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| **Telecommunication Development Advisory Group (TDAG)**  **31st Meeting, Geneva, Switzerland, 20-23 June 2024** | A close up of a sign  Description automatically generated |
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|  | **Document TDAG-24/DT/2-E** |
|  | **9 April 2023** |
|  | **English only** |
| Director, Telecommunication Development Bureau | |
| Guidance for remote participants to TDAG-24 | |
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This DT provides guidance for remote participants to TDAG-24:

1. In order to remotely participate in the meeting, delegates must be [registered participants](https://www.itu.int/online/mm/scripts/s/gensel23?_lang=&_event=C-00012220&_event_type=ZSED) to TDAG-24. 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/D22-TDAG31-C-0001/en) and time management plan (TMP) will be posted on the web. Revisions to the TMP will be posted as revisions to TDAG-24/DT/1 as adjustments become necessary.
3. Consistent with normal practice, contributions to TDAG-24 are available on the [website](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/2024/default.aspx) and have been translated into the six official languages if received within the translation deadlines defined by WTDC Resolution 1 (Rev. Kigali, 2022).
4. All TDAG-24 sessions will be physical, with remote participation using the [Zoom platform](https://zoom.us/download) and interpreted into the six official ITU languages.
5. To join any session remotely, participants should click on Remote participation in the menu in the [TDAG-24 webpage](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/2024/default.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). In that case, 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 either select the interpretation channel that corresponds to the language they are speaking, or “none” (which corresponds to the floor channel).
9. 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 the remote participant the floor again until the audio problem is resolved. In that case, the participant is requested to kindly send the statement through the chat.
10. **Should a major technical issue come up** that compromises remote participation to the sessions, remote participants are kindly invited to **check their mailboxes** for any communications from the BDT Meetings Registration Team **and** to **check the** [**TDAG-24 website**](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/2024/default.aspx) for any updates.
11. Feedback from participants is welcome so the tools can be improved for subsequent meetings. You may send your feedback to [tdag-secretariat@itu.int](mailto:tdag-secretariat@itu.int).

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