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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | **TSAG-TD1121** |
| **Interregional meeting** |
| **Original: English** |
| **Question(s):** | N/A | Virtual, 21 October 2021 |
| **TD** |
| **Source:** | Chairman, IRM |
| **Title:** | IRM: Note to be read by the chairperson at the start of the meeting |
| **Purpose:** | Information |
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| **Keywords:** | Note; remote; |
| **Abstract:** | The Chairman will read-out this note at the beginning of the meeting. |

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

For this IRM meeting, we are using Zoom as the remote participation platform. We will be using it to provide remote participation throughout the IRM and TSAG meeting.

TSB prepared TD1065, which contains a step-by-step description of the Zoom remote participation tool. Please read that user guide in TD1065, which explains how to use this tool, and wherein you can find guidance for troubleshooting in case of technical problems.

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

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 must be near-perfect. Delegates are reminded to speak clearly, loudly, and slowly; any background noise should be avoided. 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 participants with bad connections or whose connections introduce too much noise. Participants may be disconnected if the situation cannot be remedied.
* A delegate wishing to make an intervention, should first request the floor by using the raise hand button. The chairman will grant the floor to the delegate according to the floor requests in the queue.
* Before your audio intervention, make sure to set your audio channel in Zoom to the channel that corresponds to your spoken language or select the “off” channel, which corresponds to the floor channel.
* All participants should introduce themselves by mentioning their name and affiliation.
* A delegate may on occasion be asked to repeat a statement and may have his statement paraphrased by an official in the room.
* Participants are encouraged to use a headset (and not the microphone and speaker of their device). Participants should make sure that they are muted when not having the floor.

We can expect some delay in the screen-sharing response time due to:

1. audio delay from the speaker to the TSB assistant sharing the screen (downstream),
2. screen refresh latency on Zoom (upstream).
3. these delays are compounded when “Relay” interpretation is used.

Please recognise these necessary delays if you perceive any slowness in moving documents shared on the screen.

The public chat may be used for comments. Although it is not an official record of the meeting, it has been found by many ITU-T Study Groups to enhance communication and to efficiently conduct the meeting.

The public chat may **not** be used for requesting the floor. If you desire to request for the floor, please press the **Raise Hand button only**.

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

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