



INTERNATIONAL TELECOMMUNICATION UNION
**TELECOMMUNICATION
STANDARDIZATION SECTOR**
STUDY PERIOD 2017-2020

**Focus Group on Digital
Currency including Digital Fiat
Currency**
FG DFC

Original: English

Question(s): Geneva, Switzerland, 12 - 14 June 2019

TD

Source: TSB

Title: Remote participation information (Geneva, Switzerland, 12 - 14 June 2019)

Purpose: Admin

Contact: FG DFC Secretariat E-mail: tsbfgdfc@itu.int

Keywords: FG DFC; remote participation

Abstract: This document provides remote participation details for the FG DFC meeting in Geneva. Issues or assistance request should be addressed to tsbemeetings@itu.int.

Remote participation in sessions

Remote participation will use **Zoom**.

Audio options

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

Dear Participant,

You have been invited to the following meeting:

Subject: FG DFC meeting

Time:

June 12, 2019 09:30 – 17:30 CET – FG DFC Opening Plenary + Working Group Meetings

June 13, 2019 09:30 – 18:00 CET- DFC Showcase – Programme [here](#)

June 14, 2019 09:30 – 12:30 CET - FG DFC Meeting Plenary

Join URL: <https://itu.zoom.us/j/123352605>

Meeting ID: 123 352 605

You can use your PC, Mac, Linux, iOS or Android to join this session. A headset is highly recommended.

You can also join the audio by telephone. A list of phone numbers will be available to you after joining the session.

Please join from a quiet environment, and keep your microphone muted until it is your turn to speak.

You can test your setup here: <https://zoom.us/test/>

More information: <https://support.zoom.us/>

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".
