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|  | **Telecommunication Development Advisory Group (TDAG)**  **29th Meeting, Virtual, 8-12 November 2021** | | A close up of a sign  Description automatically generated |
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|  | | **Document TDAG-21/2/DT/2-E** | |
|  | | **1 November 2021** | |
|  | | **English only** | |
| Director, Telecommunication Development Bureau | | | |
| Guidance for a virtual TDAG-21/2 | | | |
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This DT provides guidance for participants on how the virtual meeting of TDAG will function:

1. In order to participate in the meeting, delegates must be [registered participants](https://www.itu.int/online/mm/scripts/s/gensel23?_lang=&_event=C-00010430&_event_type=ZSED) to TDAG-21/2. If not registered yet, delegates may do so [here](https://www.itu.int/net4/ITU-D/CDS/meetings/registration/index.asp). The Designated Focal Point for the corresponding administration/entity must have approved the registration.
2. Consistent with normal practice, the [agenda](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=D18-TDAG29-C-0001) and [time management plan (TMP)](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=D18-TDAG29-211108-TD-0001) have been posted on the web. Revisions to the TMP will be posted as revisions to [TDAG-21/2/DT/1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=D18-TDAG29-211108-TD-0001) as adjustments become necessary.
3. Consistent with normal practice, contributions to TDAG-21/2 are available on the [website](https://www.itu.int/md/D18-TDAG29-211108/sum/) and have been translated into the six official languages if received within the translation deadlines defined by WTDC Resolution 1 (Rev. Buenos Aires, 2017).
4. All TDAG-21/2 sessions will be virtual and interpreted into six languages and will use the Zoom platform.
5. To join any virtual session, participants should click on Remote participation in the menu in the [TDAG-21/2 webpage](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/2021/default_21_2.aspx). They will then need to log in using their ITU user account. The remote participation webpage will show the virtual rooms the participant is allowed to access, based on their registration(s).
6. [Instructions to use Zoom](https://www.itu.int/en/general-secretariat/ICT-Services/remoteparticipation/Pages/onlinemeetingroom.aspx) are also available from the Remote participation page.
7. Within Zoom, participants will be able to choose the language channel for interpretation. Participants can request the floor by using the “raise hand” option (the button is at the bottom of the screen), as long as they have a cabled headset with a microphone. Bluetooth headphones are not suitable for events with interpretation. Participants may also use the chat window to send a message if not able to take the floor (see point 9, below). A representative of the Secretariat will read out the statement.
8. To take the floor in Zoom and allow interpreters to translate their speech, speakers must have selected the interpretation channel that corresponds to the language they are speaking. They may also have selected “none”, which corresponds to the floor.
9. If taking the floor and consistent with normal practice, each participant needs to identify their capacity (what Member they are representing at TDAG-21/2 or their role within TDAG) and indicate when their intervention is concluded.
10. If the audio quality of the participant’s remote connection is not sufficient to allow a remote participant to be clearly understood by the other participants and the interpreters, the chairperson will interrupt the speaker and refrain from giving him/her the floor again until the audio problem is resolved. In that case, the participant is requested to kindly send his/her statement through the chat.
11. Decisions at this virtual TDAG must be unopposed. In case of objection from a delegation, the decision will be postponed to the next TDAG meeting.
12. Should a major technical issue come up that compromises the virtual sessions, participants are kindly invited to check their mailboxes for any communications from the BDT Meetings Registration Team and to check the [TDAG-21/2 website](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/2021/default_21_2.aspx) for any updates.
13. Feedback from participants is welcome so the tools can be improved for subsequent virtual meetings. You may send your feedback to [tdag-secretariat@itu.int](mailto:tdag-secretariat@itu.int).

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