

8th Green Standards Week – Remote Participation details

Listening Mode Only (no Q&A)

9 April 2018 (morning): [12th ITU Symposium on ICT, Environment and Climate Change](#)

10 April 2018 (morning): [Forum & Training on With ICTs everywhere - How safe is EMF?](#)

11 April 2018 (morning): [Forum on Artificial Intelligence and Internet of Things in the development of Smart Sustainable Cities](#)

12 April 2018: [Training on e-Waste Statistics](#)

Meeting details

Meeting URL: <https://global.gotomeeting.com/join/331229253>

Meeting ID: 331-229-253

Audio options

1. Use your laptop's microphone and speakers (**VoIP**) - a USB headset is highly recommended.
or
2. Call in using your **telephone** (numbers below):
Access code: 331-229-253
Audio PIN: Shown after joining the meeting

Argentina (Toll Free): 0 800 444 3375

Australia (Toll Free): 1 800 193 385

Australia: +61 2 8355 1050

Austria (Toll Free): 0 800 202148

Austria: +43 1 2060 92967

Bahrain (Toll Free): 800 81 111

Belarus (Toll Free): 8 820 0011 0400

Belgium (Toll Free): 0 800 81385

Belgium: +32 27 00 6378

Brazil (Toll Free): 0 800 047 4906

Bulgaria (Toll Free): 00800 120 4417

Canada (Toll Free): 1 888 455 1389

Canada: +1 (647) 497-9391

Chile (Toll Free): 800 395 150

China (Toll Free): 4008 811084

Colombia (Toll Free): 01 800 518 4483

Czech Republic (Toll Free): 800 500448

Denmark (Toll Free): 8025 3126

Denmark: +45 43 31 47 82

Finland (Toll Free): 0 800 917656

Finland: +358 923 17 0568

France (Toll Free): 0 805 541 047

France: +33 157 329 484

Germany (Toll Free): 0 800 184 4222

Germany: +49 692 5736 7317

Greece (Toll Free): 00 800 4414 3838

Hong Kong (Toll Free): 30713169

Hungary (Toll Free): (06) 80 986 255

Iceland (Toll Free): 800 7204

India (Toll Free): 18002669272

Indonesia (Toll Free): 007 803 020 5375

Ireland (Toll Free): 1 800 946 538

Ireland: +353 15 360 728

Israel (Toll Free): 1 809 454 830

Italy (Toll Free): 800 793887

Italy: +39 0 247 92 13 01

Japan (Toll Free): 0 120 663 800

Korea, Republic of (Toll Free): 00798 14 207 4914

Luxembourg (Toll Free): 800 85158

Malaysia (Toll Free): 1 800 81 6854

Mexico (Toll Free): 01 800 522 1133

Netherlands (Toll Free): 0 800 020 0182

Netherlands: +31 707 709 523

New Zealand (Toll Free): 0 800 44 5550

New Zealand: +64 9 280 6302

Norway (Toll Free): 800 69 046

Norway: +47 23 16 23 30

Panama (Toll Free): 00 800 226 7928

Peru (Toll Free): 0 800 77023

Philippines (Toll Free): 1 800 1110 1661

Poland (Toll Free): 00 800 1124759

Portugal (Toll Free): 800 819 575

Romania (Toll Free): 0 800 410 029

Russian Federation (Toll Free): 8 800 100 6203

Saudi Arabia (Toll Free): 800 844 3633

Singapore (Toll Free): 800 101 2995

South Africa (Toll Free): 0 800 555 447

Spain (Toll Free): 800 900 582

Spain: +34 912 71 8491

Sweden (Toll Free): 0 200 330 905

Sweden: +46 853 527 836

Switzerland (Toll Free): 0 800 562 768

Switzerland: +41 445 1124 88

Thailand (Toll Free): 001 800 011 023

Turkey (Toll Free): 00 800 4488 23683

Ukraine (Toll Free): 0 800 50 1733

United Arab Emirates (Toll Free): 800 044 40439

United Kingdom (Toll Free): 0 800 169 0432

United Kingdom: +44 330 221 0088

United States (Toll Free): 1 877 309 2073

United States: +1 (571) 317-3129

Uruguay (Toll Free): 0004 019 1018

Viet Nam (Toll Free): 122 80 481



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".

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 or use the ones provided in this document.