

Title: Remote participation information

Contact: TSB e-Meetings E-mail: tsbemeetings@itu.int

Abstract: This document provides remote participation details for the JCA-IMT2020 meetings in Geneva. Issues or assistance request should be addressed to tsbemeetings@itu.int.

Remote participation in Question sessions

Remote participation will use GoToMeeting. **Participants must be registered to the JCA-IMT2020 meeting** in order to be able to join.

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.

JCA-IMT2020

Meeting details

Meeting URL: <https://global.gotomeeting.com/join/572987525>

Meeting Password: sg13

Meeting ID: 572-987-525

Friday 13 April: 1600-1730

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: 572-987-525
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 1020

Austria (Toll Free): 0 800 202148

Austria: +43 7 2081 5427

Bahrain (Toll Free): 800 81 111

Belarus (Toll Free): 8 820 0011 0214

Belgium (Toll Free): 0 800 81385

Belgium: +32 28 93 7018

Brazil (Toll Free): 0 800 047 4906

Bulgaria (Toll Free): 00800 120 4417

Canada (Toll Free): 1 888 455 1389

Canada: +1 (647) 497-9350

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 2661

Denmark: +45 32 72 03 82

Finland (Toll Free): 0 800 917656

Finland: +358 923 17 0568

France (Toll Free): 0 805 541 047

France: +33 170 950 594

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 9869

India (Toll Free): 000 800 100 7855

Indonesia (Toll Free): 007 803 020 5375

Ireland (Toll Free): 1 800 901 610

Ireland: +353 15 360 728

Israel (Toll Free): 1 809 454 830

Italy (Toll Free): 800 793887

Italy: +39 0 230 57 81 42

Japan (Toll Free): 0066 33 813 279

Korea, Republic of (Toll Free): 0806150880

Luxembourg (Toll Free): 800 24733

Malaysia (Toll Free): 1 800 81 6851

Mexico (Toll Free): 01 800 925 0372

Netherlands (Toll Free): 0 800 020 0182

Netherlands: +31 207 941 377

New Zealand (Toll Free): 0 800 44 5550

New Zealand: +64 9 280 6302

Norway (Toll Free): 800 69 046

Norway: +47 21 93 37 51

Panama (Toll Free): 00 800 226 8832

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 6201

Saudi Arabia (Toll Free): 800 814 2382

Singapore (Toll Free): 18007231323

South Africa (Toll Free): 0 800 980 027

Spain (Toll Free): 800 900 582

Spain: +34 932 75 2004

Sweden (Toll Free): 020 980 772

Sweden: +46 853 527 827

Switzerland (Toll Free): 0 800 562 768

Switzerland: +41 225 4599 78

Thailand (Toll Free): 001 800 658 131

Turkey (Toll Free): 00 800 4488 23683

Ukraine (Toll Free): 0 800 60 9135

United Arab Emirates (Toll Free): 800 044 40439

United Kingdom (Toll Free): 0 800 031 4744

United Kingdom: +44 330 221 0088

United States (Toll Free): 1 877 309 2073

United States: +1 (646) 749-3129

Uruguay (Toll Free): 0004 019 1018

Viet Nam (Toll Free): 122 80 481

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".
