



Remote participation details for ITU Forum on Artificial Intelligence, Internet of Things and Smart Cities 3 December 2018, Wuxi, China

Instructions: Click below on the meeting you would like to join and the system will automatically install and launch the GoToMeeting application. For more information, please click [here](#)

Forum on Artificial Intelligence, IoT and Smart Cities:

<https://global.gotomeeting.com/join/790952685>

Audio options

1. Use your laptop's microphone and speakers (**VoIP**) - a USB headset is highly recommended.
or
2. Call in using your **telephone**. The connection details (phone numbers, access code and audio PIN) will be shown once you connect to GoToMeeting platform and choose "Phone call" under Audio options

For more information on Audio, please click [here](#)

Remote Participation Tips

Remote conferencing is not difficult, but there are some simple things you can do in order to optimize your experience. Here are some suggestions for effective remote meeting participation:

✓ **Use a USB headset:**

To ensure the best audio quality always use a headset (preferably USB)

✓ **Check audio ahead and connect before time:**

Take some time to make sure your microphone is working correctly. Please connect at least five minutes before the start of a meeting to avoid disturbance. This will also allow you to check sound levels and be ready when the meeting starts

✓ **Keep your microphone muted when not speaking:**

Please mute your microphone when it is not your turn to speak. If not, others might hear you cough, swallow, whisper, breathe, or beat your hands on the desktop

✓ **Speak directly into the microphone**

✓ **Watch out for echo:**

If you are joining from a location that is near another meeting participant, you may hear an echo. (For example, if both you and your cube neighbor dial in to the same call). The best way to avoid an echo is to use a headset

✓ **Quiet environment:**

Remote participants should speak from a quiet place without background noise. They should speak slowly and clearly to allow the other participants to compensate for any audio problem. They are encouraged to end their remarks with the phrase "This concludes my intervention" or "Thank you Mr Chairman".

