Interprefy - Multilingual Interactive Remote Participation guidelines

Technical requirements & Recommendations
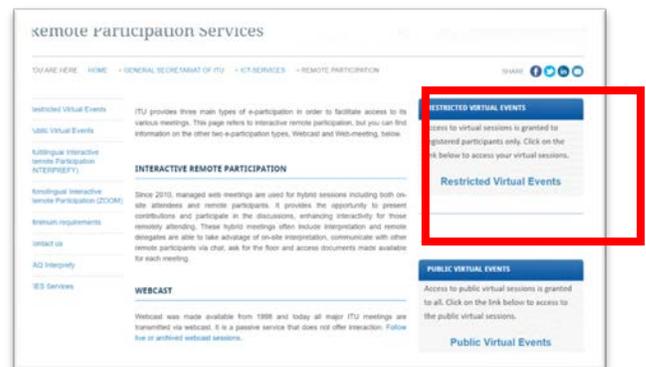
- **Supported browsers:** Chrome , Firefox or Microsoft Edge (79+) , not Internet Explorer .

  You may need to disconnect from any VPN, firewall or proxy.

- **Internet connection:** minimum bandwith of 4mbps up/down.

- **Optimal participation conditions:** be in a quiet environment without background noises, with good lighting.

  Keep your microphone muted until it is your turn to speak.

- **Headset and webcam:** to use specifically during interventions.

- **Tablet and mobile devices use**: not recommended.

- **Test your connection here:** https://itu.interpret.world/test.

How to access the virtual meeting sessions

1. **Go to the Remote Participation Services webpage:**
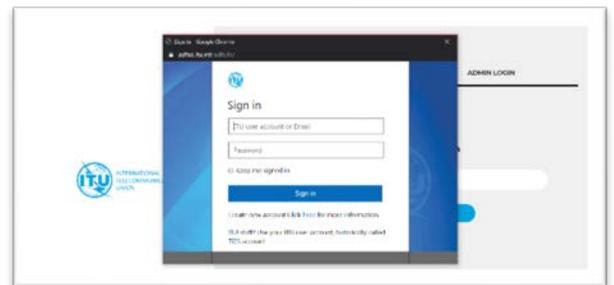
   https://www.itu.int/remoteparticipation.

   ➤ Click on "***Restricted Virtual Events***".

2. Log in with your ITU user (or TIES) account.

➤ Fill-in your ITU user account: email (or username) / password

➤ To reset your ITU user account password or change your personal details, go to www.itu.int/ties

➤ Click on "Sign in".

3. Find the session you would like to join.

➤ Scroll through the list of available sessions for you.
   You may find the connection link under the "Virtual Room" column.

➤ Click on "Open". *Virtual rooms will "Open" about 30 min. prior to the scheduled start of the session.*
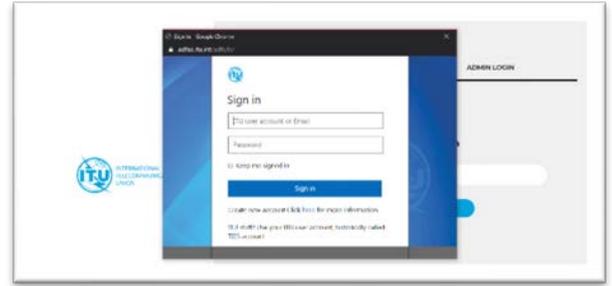

⚠️ *If after log in you don't see under "Sessions available for NAME" the session you are looking for, check that you have registered for the event and obtain approval from your designated focal point. Read more on Registration to ITU-R Events*
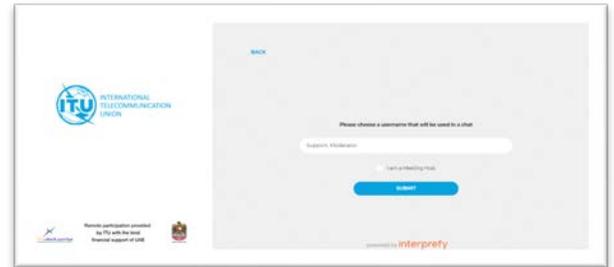
4. Once redirected to the virtual room, log in with your ITU user (or TIES) account.

➢ Fill-in your ITU user account: email (or username) / password
➢ To reset your ITU user account password or change your personal details, go to www.itu.int/ties
➢ Click on "Sign in".

3. Under "Please choose a username that will be used in a chat"

➢ Click on "Submit"
➢ Do not try to change username
➢ Do not tick "I am a Meeting Host", this is only for the Remote Participation Moderator from the ITU Information Service unit.
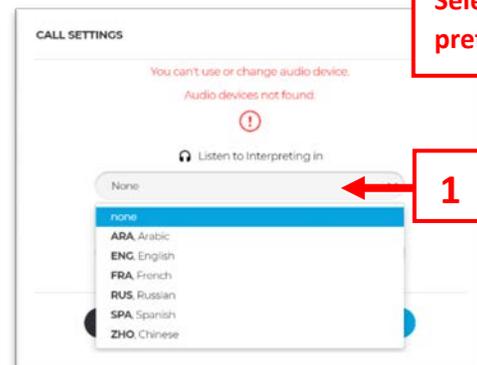
⚠️ If you encounter log-in errors, such as "You are not authorized to join the event, please refresh the page and redo the whole log-in process. This may take several attempts until successful login! If issues persist, please contact remote.participation@itu.int .
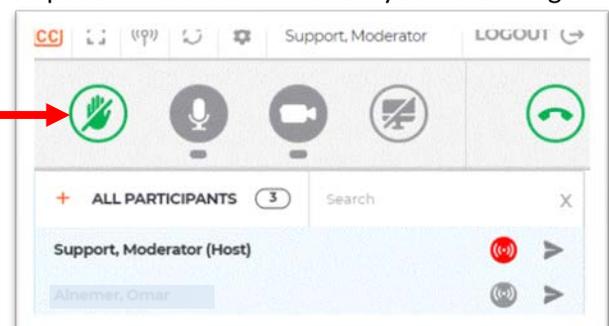
How to set up the meeting room

Using the meeting rooms' features

1. **Select your preferred language.**
   ➢ Select "none" to listen to the floor.
   ➢ Select a language <u>only</u> if interpretation is enabled.
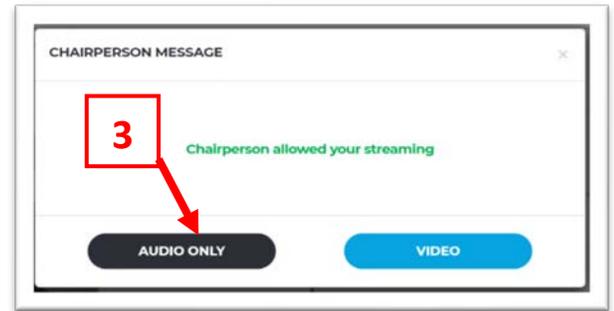   ➢ Click "SAVE".

Select your preferred language

1

2. **If you would like to intervene, raise your hand to request the floor and enable your audio/video streaming**. Once you are given the floor, the Remote Participation moderator will allow your streaming.

Raise your hand

2

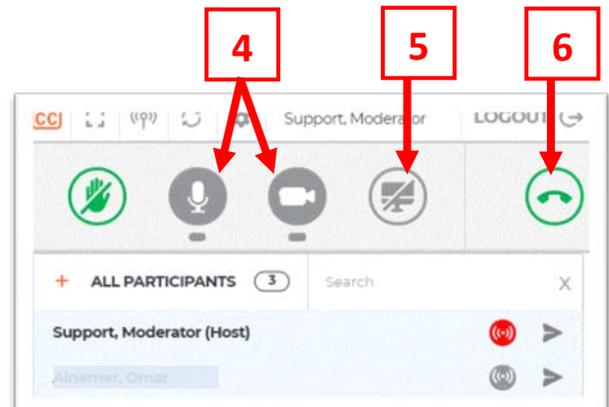**3.** **Wait for the Host's approval** to enable your streaming.

- ➢ Choose "AUDIO ONLY" to enable your microphone.

- ➢ The use of webcam is NOT recommended.

Choose AUDIO ONLY.

4. **When you are allowed to intervene, you have the possibility to**:

- ➢ Mute/unmute your mic.
- ➢ Start/stop sharing your webcam (NOT recommended).

You can raise your hand to request the floor, enable/disable your microphone or webcam, share your screen or disconnect your streaming.

5. **Remote presenters will be able to share their screen and stop sharing** once the presentation is over.

6. At the end of your intervention, click on the "Disconnect" button to **stop streaming**.

- ➢ You will still be able to follow the session.
- ➢ Raise your hand to request the floor again.

7. You can use the "EVENT CHAT" to communicate with the Remote Participation Moderator in case of questions, comments and/or technical issues.

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

You may find further information on the Interprefy platform through the FAQ page.