

REMOTE PARTICIPATION IN TDAG



WAYS TO PARTICIPATE REMOTELY

WEBCAST OR ADOBE MEETING CONNECT ROOM?

If you will not be physically present at the TDAG meeting, there are two ways to follow remotely, either via the ITU Webcast or by entering the Adobe Connect TSAG Meeting Room. The relative advantages of each of these methods are outlined below.

Technology provided	Features	Constraints
ITU Webcast Service	<ul style="list-style-type: none">▶ All links will be available from TDAG Webcast page http://www.itu.int/ITU-D/tdag/webcasts.html▶ Allows you to see a video feed of the conference and listen to any of the interpreted audio feeds.▶ Audio / video streamed over the Internet.▶ Works in low bandwidth.	<ul style="list-style-type: none">▶ Does not show meeting documents or presentations▶ Passive. No interventions possible.▶ Requires RealPlayer client.
Adobe Connect Meeting Room	<ul style="list-style-type: none">▶ Meeting Room available at http://itu.adobeconnect.com/TDAG/▶ Provides video feed of conference room▶ All documents and presentations are visible▶ You can use chat to communicate with other participants and meeting host▶ Allows you to raise your hand and make an oral intervention. Your intervention will be interpreted and heard by all participants.	<ul style="list-style-type: none">▶ English is the only audio channel that is streamed over the Internet.▶ To listen to other channels, you need to join the audio-conference via a landline telephone.

ITU WEBCAST

Audio and video in six working languages will be available from the [TDAG Webcast page](http://www.itu.int/ITU-D/tdag/webcasts.html) <http://www.itu.int/ITU-D/tdag/webcasts.html>.

You need to install the Real player client. This is available from <http://www.real.com/realplayer/download> <http://www.real.com/realplayer/download>

LOGGING INTO THE ADOBE CONNECT MEETING ROOM

- 1) Open your browser and enter the name of the meeting room:
<http://itu.adobeconnect.com/TDAG/>
- 2) When prompted, please logon with your username and password.



TDAG

Guests are not admitted into this meeting

Enter with your login and password

Login

Password

[Forgot your password?](#)

- 3) You will see a video of the meeting room. You will also be able to see presentations and documents for the current session.
- 4) Use the chat pod in the bottom right corner of the meeting room if you wish to exchange messages with the moderator

Note: Please login to the meeting room at least 15 minutes before the session is due to start. This will ensure that we can start the meeting on time.

WHAT AN ADOBE CONNECT MEETING ROOM LOOKS LIKE

An Adobe Connect meeting room is composed of a number of layouts. Each layout has one or more "Pods". The pods in the graphic below are described in the following table.

Pod	What it does
Video Pod	Used to display any video used in the web meeting. If additional participants display video, this will share the same video pod
Attendee Pod	Displays names of all participants logged into the meeting room. Participants are grouped according to their respective roles: Hosts, Presenters and Participants.
Share Pod	Used to share meeting documents. Can contain documents uploaded to the Connect server and can also be used for screen sharing
Chat Pod	Used to exchange chat messages. Messages can be sent to everyone, or privately to individuals.

The screenshot shows a web meeting interface with several components labeled as pods:

- Video Pod:** A callout pointing to the main video feed showing Ms. Susan Teltscher speaking.
- Attendee Pod:** A callout pointing to the 'Attendees (7)' list on the right side of the screen.
- Chat Pod:** A callout pointing to the chat area at the bottom right, which contains messages from participants like Gitanjali Sah and Regina Valiullina.
- Share Pod:** A callout pointing to a presentation slide titled 'Gap between ICT policy making and ICT data availability in LDCs'.
- Note Pod:** A callout pointing to the 'Information' section at the bottom center, which displays details about the current speaker and session.

The presentation slide (Share Pod) contains the following data:

Category	ICT Strategy	ICT Policy	ICT Data
ICT Strategy	~75%	~25%	0%
ICT Policy	~50%	~50%	0%
ICT Data	~10%	~10%	~80%

The chat area (Chat Pod) contains the following messages:

- Gitanjali Sah (ITU): Ms. Susan Teltscher, Head, Market Information and Statistics, ITU is Speaking
- Regina Valiullina (ITU): the latest version of this core list of indicators was published just last year are in 2010
- Gitanjali Sah (ITU): Welcome Blancsa and daoud
- Gitanjali Sah (ITU): ITU wtrd 2010 report: 10 targets and 50 indicators to assess the global information Society

LISTENING TO ENGLISH AUDIO

Once you have logged into the TDAG Connect meeting room, you can listen to the English audio through your computer speakers without joining the audio-conference.

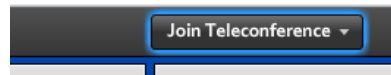
JOINING THE AUDIO-CONFERENCE

You only need to join the audio-conference, using your telephone, under the following circumstances:

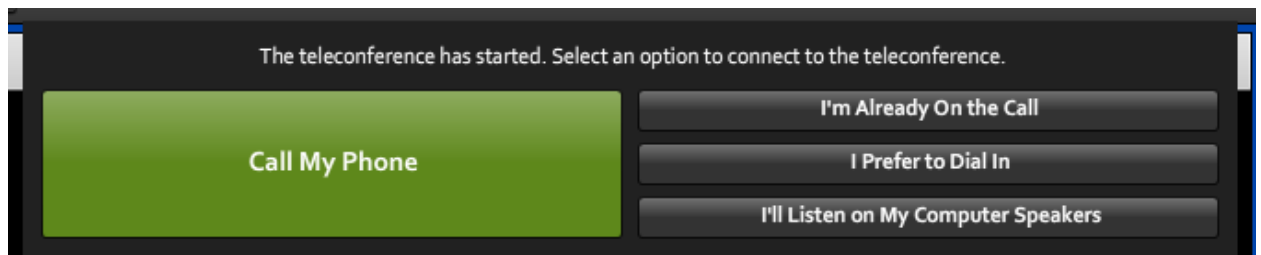
- ▶ You wish to listen to the French, Spanish, Russian, Chinese or Arabic interpretation.
- ▶ You wish to make an oral contribution.

▶ **To join the audio-conference**

1) Click on Join Teleconference drop down box



2) When prompted, Select **Call My Phone**



3) Select your country from the list and enter your **land line** phone number (without the code), then **Call Me**:

A screenshot of a dark grey form with a 'Back' button at the top left. Below it is the text 'Select your country:' followed by a dropdown menu showing 'Switzerland'. Underneath is the text 'Enter your phone number (without country code):' followed by a text input field containing '22730xxxx' and a green 'Call Me' button. At the bottom, there is a note: '(enter 'p' for pause and 'x' for extension)'. The form has a thin blue border on the right side.

4) When your phone rings answer and press 1 on the telephone keypad to accept the call. By default you will be muted until you request the floor by clicking on the raise hand button



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.

- 5) When you make your intervention, please start by stating your name and the entity you are representing.
- 6) Please click on the **Lower Hand** button when you finish your intervention.

By default you will be muted and placed on the floor channel. You will hear a message telling you that you are "Listening without interpretation". The floor channel lets you hear whoever is speaking, in their own language.

CHOOSING A LANGUAGE

Once you have joined the audio-conference you can choose a language.

► *To select an audio channel*

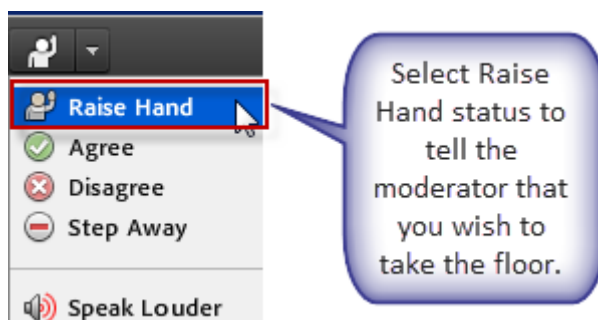
Select the language from the rPhone window.



You can also change the language from your telephone handset.

TO CHOOSE THIS CHANNEL	PRESS THESE KEYS ON YOUR HANDSET
Floor	*40
English	*41
French	*42
Spanish	*43
Russian	*44
Arabic	*45
Chinese	*46

REQUESTING THE FLOOR



- 1) Once you have joined the audio-conference, select the raise hand icon at the top of the web meeting room. This will tell the moderator that you wish to make an intervention.
 - 2) When you have been recognized by the Chair, you will hear a short audio message (on your phone) stating that you are being moved to the floor channel. You can now speak. When making an intervention, please remember that your remarks are being interpreted into six languages and keep the following points in mind:
 - ▶ speak from a quiet office without background noise;
 - ▶ use a landline and not a mobile, phone;
 - ▶ speak slowly and clearly so the interpreters can follow you;
 - ▶ speak into your handset and not into a speaker phone;
 - ▶ make sure your computer speakers are muted, or turned down;
 - ▶ start by stating your name and the country or organization that you are representing. For example, "This is John Smith from Oftel UK, speaking to you from London";
 - ▶ end your remarks with the phrase "This concludes my intervention";
 - ▶ lower your hand.
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