

ITUEvents

1st ITU Inter-regional Workshop on WRC-23 preparation

13 - 15 December 2021

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

#ITUWRC

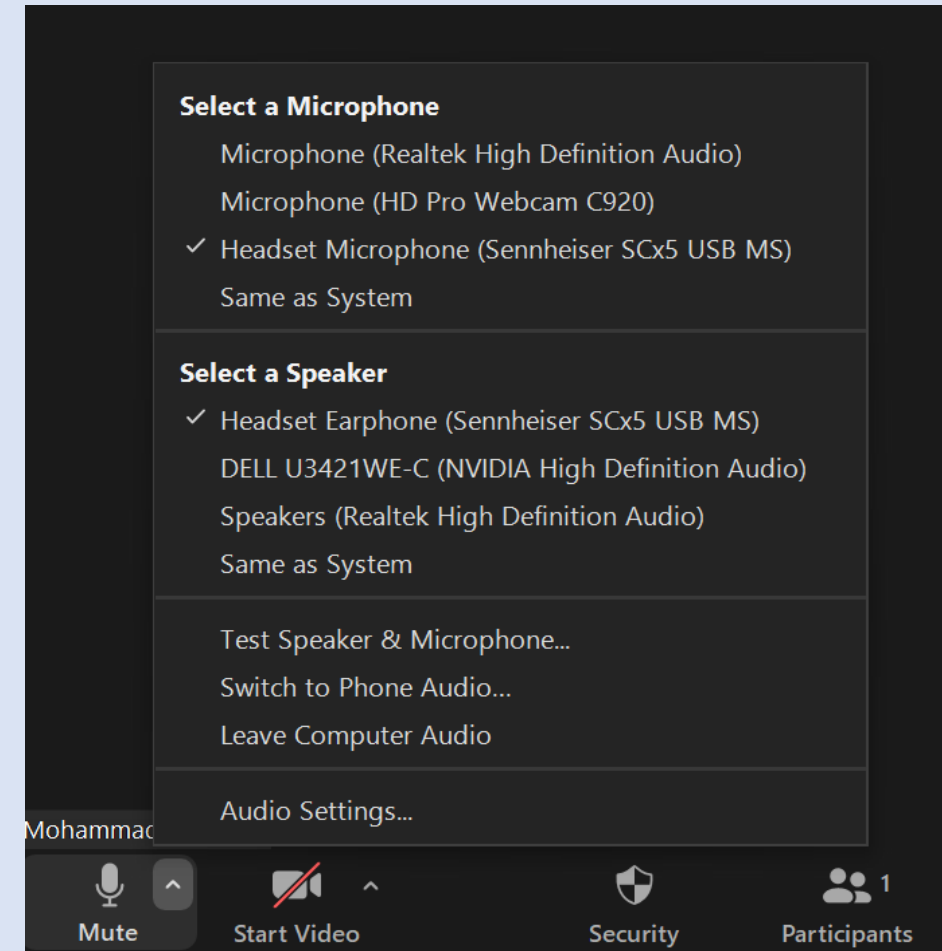


**Setting up
Zoom platform**



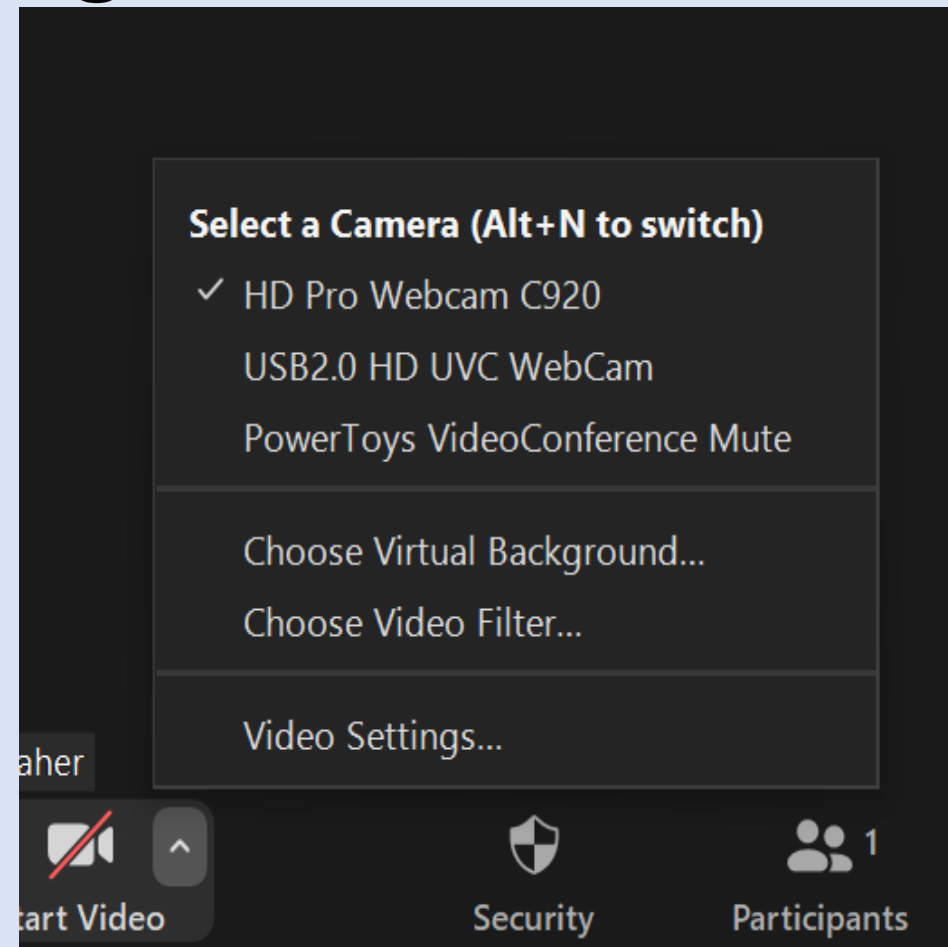
Mute/Unmute & Audio settings

- Mute/unmute yourself
- The host has the ability to mute you
- Select the microphone
 - Avoid Bluetooth headsets or speaking directly into your laptop (built-in microphone)
- Once the Chairman/Moderator gives you the floor, unmute and start speaking
- More audio settings and tests...



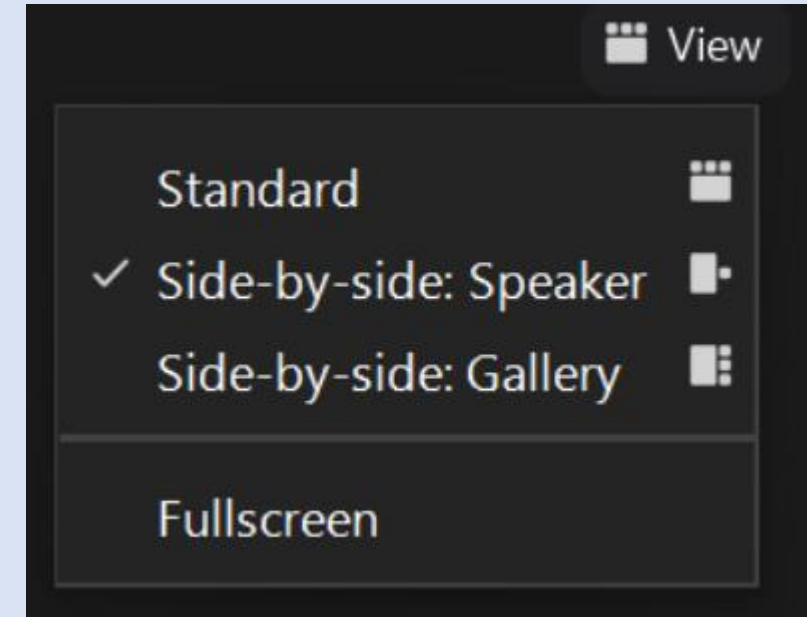
Start/Stop video & video settings

- Turn on your camera when you are given the floor. Turn it off afterwards.
- Select the webcam
- If needed, access video settings
- Select a virtual background, as appropriate

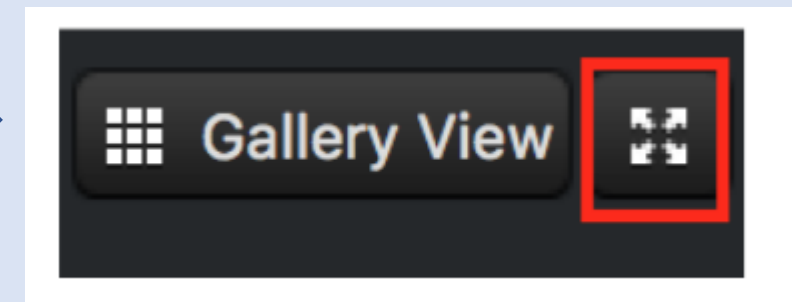


Choose video layout of the Workshop

- At the upper right corner of the Zoom window, switch between
 - Active Speaker view
 - Gallery view.
- Select “Side-by-side: Speakers” to display both the Slide(s) and the Speaker(s)

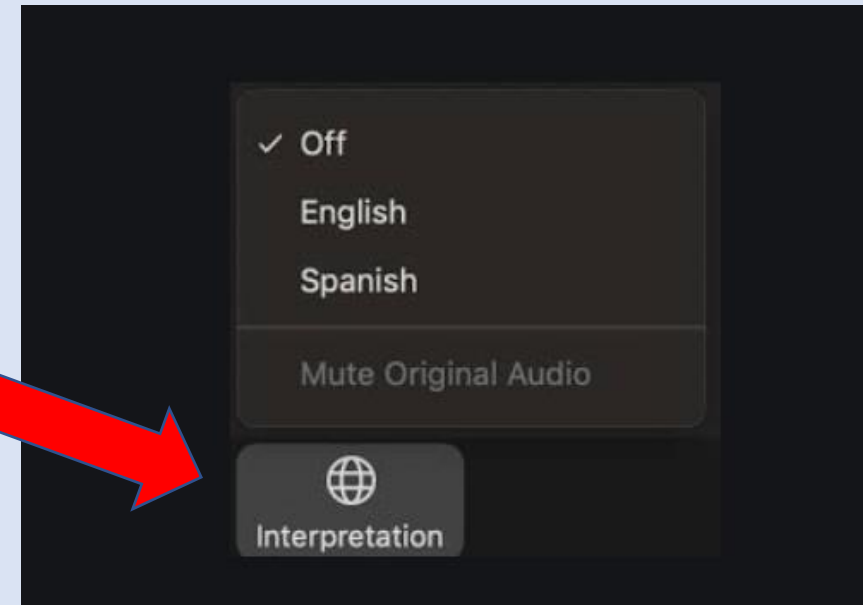


Enter/exit Full Screen



Choose channel of interpretation

Click on Interpretation
And select your preferred
channel



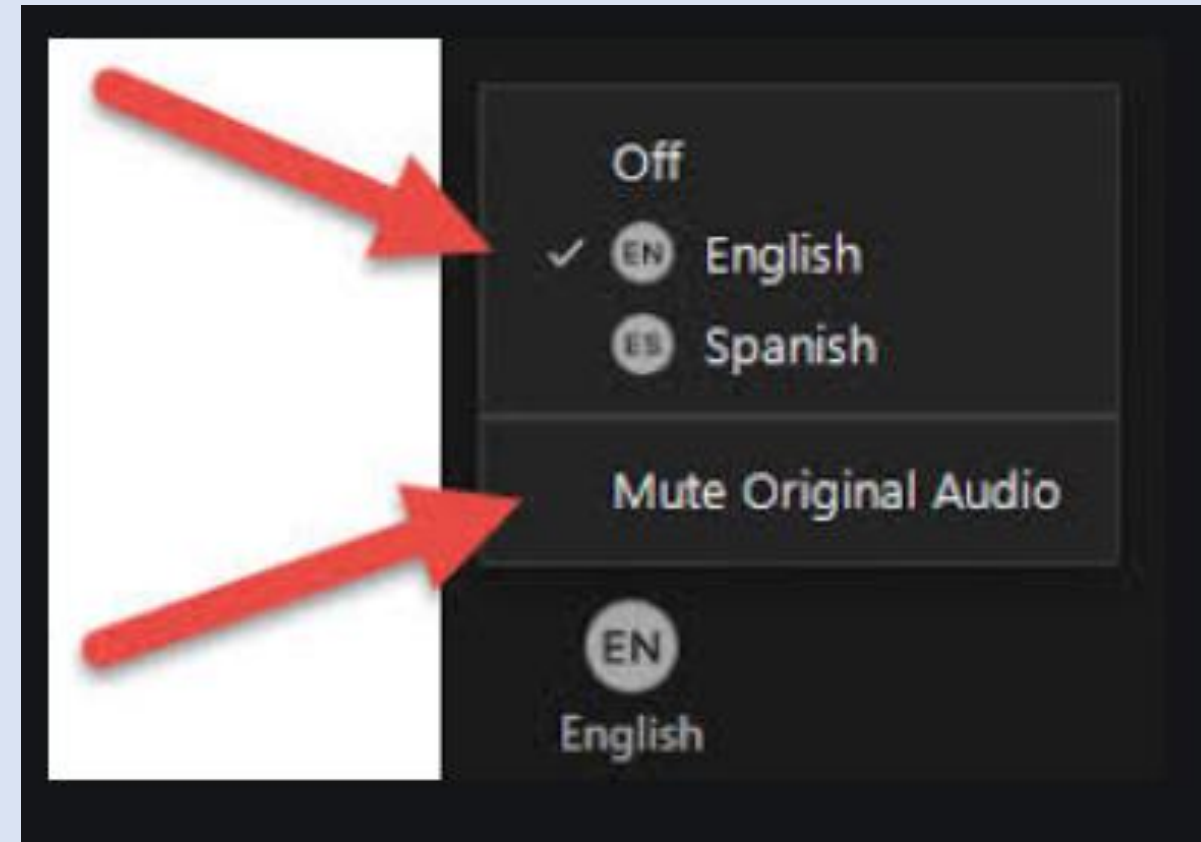
“OFF” means you are listening to the
Original Audio (floor channel)

IMPORTANT:

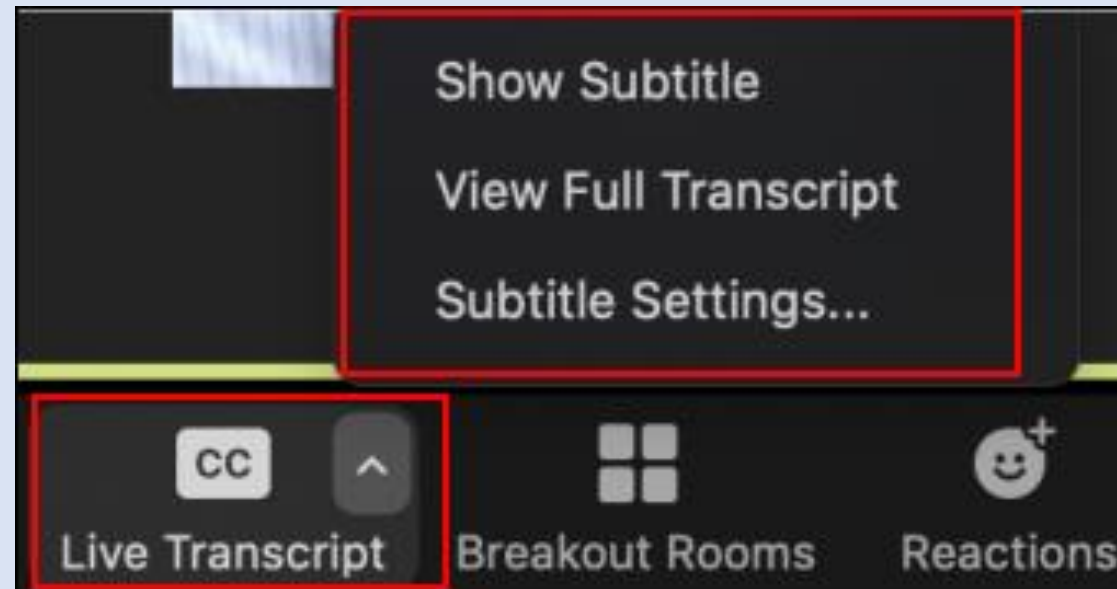
Speak into the same language you are listening to.
Otherwise, switch to “OFF”

If you hear nothing →
move back to “OFF”.

*Someone is speaking on the floor in the
same language you selected*



Click on Live Transcript and select your preferred view mode (available in English only)



Click on **Raise hand** to ask for the floor, or list of Participants, or Chat



Participants



Chat



Share Screen



Raise Hand



Live Transcript



English

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[#ITUWRC](https://twitter.com/ITUWRC)

Technical Support

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