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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | | **TSAG-TD753** |
| **TSAG** |
| **Original: English** |
| **Question(s):** | | | N/A | Geneva, 10-14 February 2020 |
| **TD** | | | | |
| **Source:** | | | TSB | |
| **Title:** | | | Announcement to be read by Chairmen for best practice of remote participation and interpretation | |
| **Purpose:** | | | Information | |
| **Contact:** | | TSB | | E-mail: [tsbtsag@itu.int](mailto:tsbtsag@itu.int) |

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| **Keywords:** | Remote participation; interpretation; new tool; Interprefy; |
| **Abstract:** | This TD reports the announcement to be read by Chairmen at the beginning of sessions for best practice for optimum remote participation and interpretation. |

**NOTE TO BE READ BY THE CHAIRPERSON AT THE START OF THE MEETING**

When making an intervention remotely, please remember that your remarks are captioned and are being interpreted into five languages.

Please note that ITU is using a new remote participation application called “Interprefy”. It has been introduced as a replacement of Adobe Connect. We will be using it this week to provide remote participation throughout the TSAG meeting in meeting room Popov.

It is also important to keep the following points in mind:

* Audio quality deemed satisfactory by a delegate may be insufficient for interpretation or captioning purposes.
* For interpreters and captioners, the audio quality has to be near-perfect. Remote delegates are reminded to speak clearly, loudly and slowly; any background noise should be avoided. Remote participants are asked to mute their microphones until they wish to intervene.
* Audio quality may deteriorate without prior notice, eventually hindering an interpreter’s or captioner’s ability to provide a smooth rendering.
* In extreme cases, despite their training and experience, our interpreters or captioners may have to refrain from interpreting or captioning altogether.
* The chairman or the remote participation moderator is permitted to mute remote participants with bad connections or whose connections introduce too much noise or may ask them to leave the meeting if the situation cannot be remedied.
* A remote delegate wishing to make an intervention, should first request the floor. The remote participation assistant would then inform the meeting that a remote participant would like to intervene, and the chairman would include the remote participant in the queue of meeting participants who want to take the floor.
* All remote participants should introduce themselves by mentioning their name and affiliation.
* A remote delegate may on occasion be asked to repeat a statement and may have his statement paraphrased by an official in the room.
* Remote participants are encouraged to use a headset (and not the microphone and speaker of their machine). Remote participants should make sure that they are muted when not having the floor.

Thank you very much for your cooperation. This concludes this announcement.

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