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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 |  |
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| **Original: English** |
| **Question(s):** |  | Egypt, Cairo, 22 - 23 January 2019 |
| **TD** |
| **Source:** | TSB |
| **Title:** | Remote participation information (Egypt, Cairo, 22 - 23 January 2019) |
| **Purpose:** | Admin |
| **Contact:** | FIGI Symposium Secretariat | E-mail: figi-symposium@itu.int |

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| **Keywords:** | FIGI; remote participation; Break Away Meetings |
| **Abstract:** | This document provides remote participation details for the FIGI Symposium meeting in Cairo. Issues or assistance request should be addressed to tsbemeetings@itu.int. |

**Remote participation in sessions**

Remote participation will use GoToWebinar & GoToMeeting

**Audio options**

* Use your laptop’s microphone and speakers (**VoIP**) – a USB headset is highly recommended.

**Dear Participant,**

**Please note that in order to join the FIGI Symposium on the 22and 23 January 2019, you need to register for the webinar using the following link:**

<https://attendee.gotowebinar.com/register/7946895508188667393>

Jan 22, 2019 08:00 – 18:30 EET
Jan 23, 2019 08:00 – 10:30 EET
Jan 23, 2019 15:30 – 18:00 EET

After registering, you will receive a confirmation email containing information about joining the webinar.

For the Break Away Sessions on 23 January 2019, 10:30 – 15:30, please use the following links.

Programme for the day available [here](https://www.itu.int/en/ITU-T/extcoop/figisymposium/2019/Pages/Programme-2301.aspx)

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| **FIGI Symposium – Break Away Meeting Room 1** |
| **Meeting details****Meeting URL**: <https://global.gotomeeting.com/join/516010901>**Meeting Password:** FIGI**Meeting ID:** 516-010-901**Meeting Time:** 23/01/2019 10:00 – 16:30 (EET) |
| **Audio options**1. Use your laptop’s microphone and speakers (**VoIP**) - a USB headset is highly recommended.
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| **FIGI Symposium – Break Away Meeting Room 2** |
| **Meeting details****Meeting URL**: <https://global.gotomeeting.com/join/168455365>**Meeting Password:** FIGI**Meeting ID:** 168-455-365**Meeting Time:** 23/01/2019 10:00 – 16:30 (EET) |
| **Audio options**1. Use your laptop’s microphone and speakers (**VoIP**) - a USB headset is highly recommended.
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| **FIGI Symposium – Break Away Meeting Room 3** |
| **Meeting details****Meeting URL**: <https://global.gotomeeting.com/join/886401157>**Meeting Password:** FIGI**Meeting ID:** 886-401-157**Meeting Time:** 23/01/2019 10:00 – 16:30 (EET) |
| **Audio options**1. Use your laptop’s microphone and speakers (**VoIP**) - a USB headset is highly recommended.
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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".

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