



INFORMATION FOR PARTICIPANTS

	Page
1 General.....	2
2 Type of meetings	2
3 Working hours	2
4 Meeting rooms.....	2
5 Documentation.....	2
6 Multilingual Interactive Remote Participation on Zoom, Webcast and Captioning.....	2

1 General

The 1st ITU Inter-regional Workshop on WRC-23 Preparation will be held online from 13 to 15 December 2021. The website of the workshop is at: www.itu.int/go/ITU-R/wrc-23-irwsp-21.

2 Type of meetings

Due to the continued exceptional circumstances caused by the Coronavirus (COVID-19) outbreak, the Workshop will be convened in a fully virtual manner using the Zoom platform. More information can be found in Section 6 of this document.

3 Working hours

As indicated in Administrative Circular [CA/258](#), the working hours are from 1200 to 1600 hours (Geneva time), with an additional session planned on the 2nd day until 1630 hours.

Please refer to the latest information in the detailed programme of the Workshop available at:

www.itu.int/go/ITU-R/wrc-23-irwsp-21/program

4 Access to the virtual meeting room / virtual session

Access to all virtual sessions of the Workshop will be restricted to event registered participants only ([CA/258](#) includes the information regarding the registration to the Workshop).

Delegates must access the Workshop sessions from the webpage for restricted virtual events at:

www.itu.int/en/events/Pages/Virtual-Sessions.aspx

The virtual session connections will be available 30 minutes before the starting time of each session.

5 Documentation

The Workshop will be conducted in a “paperless” environment, i.e. Workshop proceedings will be available on the Workshop website.

6 Multilingual Interactive Remote Participation on Zoom, Webcast and Captioning

Please be informed that the platform used for the 1st ITU Inter-regional Workshop on WRC-23 Preparation will be Zoom. It will include during the event interpretation in the 6 official languages of the Union as well as captioning in the English language only.



Further information on how to use the Zoom platform can be found at: <https://www.itu.int/en/general-secretariat/ICT-Services/remoteparticipation/Pages/onlinemeetingroom.aspx>

In addition, participants will be able to follow the Workshop sessions via the webcast provided through the ITU Internet Broadcasting Service (IBS). The “Webcast” under the “Programme - Documents” tab in the Workshop webpage gives access to the relevant audio/video feeds. No prior registration is required to access this service.

Captioning will be also available under the same tab during the event.

For the setting of the Zoom platform, please refer to the attached slides.

Once connected before the start of the meeting, please:

- check your “Audio setting” from the microphone icon menu 
- select “Side-by-side: Speakers” from the View icon 



Setting up Zoom platform.pdf