

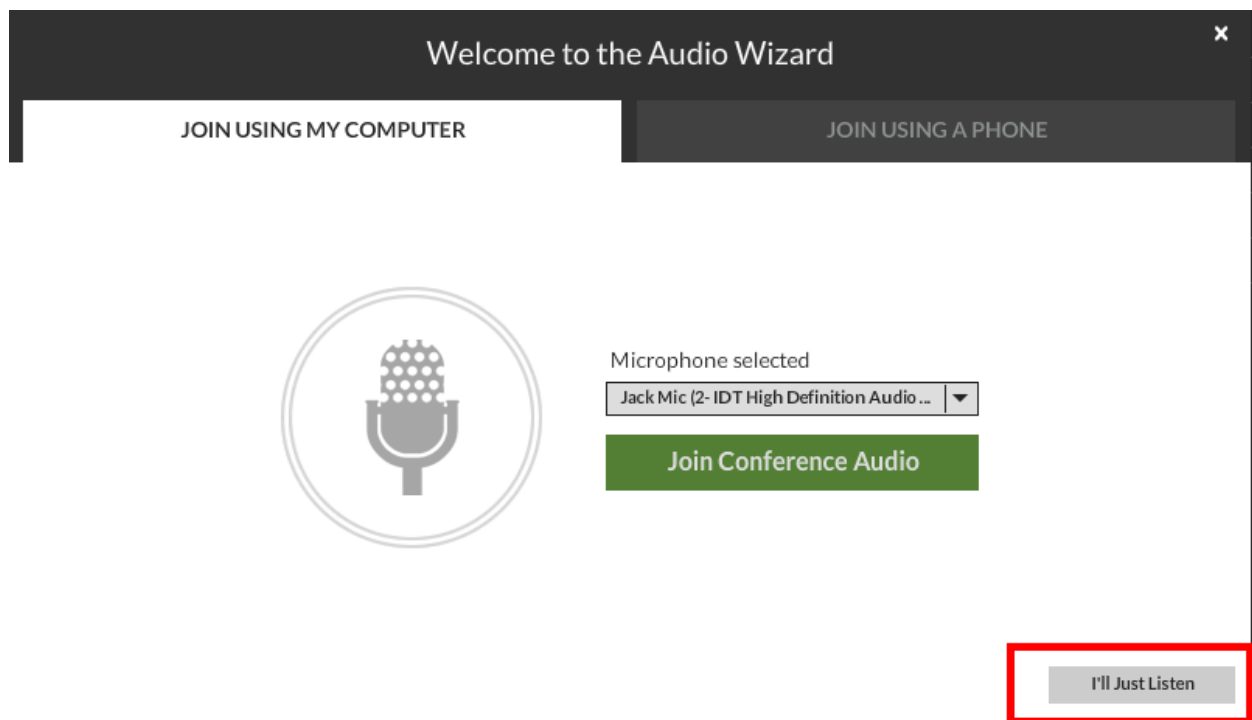
Interactive Remote Participation information

- To access the virtual meeting room, click here: <https://connect.itu.int/itu-d-room1/>
- Select the “**Guest**” option and enter your name in the format **First Name + Last Name + (Country/organization)**. For example; **John Smith (UK)**
 - Make sure you are in a quiet place with enough lighting
 - Make sure you have a **landline** phone and good quality **webcam**
 - On the day of the event, join at least 30 minutes before the meeting starts to ensure you are successfully connected and be able to smoothly intervene.

Audio Connection

There are three options to join the Teleconference

Option 1: Listen through computer speaker



By choosing this option, you can only listen to the conference. You won't be able to speak. A chat box is available if you wish to make some comments.

[Option 2: Use My Computer](#)

The screenshot shows a window titled "Welcome to the Audio Wizard" with a close button (X) in the top right corner. At the top, there are two buttons: "JOIN USING MY COMPUTER" (highlighted with a red border) and "JOIN USING A PHONE". Below the buttons, on the left, is a microphone icon inside a circle. To the right of the icon, the text "Microphone selected" is displayed above a dropdown menu showing "Jack Mic (2- IDT High Definition Audio ...)". Below this is a green button labeled "Join Conference Audio". In the bottom right corner, there is a grey button labeled "I'll Just Listen".

This option provides the possibility to use a headset to listen and intervene.

[Option 3: Dial-In or dial-out to yourself over the phone](#)

The screenshot shows a window titled "Welcome to the Audio Wizard" with a close button (X) in the top right corner. At the top, there are two buttons: "JOIN USING MY COMPUTER" and "JOIN USING A PHONE" (highlighted with a red border). Below the buttons, on the left, is a telephone handset icon inside a circle. To the right of the icon, the text "Select Your Country:" is displayed above a dropdown menu showing "United States". Below this, the text "Your Phone Number:" is displayed above two input fields: "+1" followed by a text box, and "ext." followed by a text box. Below these fields is a green button labeled "Call Me". At the bottom, there is a link that says "I prefer to dial in to the conference". In the bottom left corner, there is a grey box containing the text "*5 1# Already in the conference call? Enter this code on your phone keypad to identify yourself". In the bottom right corner, there is a grey button labeled "I'll Just Listen".

Click on Audio Options button (on the top right of the virtual meeting room).

- Select the country
- Type in your number
- Click on **“Call Me”**

The system will then call you on the specified number.

Requesting the floor.

Click on the “Raise Hand” button on the top of the screen. The meeting host then will give you the floor and you will hear a short audio message on your phone stating that you can speak now.



For support, please contact: remote.participation@itu.int