Remote Participation in WSIS Forum 2016

Presentation to Sessions' Organizers

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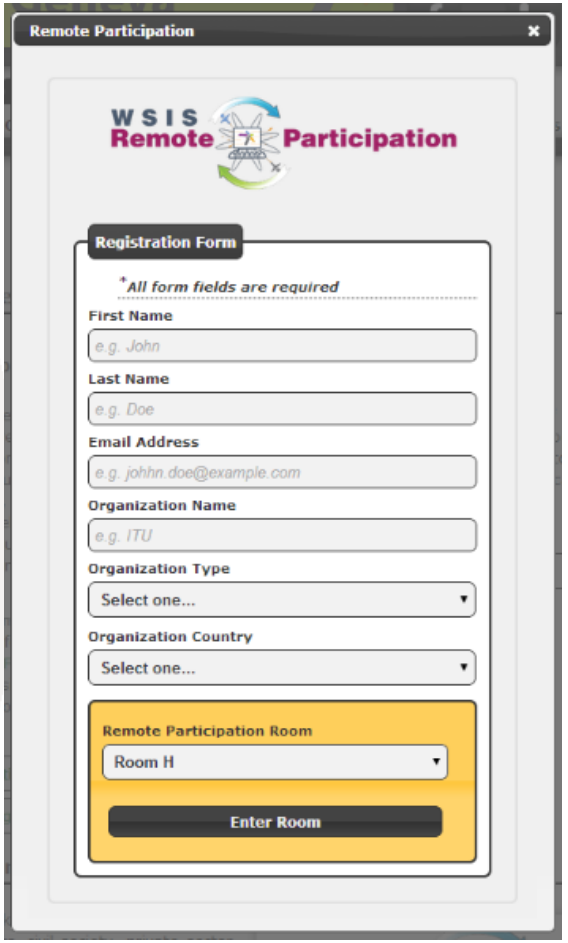
Overview

- 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 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

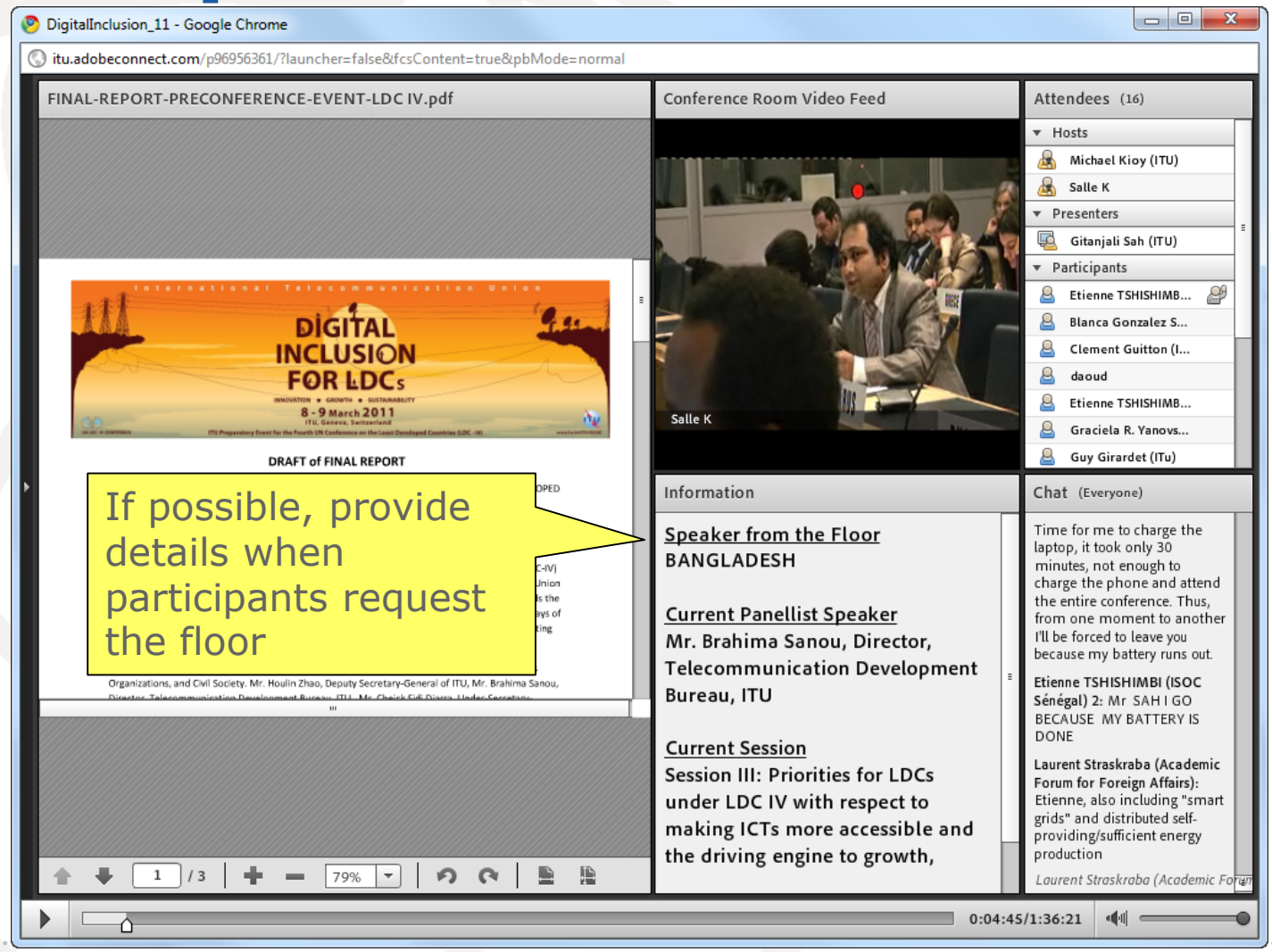
Remote Participation Moderator

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



Technical Requirement

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

Account Manager - ITU

Account | Meetings | Attendees | Widget

Set meeting name to: WSIS Set department to: General Secr ocations Show A

Department: General Secretariat

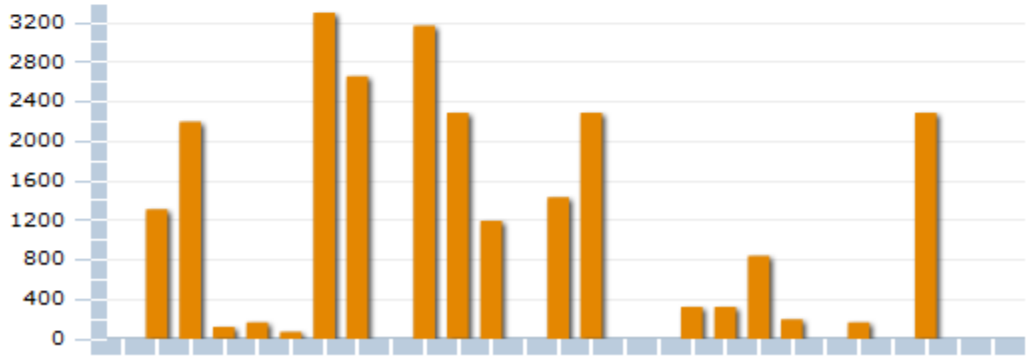
Host Name: Michael Kioy (ITU)

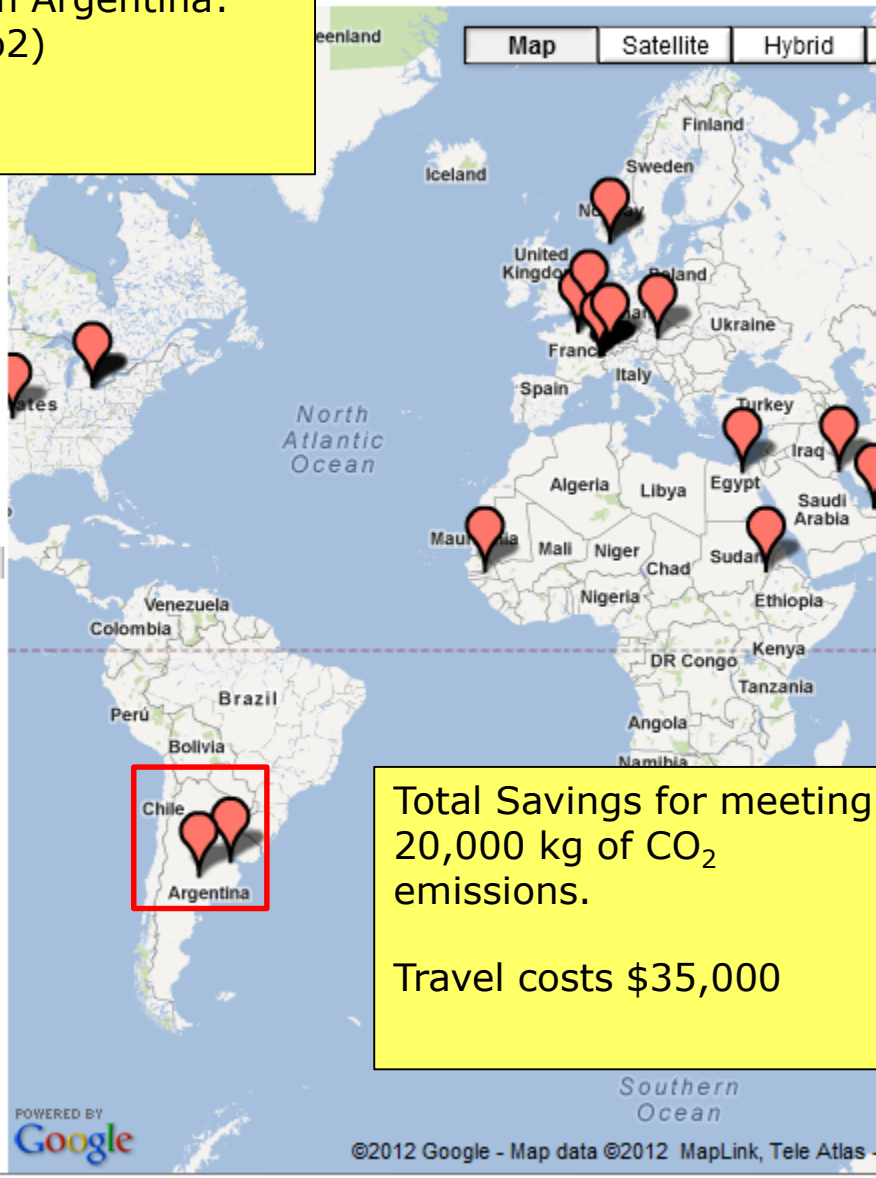
Meeting Users

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

User Name	Distance Sav ▲	Carbon Savings (Kg Co2)	Cost Savin	Postal Code
Dante Moreno, (	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 Magp	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	
Seyyed Arash V	8002.02	1200.30	1760.44	

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





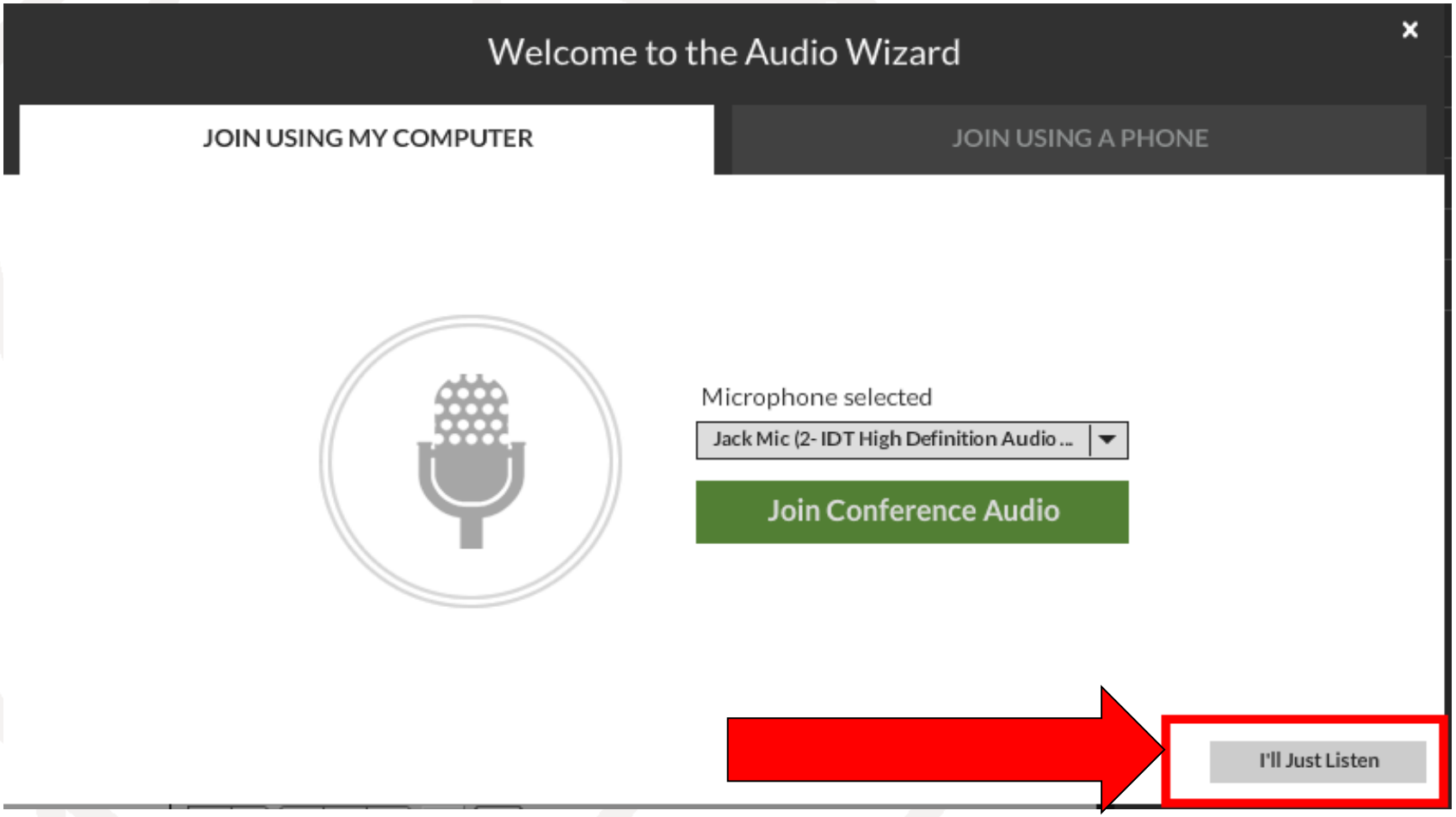
Total Savings for meeting 20,000 kg of CO_2 emissions.

Travel costs $35,000

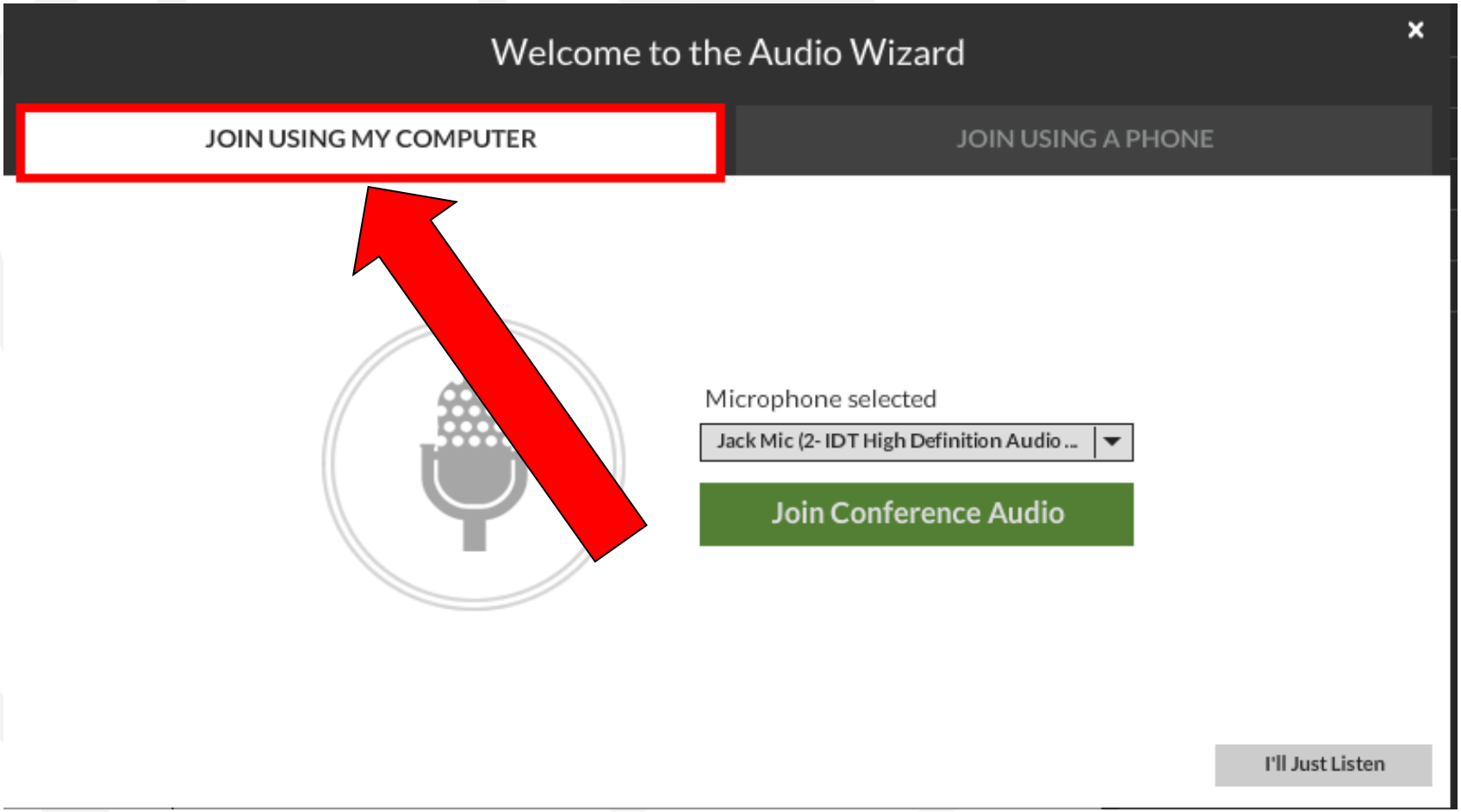
How do I make an intervention?

- 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"

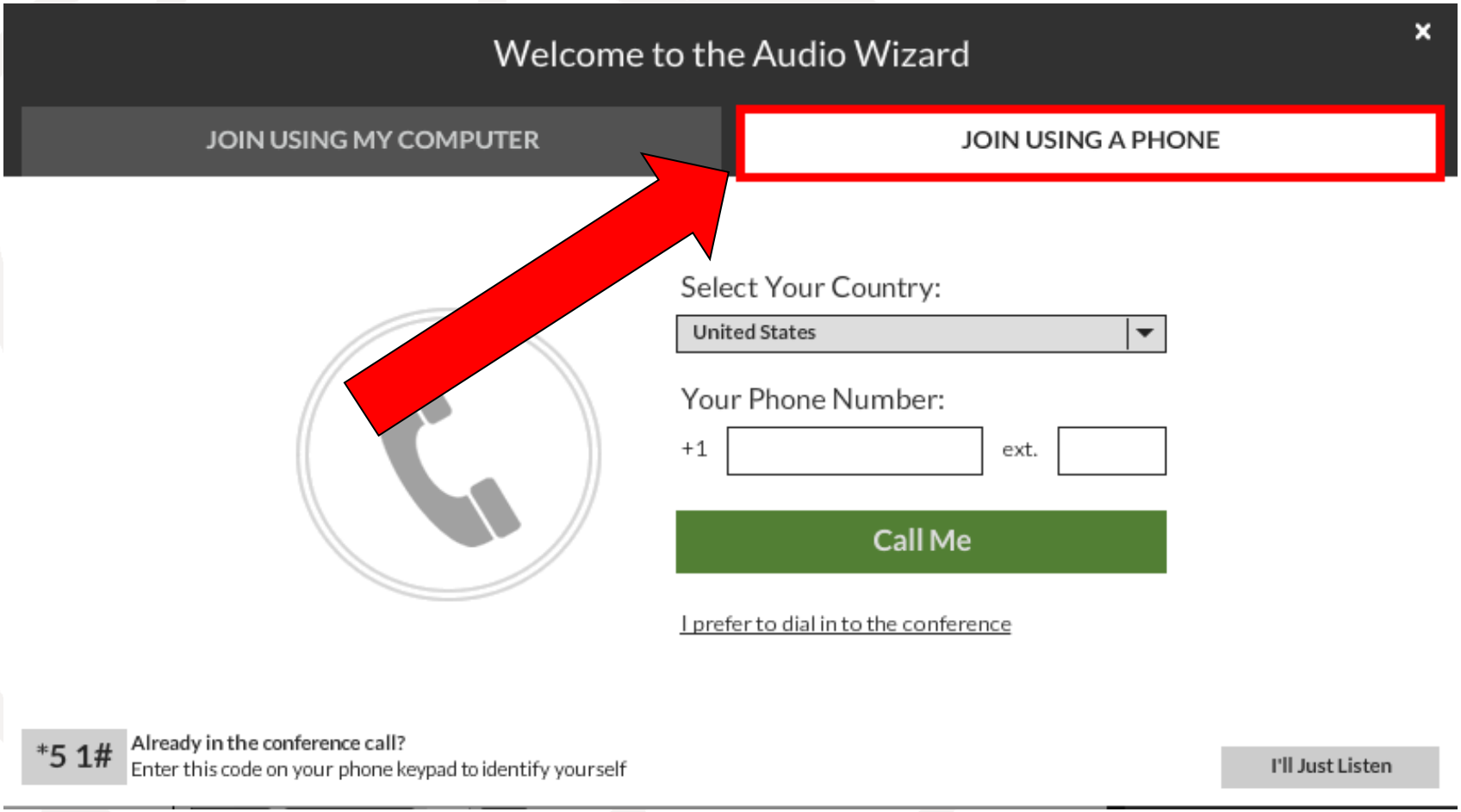
Options to join teleconference?
Just listening



Join using a computer



Join Using a Phone



How do I request the floor?

Recording and presentation

Will be published on the main WSIS page

Support, Questions, Complains

Remote.participation@itu.int

Q&A