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| C:\Users\comas\AppData\Local\Temp\Rar$DRa0.735\jpg\ITU official logo_blue_RGB.jpg**TDAG Working Group on Strategic and Operational Plans****4 October 2021, Virtual** |
|  | **Document TDAG-WG-SOP/DT/6-E** |
|  | **21 September 2021** |
|  | **English only** |
| **Source:** | Director, Telecommunication Development Bureau |
| **Title:** | Guidelines to facilitate participation at TDAG-WG-SOP |

This document has been prepared to facilitate the participation of delegates to the Virtual TDAG Working Group on Strategic and Operational Plans.

* Please **update** your version of Zoom at [this link](https://www.zoom.us/download).
* This meeting is entirely remote. The audience is kindly asked to keep their **camera and microphone switched off**.
* When the floor is open to the audience, please **raise your hand** to request the floor. The raise hand function is located in the bar of commands at the bottom of your screen. In older versions of Zoom, it is underneath the list of participants.
* The chairman will recognize the speakers and will give you the floor when your turn comes.
* You may use the **chat** for any questions or comments. Moderators will be monitoring, and any comment may be read out if time allows.
* You can view and activate the **captioning** by clicking on “Live Transcript” in the bottom bar of the zoom interface.
* **Captioning** may also be followed on a separate browser using [this link](http://streamtext.net/player?event=ITU-D-TDAG-WG-SOP).
* The meeting is being [**webcast** **live**](https://www.itu.int/webcast/live2/d2021tdag). The [**archive**](https://www.itu.int/webcast/archive2/d2021tdag) will be available on the website around 24 hours after the event.
* This meeting will take place in **English only**.

Every effort is being made to facilitate the smooth flow of this meeting.

Thank you for your cooperation.

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