Remote participation guide for Rapporteur Group e-meetings (RGM)

1. Remote participation for RGM is provided via MyWorkSpace (https://remote.itu.int), which SG11 usually utilizes during SG11 statutory meetings.  
   Note: you may easily connect to the Remote Participation tool using one of the below options and log in using your ITU user account.

   **Option 1**
   
   From ITU-T SG11 main webpage (http://itu.int/go/tsg11):

   ![SG11 main webpage](https://example.com/screenshot)

   SG11: Signalling requirements, protocols, test specifications and combating counterfeit products

   **Option 2**
   
   From ITU-T SG11 main webpage (http://itu.int/go/tsg11):

   ![Remote participation option](https://example.com/screenshot)

   **Option 3**
   
   https://remote.itu.int

2. The RGM e-meetings can be attended by members of particular SG who are successfully subscribed to the relevant SG’s mailing lists ONLY.

   Note 1: it means that if you have successfully subscribed to a particular mailing list, this session will be listed among all remote sessions which you are allowed to join. See example on the snapshot below.

   ![Remote participation session](https://example.com/screenshot)

   Note 2: In case you do not see this e-meeting among all events, it means that you are not subscribed to this particular mailing list. Please note that only ITU members with TIES rights (NOT Guest) are allowed to enroll to the Study Groups’ mailing lists.

3. The subscription to the SGs mailing lists is available on the main SG11 webpage or via ITU MyWorkspace (see the snapshots below).
3.1 Via the SG11 webpage:

3.2 Via ITU MyWorkspace

- Type a key phrase, e.g., “SG11” and hit Enter to Search;
- Click the “Subscribe” button:

4. The Remote Participation tool is a web-based application and designed for Firefox and Chrome. Delegates are encouraged to read the user guide and run a test session before the meeting (see the snapshot below).

Note 1: all participants are encouraged to test their connection prior to their particular e-meeting to be sure that everything works for them (the test session is available at anytime).

Note 2: Please contact the TSB E-meetings team (tsbemeetings@itu.int) if you face any issues or would like to arrange a test call.

5. Remote participation is provided on a best-effort basis. The meeting should not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard. If the voice quality of a remote participant is considered insufficient, the Rapporteur/Associate Rapporteur should interrupt the remote participant and refrain from giving the participant the floor until the problem is resolved.