**Managed remote participation**

**Annex for persons with visual impairments**

Contents

[Introduction 1](#_Toc369253652)

[Entering the virtual room 2](#_Toc369253653)

[Finding the meeting you are interested in 2](#_Toc369253654)

[Shortcuts 2](#_Toc369253655)

[Shortcuts from computer/laptop keypad 2](#_Toc369253656)

[Shortcuts from phone keypad 3](#_Toc369253657)

[Annex 4](#_Toc369253658)

[Links to meeting rooms and conference codes 4](#_Toc369253659)

[BDT meetings 4](#_Toc369253660)

[BR meetings 5](#_Toc369253661)

[SPM meetings 6](#_Toc369253662)

[TSB meetings 7](#_Toc369253663)

[Dial-in Numbers 8](#_Toc369253664)

# Introduction

People with visual impairments can listen to the meeting audio joining through a landline and can interact during the meeting using shortcuts. Interaction involves the possibility to ask for the floor and orally intervene during the meeting after being unmuted by the host. Further information on how to intervene during a meeting and on useful shortcuts are provided in section II.

## Entering the virtual room

Two different ways allow to enter the adobe connect room.

1. People can have access to the Adobe Connect room clicking on the link they will receive prior to the meeting.
2. People can join the teleconference through a landline.

Here you will find useful information on how to join the Adobe Connect meeting room via a landline.

1. Dial in your local number through your phone keypad. Dial-in numbers by country are reported in the annex to the document.
2. Once you enter the dial-in number, you will hear a recorded voice saying: “To connect to your meeting, please enter your assigned code”.
3. Enter the conference code you will be provided with followed by hashtag. You will hear a recorded voice saying: “Now joining, you are muted by the host to other participants”. You will now be able to listen to the teleconference.
4. Should you wish to intervene, you are welcome to raise your hand. You simply need to click \*1 on the keypad. Once your hand is raised, you will hear a recorded voice saying: “Your hand is now raised. You are number 1”.
5. Once the Chairman gives you the floor, you will hear: “You’ve been called on by the host, please begin speaking”.
6. Similarly, once you finish your intervention you can lower hand dialing again \*1. Please end you intervention by stating: “This concludes my intervention”.

### Finding the meeting you are interested in

In the annex you will be able to find all the links and conference codes associated to each physical room for each department. Data are reported for BDT, BR, SPM and TSB.

# Shortcuts

## Shortcuts from computer/laptop keypad

Once you enter the Adobe Connect room clicking on the link you will be provided with, you can use your keypad for different functions. The following table allows you to know which shortcut is associated to a specific function.

| **Function** | **Windows** | **Mac OS** | **Description** |
| --- | --- | --- | --- |
| Raise your hand | Ctrl+E | Ctrl+E | Raise your hand if you wish to intervene. The Chairman will give you the floor and the RP Moderator will unmute you. |
| Start/Stop desktop sharing | Ctrl+[ | Command+[ | It allows sharing your desktop if you are going to present. |
| Next page/slide | Up or right arrow | | It allows going to the next page and moving through your presentation. |
| Previous page/slide | Down or left arrow | | It allows going to the previous page moving through your presentation. |
| Place focus on chat pod, activate cursor in new message field | Ctrl+; | Ctrl+; | It allows writing messages on the chat pod. |
| Send message | Enter | Return | It allows sending messages through the chat. |

## Shortcuts from phone keypad

If you enter the meeting room using your local dial-in number and the conference code, you will also be able to use your phone keypad for different functions. The following table provides you with shortcuts associated to different function.

| **Function** | **Dial** | **Description** |
| --- | --- | --- |
| Raise/Lower hand | \*1 | Raise your hand to ask for the floor should you wish to intervene |

## 

## Dial-in Numbers

In **North America**: 1-888-ZipDX-88 (1-888-947-3988)

From outside the US and Canada:

| **Country** | **Dial-in number** |
| --- | --- |
| **Argentina** (Buenos Aires) | +54 11 5984 1136 |
| **Australia** (Sydney) | +61 2 9037 8412 |
| **Austria** (National) | +43 7 2088 1060 |
| **Bahrain** (National) | +973 1619 8692 |
| **Belgium** (Antwerp) | +32 3 808 0177 |
| **Brazil** (Sao Paulo) | +55 11 3957 0448 |
| **Bulgaria** (Sofia) | +359 2 491 6306 |
| **Chile** (Santiago) | +56 22 938 2495 |
| **China** (National\*) | +86 400 716 0165 |
| **Czech Republic** (Prague) | +420 2 2888 0190 |
| **Denmark** (National) | +45 6991 8761 |
| **Estonia** (National) | +372 668 3091 |
| **Finland** (Helsinki) | +358 9 3158 2218 |
| **France** (National) | +33 9 7518 0198 |
| **Germany** (Munich) | +49 89 2109 4210 |
| **Greece** (Athens) | +30 211 198 0250 |
| **Hong Kong** (National) | +852 580 80301 |
| **Hungary** (Budapest) | +36 1 808 8955 |
| **India** (National\*) | +91 000 800 100 8226 |
| **Indonesia** (National\* - use prefix 007) | +62 803 321 8059 |
| **Ireland** (Dublin) | +353 1 485 2902 |
| **Israel** (Tel Aviv) | +972 3 763 0499 |
| **Italy** (Rome) | +39 06 9926 8246 |
| **Japan** (Tokyo) | +81 3 4520 9230 |
| **Luxembourg** (National) | +352 2786 0737 |
| **Malaysia** (National\*) | +60 1800 816 008 |
| **Mexico** (Mexico City) | +52 55 1168 9738 |
| **Mexico** (Monterrey) | +52 81 462 44659 |
| **Netherlands** (National) | +31 85 888 0207 |
| **New Zealand** (Auckland) | +64 9 974 9638 |
| **Norway** (Oslo) | +47 21 611 682 |
| **Panama** (National) | +507 836 5136 |
| **Peru** (Lima) | +51 1 708 7106 |
| **Poland** (Warsaw) | +48 2 2300 9640 |
| **Portugal** (National) | +351 30 880 0586 |
| **Russia** (National\* - prefix 8) | +7 800 100 6938 |
| **Singapore** (National) | +65 3158 1191 |
| **Slovenia** (Ljubljana) | +386 1 888 8322 |
| **Slovakia** (Bratislava) | +42 1 2334 56332 |
| **South Africa** (Johannesburg) | +27 10 500 2318 |
| **South Korea** (National\*) | +82 007 44124 |
| **Spain** (Barcelona) | +34 93 181 6728 |
| **Sweden** (Stockholm) | +46 8 4030 9650 |
| **Switzerland** (Geneva) | +41 22 533 0940 |
| **Ukraine** (National\*) | +380 800 500 793 |
| **United Arab Emirates**  (National\*) | +971 800 03 57 03 330 |
| **United Kingdom** (London) | +44 20 3026 6776 |
| **United Kingdom** (Belfast) | +44 2890 994 272 |
| **United Kingdom** (Glasgow) | +44 141 345 2790 |
| **United Kingdom** (National) | +44 330 1222 132 |
| **United States** (Texas) | +1 214 416 0400 |

Numbers marked with a star (\*) may not be enabled for your conference. If you can’t find your country on the list, please use the United States local number:

+1 214 416 0400.