

# Remote Participation in WSIS Forum 2016

## Presentation to Sessions' Organizers

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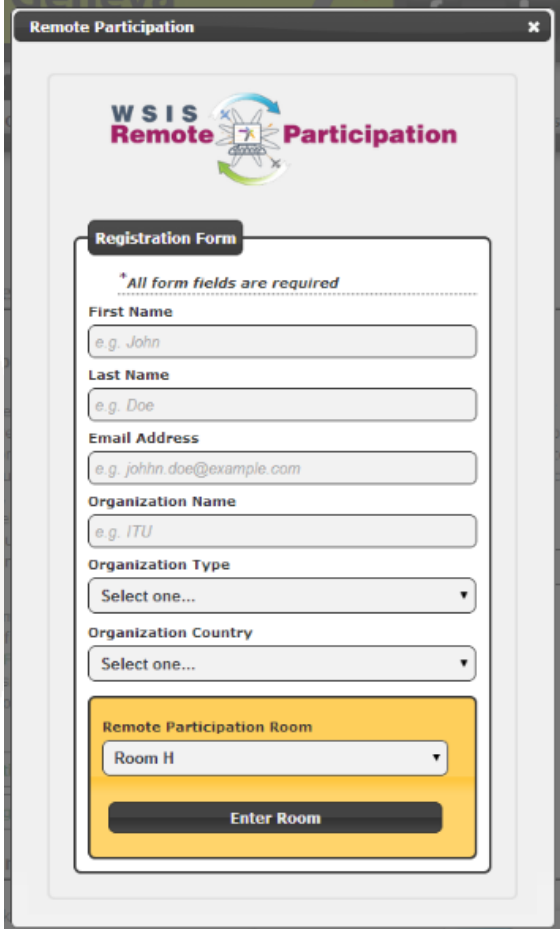
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# Overview

- The WSIS Forum will take place at ITU and CICG
- All auditoriums will have Remote Participation facilities provided by the ITU.
- More than 100 sessions in 3 days with 9 sessions in parallel
- Adobe Connect rooms will be linked to the Agenda
- English only broadcasted from each room
- Can see the geographical distribution of the remote delegates

# Registration

- [Agenda → Remote Participation](#)
- Real-time registration form will pop up only for the first time
- no need to pass through normal registration process
- A cookie will be stored in your browser
- Select the meeting room upon the Agenda
- Participants will need to provide credentials only once: displayed as **John Smith (ITU)**



Remote Participation

WSIS Remote Participation

**Registration Form**

\* All form fields are required

First Name  
e.g. John

Last Name  
e.g. Doe

Email Address  
e.g. john.doe@example.com

Organization Name  
e.g. ITU

Organization Type  
Select one...

Organization Country  
Select one...

Remote Participation Room  
Room H

Enter Room

# Remote Participation Moderator

- Physical representative of remote participants
- Sitting at the back of the room
- Prepares room before each session
- Starts and ends recording
- Project what is on screens to remote participants
- Receive questions and comments via chat
- Puts questions to panelists on behalf of remote participant
- Mutes/unmutes the remote presenters
- Coordinates with the chairman for any intervention
- Protect physical meeting
- Doesn't know the substance of topic – NEEDS YOUR HELP

# Remote Participation Moderator



# Session Organizers

- Introduce yourself to the Remote Participation moderator before the session
- Log into Adobe Connect room before the session and help moderator to animate and stimulate discussion
- Get presentations from Panelists at least 30 minutes before the discussion and upload them to the laptop provided by the ITU to be projected on the screens in the physical and virtual room
- Publicize sessions through social network
- Reserve 10-15 minutes for questions from remote participants
- Animates discussion in Connect room:
  - Background information on topic or speaker
  - Provide links that provide supplementary information
  - Makes sure that remote participants are included and have access to all information
- Keep in touch with the moderator through chat




# Meeting Layouts

# Speaker information

DigitalInclusion\_11 - Google Chrome  
itu.adobeconnect.com/p96956361/?launcher=false&fcsContent=true&pbMode=normal

FINAL-REPORT-PRECONFERENCE-EVENT-LDC IV.pdf



Attendees (16)

- Hosts
  - Michael Kiroy (ITU)
  - Salle K
- Presenters
  - Gitanjali Sah (ITU)
- Participants
  - Etienne TSHISHIMB...
  - Blanca Gonzalez S...
  - Clement Guilton (I...
  - daoud
  - Etienne TSHISHIMB...
  - Graciela R. Yanovs...
  - Guy Girardet (ITU)

Information

**Speaker from the Floor**  
BANGLADESH

**Current Panellist Speaker**  
Mr. Brahima Sanou, Director,  
Telecommunication Development  
Bureau, ITU

**Current Session**  
Session III: Priorities for LDCs  
under LDC IV with respect to  
making ICTs more accessible and  
the driving engine to growth,

Chat (Everyone)

Time for me to charge the laptop, it took only 30 minutes, not enough to charge the phone and attend the entire conference. Thus, from one moment to another I'll be forced to leave you because my battery runs out.

Etienne TSHISHIMBI (ISOC Sénégal) 2: Mr SAH I GO BECAUSE MY BATTERY IS DONE

Laurent Straskraba (Academic Forum for Foreign Affairs): Etienne, also including "smart grids" and distributed self-providing/sufficient energy production

Laurent Straskraba (Academic Forum for Foreign Affairs)

DRAFT of FINAL REPORT

If possible, provide details when participants request the floor

1 / 3 | 79%

0:04:45/1:36:21



# Technical Requirement

- PC / Laptop connected to the Internet
- Landline Phone
- Good Quality webcam / headset
- Calm place with enough lighting
- Join as early as possible

Set meeting name to:  Set department to:

Department: General Secretariat

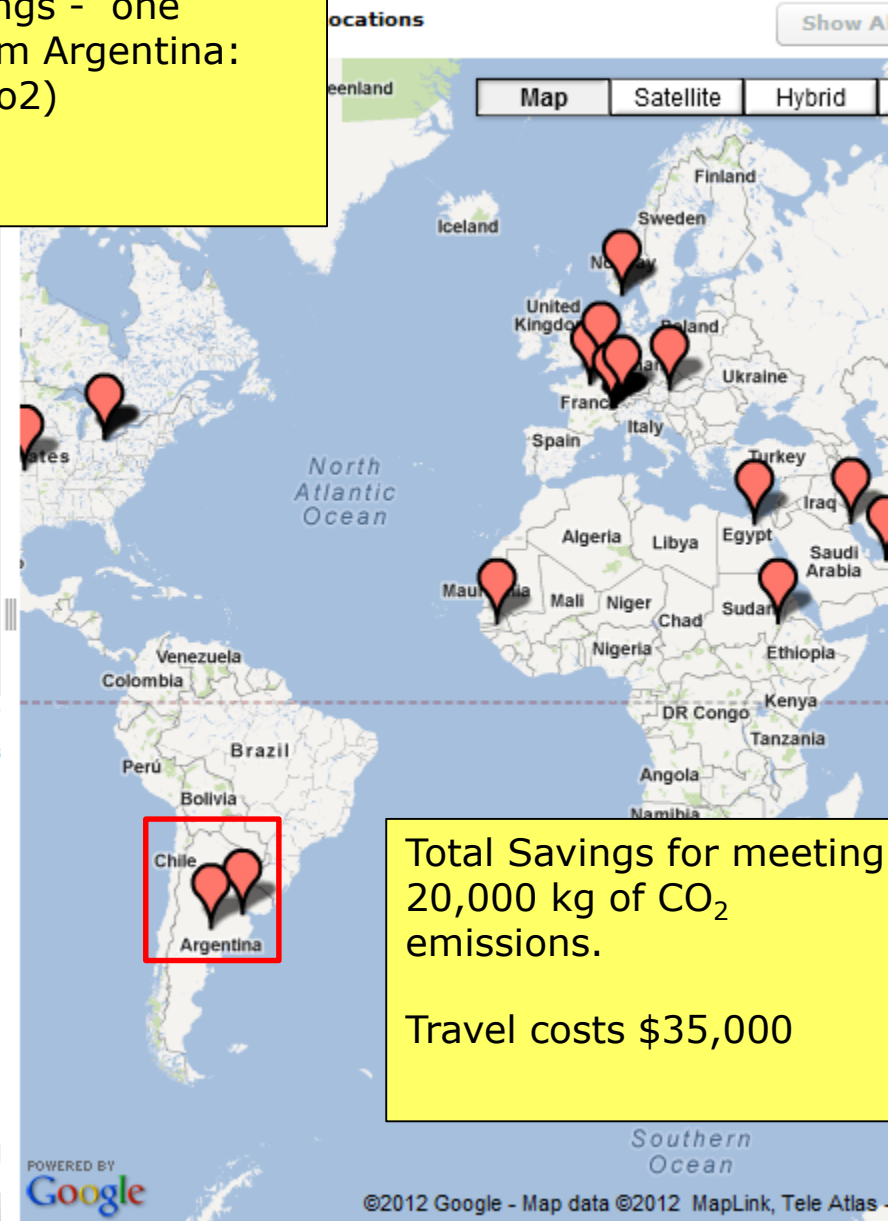
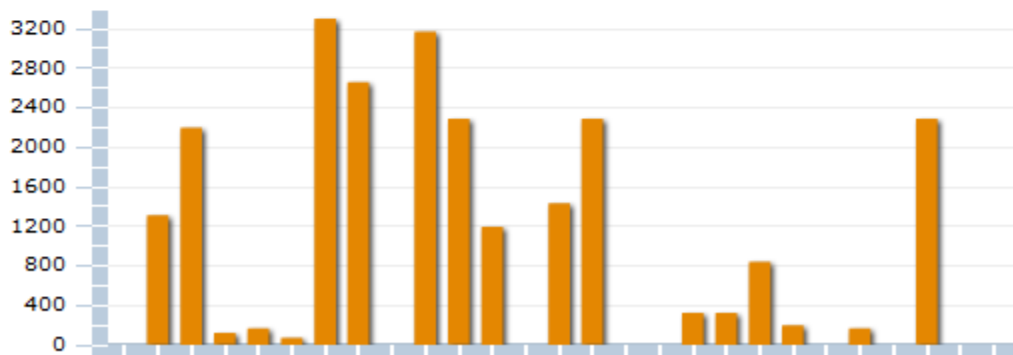
Host Name: Michael Kioy (ITU)

Meeting Users

User Name	Distance Sav ▲	Carbon Savings (Kg Co2)	Cost Savings	Postal Code
Dante Moreno, C	21994.30	3299.14	4838.74	
Dra. Graciela R.	21099.66	3164.94	4641.92	
David Allen	17693.50	2654.02	3892.56	
Mohammad Alth	15227.16	2284.08	3349.98	
ITU (Room C2)	15227.16	2284.08	3349.98	
Esperanza Magg	15227.16	2284.08	3349.98	
Anand Karunaka	14632.54	2194.88	3219.16	
Ian McKenzie (E	9540.12	1431.02	2098.82	
Ahmed Eisa, GD	8719.18	1307.88	1918.22	
Sewved Arash V	8002.02	1200.30	1760.44	

Carbon savings - one delegate from Argentina: 3,299 Kg (Co2)

Savings/User in this Meeting (mouse over bars to view user name) ■ Carbon Savings

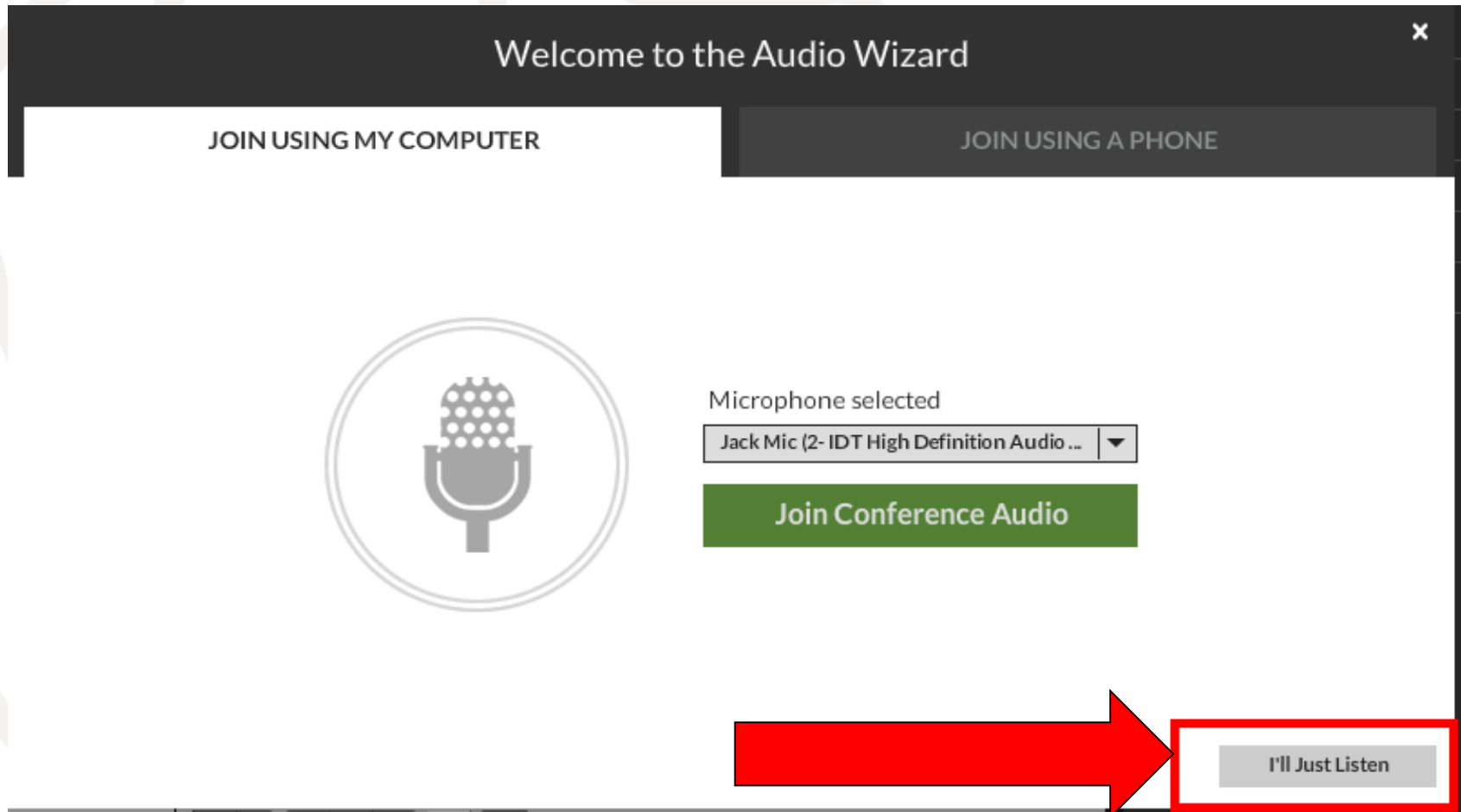


Total Savings for meeting 20,000 kg of CO<sub>2</sub> emissions.  
Travel costs \$35,000

# How do I make an intervention?

- Make sure you are using a landline phone from a quiet place
- Join the teleconference
- Get in touch with your remote participation moderator via chat
- “Raise your hand” to request the floor
- When unmuted, you will hear the following prompt: “You have been called on by the host, please begin speaking”

# Options to join teleconference? Just listening



Welcome to the Audio Wizard

JOIN USING MY COMPUTER

JOIN USING A PHONE

Microphone selected

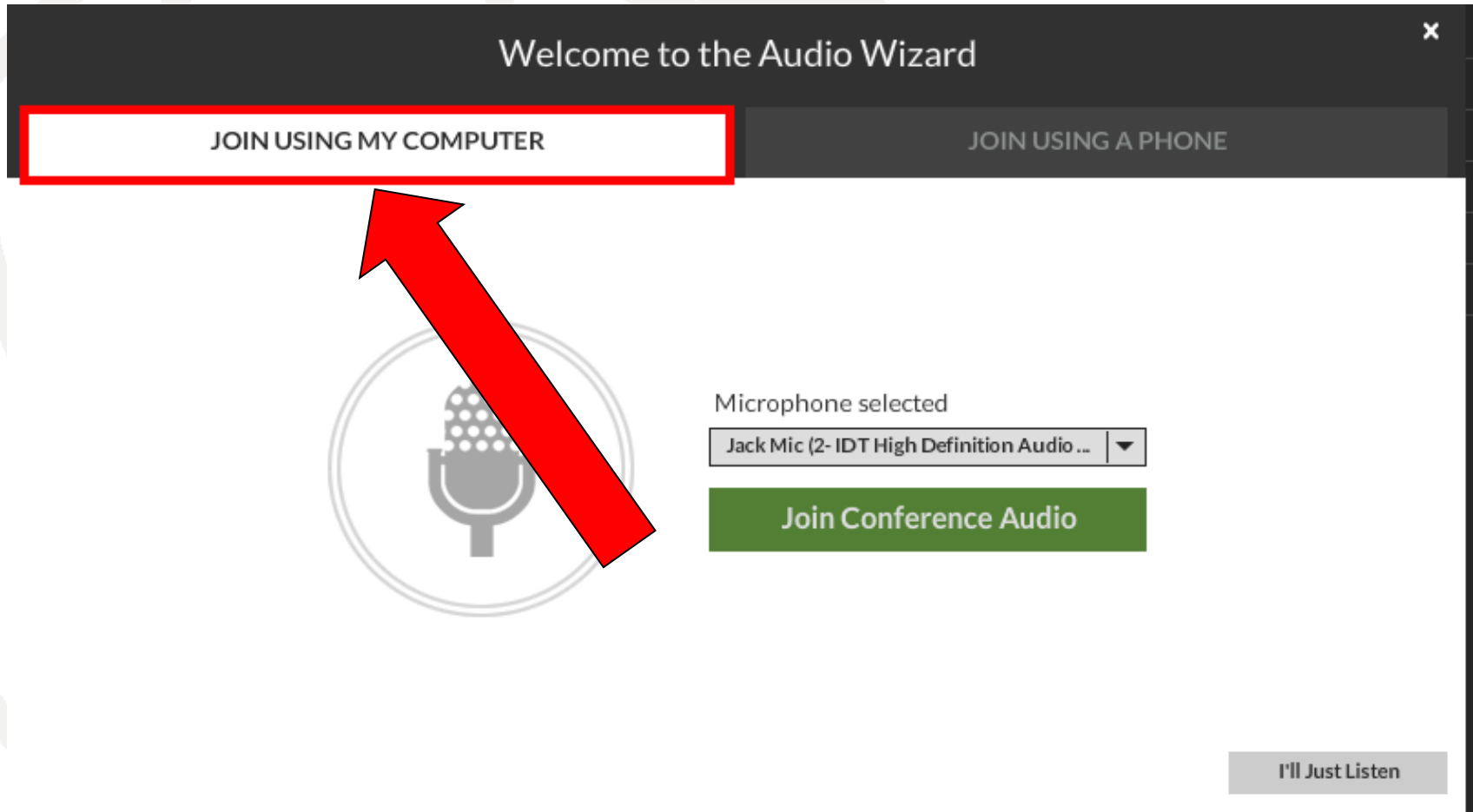
Jack Mic (2- IDT High Definition Audio ...

Join Conference Audio

I'll Just Listen

A large red arrow points from the bottom center towards the 'I'll Just Listen' button, which is highlighted with a red border.

# Join using a computer



Welcome to the Audio Wizard

JOIN USING MY COMPUTER

JOIN USING A PHONE

Microphone selected

Jack Mic (2- IDT High Definition Audio ...)

Join Conference Audio

I'll Just Listen

# Join Using a Phone

Welcome to the Audio Wizard ✕

JOIN USING MY COMPUTER

JOIN USING A PHONE



Select Your Country:

United States

Your Phone Number:

+1  ext.

Call Me

[I prefer to dial in to the conference](#)

**\*5 1#**

Already in the conference call?  
Enter this code on your phone keypad to identify yourself

I'll Just Listen

# How do I request the floor?



# Recording and presentation

Will be published on the main WSIS page



# Support, Questions, Complains

**[Remote.participation@itu.int](mailto:Remote.participation@itu.int)**

..... Committed to connecting the world



# Q&A

