chat.
* Messages sent to the public chat are not considered official input to the meeting, but participants may use the public chat function as a means of indicating support for proposal under discussion without needing to take the floor to do so. The Chair may verbally inform the meeting that a proposal is being supported by Delegations that have not spoken.
* Additionally, the public chat function is a useful tool for conveying text that is proposed for inclusion in a document under discussion if that is necessary.
* This meeting will take place in English only. For the sake of non-anglophone participants, please speak slowly and clearly.
* It would also be appreciated if participants would adhere to making shorter interventions and clearly indicating when they are concluded their remarks.
* Once you have finished speaking, click on the red handset icon to conclude your streaming and return to listening mode. If you forget to do so the Moderator will do it for you.
* This is the only way that you will be allowed to raise your hand if you wish to get back into the queue to be recognized again.
* The Chairman may choose to recognize a participant making their first intervention on a subject prior to one who has spoken before, even if they appear later in the queue.
* No breaks have been scheduled to enable the meeting to achieve as much work as possible in the short time frame available, based on the need to accommodate multiple time zones.
* If the meeting is behind schedule the Chairperson may establish a limit on the time and number of interventions made by each participant.
* Contributions to TDAG-WG-RDTP are available on the website.
* One final point: you may find that when a speaker is presenting a document or slide, the video switches away from the slide to the speaker. This is an automated function of Interprefy that can be turned off by clicking on the auto option which is on the upper right of the expanded video window.
* Every effort is being made to facilitate the smooth flow of this meeting.

Thank you for your cooperation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_