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|  | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | | TSAG-TD491 |
| TSAG |
| Original: English |
| **Question(s):** | | N/A | | | Geneva, 29 July – 2 August 2024 |
| **TD** | | | | | |
| **Source:** | | Meeting Chair | | | |
| **Title:** | | Note to be read at the start of the meeting | | | |
| **Contact:** | | | Dr Bilel Jamoussi  TSB; Secretary TSAG | E-mail: [bilel.jamoussi@itu.int](mailto:bilel.jamoussi@itu.int) | |

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| **Abstract:** | This note will be read-out at the beginning of the meeting. |

**NOTE TO BE READ AT THE START OF THE MEETING**

For this meeting, we are using Zoom as the remote participation platform. We will be using it to provide remote participation throughout the meeting.

TSB prepared [TD492](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0492), which contains a step-by-step description of the Zoom remote participation tool. Please read that user guide in [TD492](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-TSAG-240729-TD-GEN-0492), which explains how to use this tool, and wherein you can find guidance for troubleshooting in case of technical problems.

When making an intervention, please remember that your remarks are captioned and are being interpreted into five languages.

It is also important to keep the following points in mind:

* Audio quality deemed satisfactory by a delegate may be insufficient for interpretation or captioning purposes.
* For interpreters and captioners, the audio quality must be near-perfect. Delegates are reminded to speak clearly, loudly, and slowly; any background noise should be avoided. Participants are asked to mute their microphones until they wish to intervene.
* Audio quality may deteriorate without prior notice, eventually hindering an interpreter’s or captioner’s ability to provide a smooth rendering.
* In extreme cases, despite their training and experience, our interpreters or captioners may have to refrain from interpreting or captioning altogether.
* The chairman or the remote participation moderator is permitted to mute participants with bad connections or whose connections introduce too much noise. Participants may be disconnected if the situation cannot be remedied.
* A delegate wishing to make an intervention, should first request the floor by using the raise hand button. The chairman will grant the floor to the delegate according to the floor requests in the queue.
* Before your audio intervention, make sure to set your audio channel in Zoom to the channel that corresponds to your spoken language or select the “off” channel, which corresponds to the floor channel.
* All participants should introduce themselves by mentioning their name and affiliation.
* A delegate may on occasion be asked to repeat a statement and may have his/her statement paraphrased by an official in the room.
* Participants are encouraged to use a headset (and not the microphone and speaker of their device). Participants should make sure that they are muted when not having the floor.

We can expect some delay in the screen-sharing response time due to:

1. audio delay from the speaker to the TSB assistant sharing the screen (downstream),
2. screen refresh latency on Zoom (upstream).
3. these delays are compounded when “Relay” interpretation is used.

Please recognise these necessary delays if you perceive any slowness in moving documents shared on the screen.

The public chat may be used for comments. Although it is not an official record of the meeting, it has been found by many ITU-T study groups to enhance communication and to efficiently conduct the meeting.

The public chat may **not** be used for requesting the floor. If you desire to request for the floor, please press the **Raise Hand button only**.

As we are very time constrained this week having many documents on the table, we have to be highly efficient in how we conduct our presentations of the document and the discussions. I count on your kind cooperation to be as brief as possible in your presentations or interventions. We want to make use of a timer tool which helps to control the duration of the speeches; we want to limit the duration to two minutes. Should there be too many requests for the floor, I may additionally close the queue; and when we cannot finish the discussion in the given time, I want to continue discussion by branching-off into adhoc sessions or off-line consultations as appropriate.

Thank you very much for your understanding and cooperation. This concludes this announcement.

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