

PARTICIPATION GUIDELINES for ITU-D Rapporteur group meetings

- Please check that your microphone and camera are muted once the meeting starts.
- If you would like to intervene, please raise your hand with the “raise hand” button located at the bottom of the participants window. To access the participants window, click the “Participants” button in the bottom bar of the Zoom interface.
- The Chairman (or IT Moderator) of the session will address you by name once you are invited to take the floor (make sure you go to the interpretation channel of the language you are speaking). You will be able to unmute yourselves to speak. After your intervention, kindly make sure your microphone is muted again for better quality of connection.

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- You may use the chat for any questions or comments. Moderators will be monitoring, and any comment may be read out, if needed.
- Interpretation in 2 ITU languages (English/French) and human-captioning services are provided. You can enable interpretation through the “Interpretation” button in the bottom bar of the Zoom interface and selecting your preferred language. As for captioning, you can click the “Closed Caption” button and select “Show Subtitle”.
- We kindly invite you to use the latest version of Zoom (version 5.2.1 or above) to ensure that interpretation works properly, and quality of connection. The latest link to download is also given in the chat.

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- Please finally note that the meeting will be recorded for report-writing purposes.
- The technical support remains available in the chat for any questions or comments.
- In order to run the first fully virtual ITU-D SG meetings smoothly, rapporteurs, contributors, and participants are advised to read and note Guidelines in ADM 31, 32 and 33 respectively, provided at the beginning of the agenda and in the chat for more information about these guidelines, interpretation and captioning.
 - Guidelines for rapporteurs: [SG1RGQ/ ADM/31](#)
 - Guidelines for contributors: [SG1RGQ/ADM/32](#)
 - Guidelines for participants: [SG1RGQ/ADM/33](#)

(For interpretation) PARTICIPATION GUIDELINES ITU-D Rapporteur group meetings

When making an intervention, please remember that your remarks are being interpreted into [two languages (English/French)].

It is also important to keep the following points in mind:

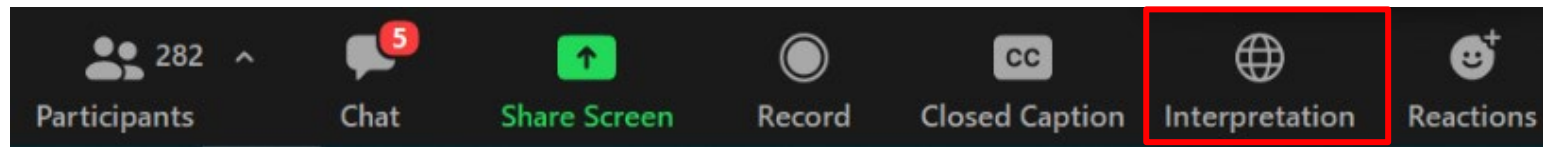
- Audio quality deemed satisfactory by a delegate may be insufficient for interpretation purposes.
- For interpreters, the audio quality has to be near-perfect.
- Audio quality may deteriorate without prior notice, eventually hindering an interpreter's ability to provide a smooth rendering.
- In extreme cases, despite their training and experience, our interpreters may have to refrain from interpreting altogether.
- A delegate may on occasion be asked to repeat a statement and may have his statement paraphrased by an official in the room.)

How to enable interpretation and captioning with Zoom

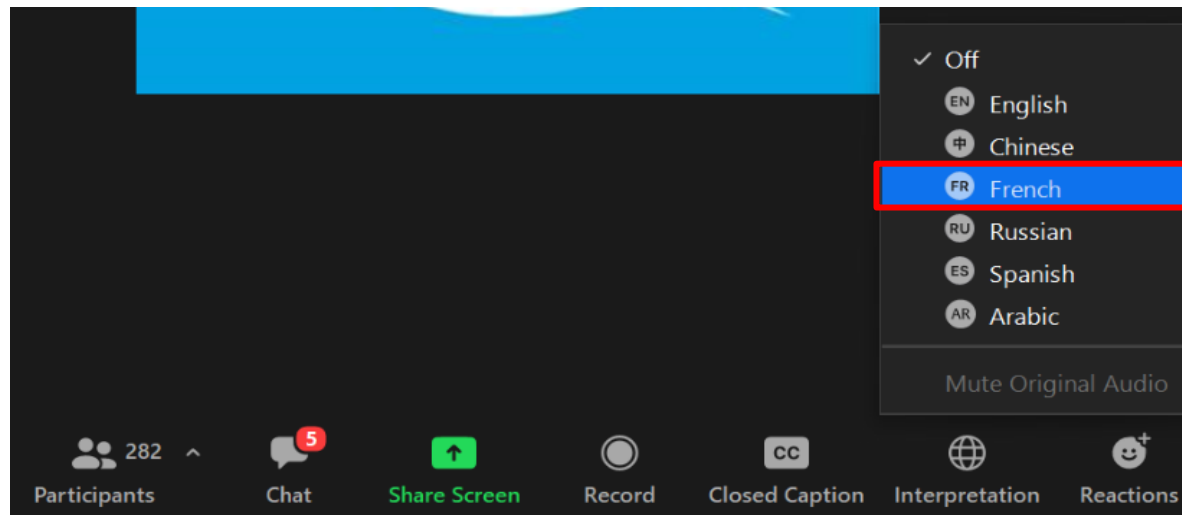
To enable interpretation:

Important: To enable interpretation, you must **download and install the latest version of Zoom**. The latest version is available here: <https://itu.zoom.us/download>

1. Click on the “Interpretation” button

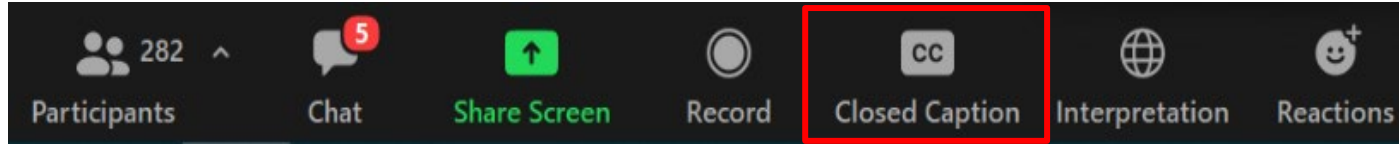


2. In the menu that appears, select the preferred language (e.g. French in this example)

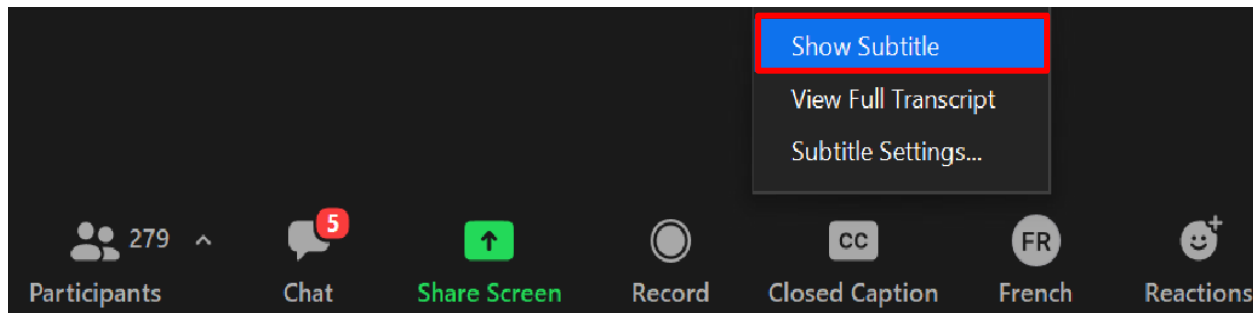


How to enable captioning

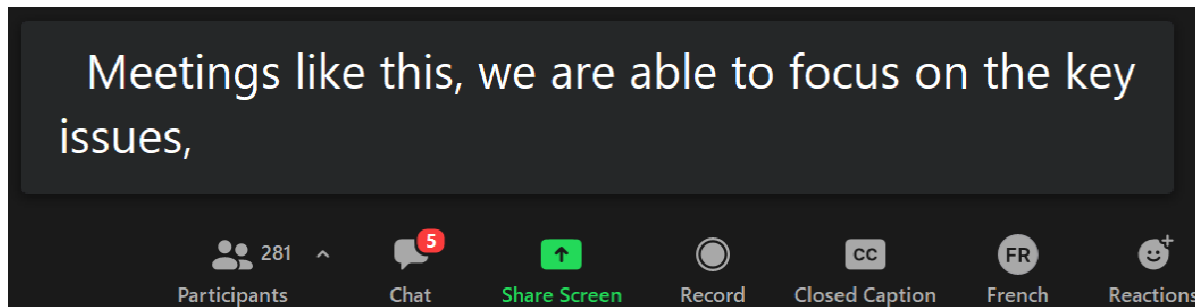
1. Click on the “Closed Caption” button



2. In the menu that appears, click on “Show Subtitle”

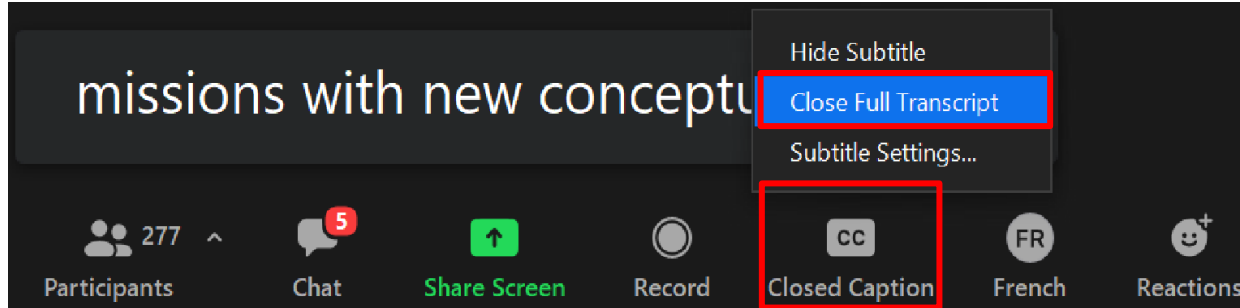


3. You will see captioning on the screen

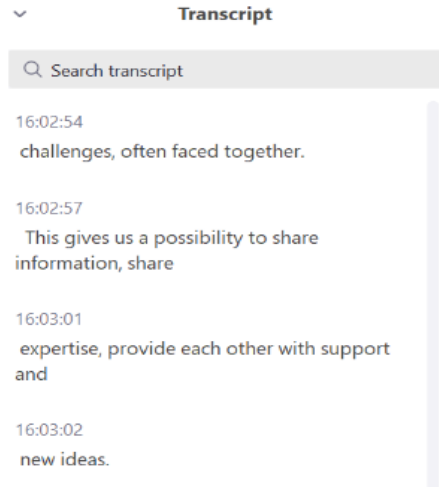


To see the full transcript in Zoom

- Push the “Closed Caption” button and select “View Full Transcript” item



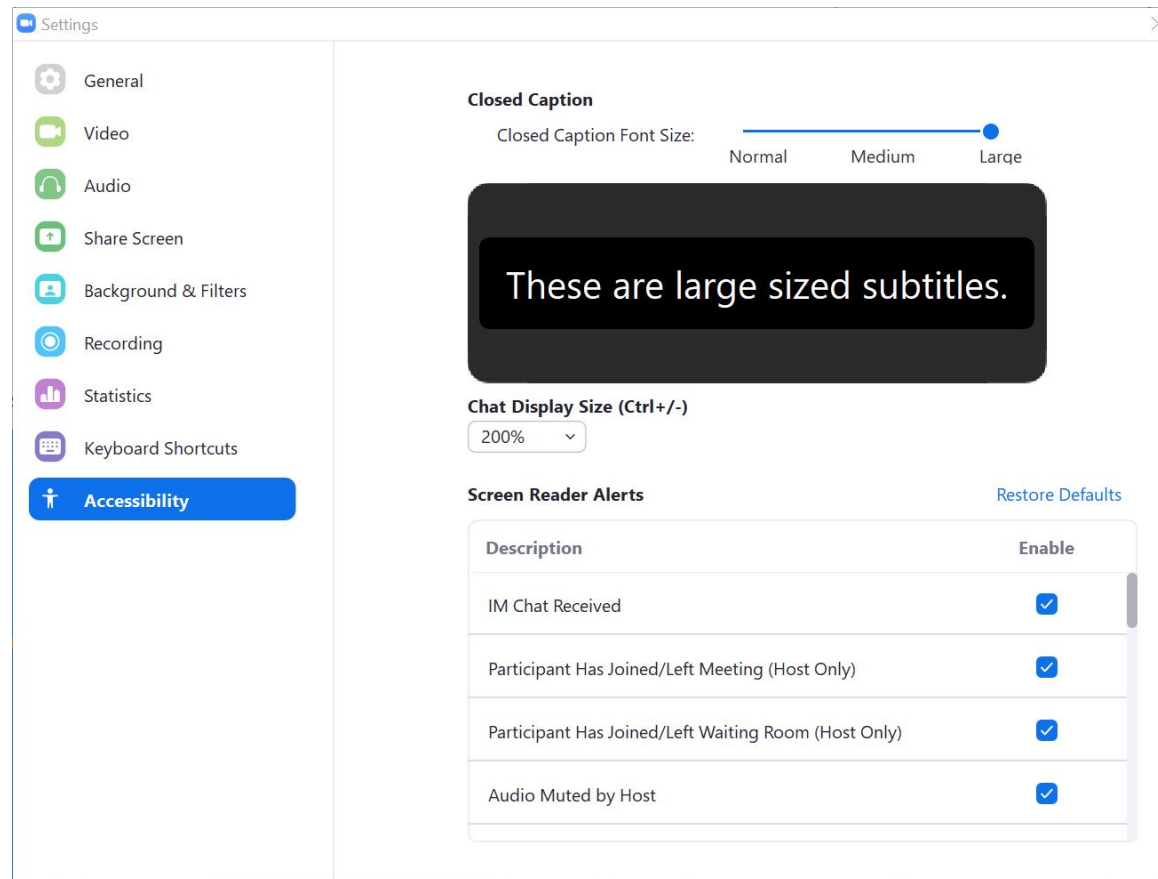
- A full captioning transcript window will appear on the right



How to see the full transcript and adjust text size

To change options (e.g. font size) for captioning:

Push the “Closed Caption” button and select “Subtitle Settings” from the menu that appears. The following window will then appear to change settings to match your preferences:



Downloading latest version of Zoom

We kindly invite you to ensure that you are using the latest version of Zoom release which can be downloaded from Zoom download centre <https://itu.zoom.us/download> . The link to download is given in the chat.

ITU-D Study Group 1 Plenary and Rapporteur Group e-meetings ((21 September - 2 October 2020)

ITU-D Study Group 2 Plenary and Rapporteur Group e-meetings ((5 - 16 October 2020)

Downloading latest version of Zoom

For those of you who may be having issues with the background sound that you are not able to unmute when using interpretation, **we kindly invite you to ensure that you are using the latest version of Zoom** (September 8, 2020 version 5.2.3 (45120.0906)) which can be downloaded from Zoom download centre here <https://itu.zoom.us/download>.

Please note that in order to install this version, you have to leave the meeting, install this version and then join again the meeting. This will solve the technical issues.