Dear Remote Participant:

You can listen to the audio conference in **English** using your computer speakers. But if you want to listen to other provided language or you want to take the floor and intervene please join the **Teleconference,** you can do so by selecting one of the two possible options:

Option one: using your landline phone

How to join an audio conference:

1- Click on Join Teleconference drop down box
2- Select **Call My Phone**
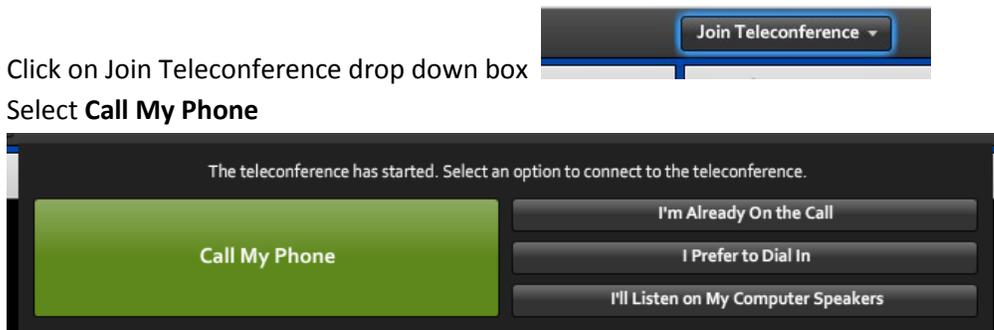
3- Select your country from the list and enter your **land line** phone number (without the code), then **Call Me:**

4- By default you will be on the Floor Channel and 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.

7- If you want to listen to any languages other than English, then please select your preferred one from the list provided on the top of the screen.
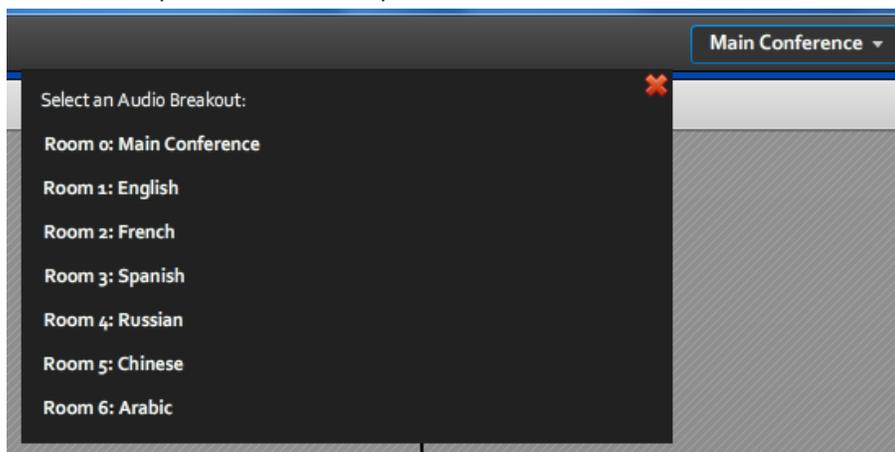
Option two: Using the ITU Soft phone

To ensure optimal sound quality for interpretation, it is highly recommend that you download the ITU software meeting phone and contribute from your computer.

The following list is the equipment you will need:

1.   A Windows 7 or 8 computer with a wired LAN internet connection with no firewall and at least 1Mbit bandwidth.

2.   A good quality headset with microphone.

3.   Download the ITU meeting from the following link:

https://www.dropbox.com/sh/tjmz5pg58k79wrb/1rFM8KYlfk?m

Instructions for use:

1.   Plug in your headset with microphone.

2.   Setup your headset properly by clicking on the start menu, then control panel and then Speech recognition.

3.   Activate Setup microphone option and follow the onscreen instructions.

4.   Mute the Sound from within Adobe connect by clicking on the loudspeaker icon on the top left of the adobe connect screen.

5.   Double click on the ITU Meeting Phone icon.

6.   Enter your name and the conference code that we will provide to you.

7.   You will now be connect the teleconference can listen to the floor channel or any available language channels buy clicking on the language buttons.

Half an hour before you are due to intervene, we will need to perform an audio test to optimize your audio stream for interpretation please be punctual since if no testing is done, you may not be permitted to intervene at all.