

Guidelines for Remote Participants – Conference Audio Options

Dear Remote Participant,

You can listen to the audio conference in **English** using your computer speakers. However, if you want to listen to other provided languages or take the floor and intervene, please join the **Teleconference**. You can do so by selecting one of the two options below:

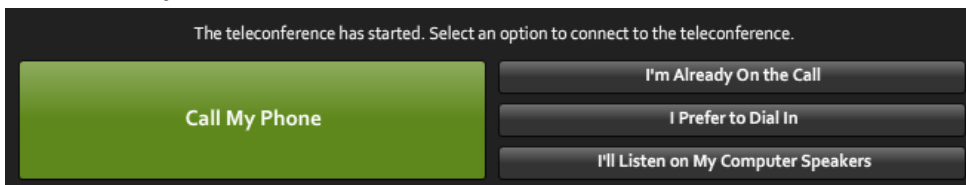
Option one: using your landline phone

How to join an audio conference:

- 1- Click on Join Teleconference (on the top left of the online meeting room)



- 2- Select **Call My Phone**

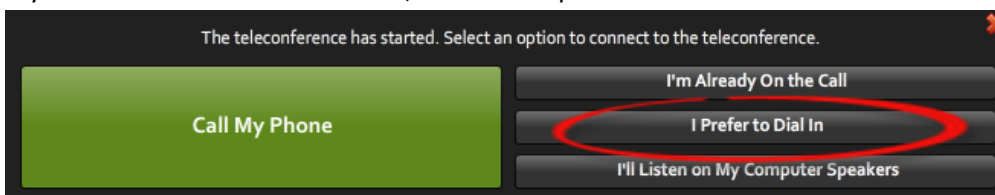


- 3- Select your country from the list and enter your **land line** phone number (without the country code).

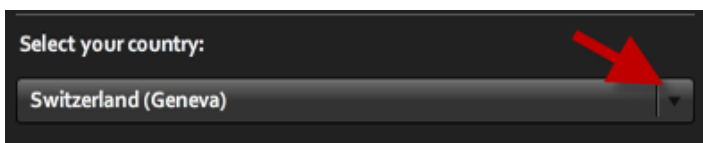
A screenshot of a form with a "Back" button at the top left. Below it is a "Select your country:" label followed by a dropdown menu showing "Switzerland". Below that is an "Enter your phone number (without country code):" label followed by a text input field containing "227300000" and a green "Call Me" button. A red arrow points to the "Call Me" button. Below the input field is the text "(enter 'p' for pause and 'x' for extension)".

Proceed by clicking on **Call Me**.

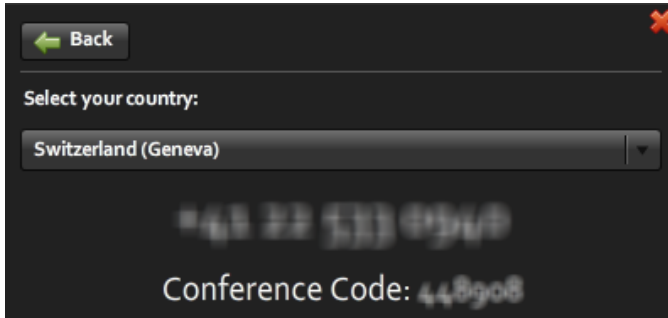
If you would like to dial in instead, select the option to dial in:



Choose the country you are located in from the dropdown menu.

A screenshot of the "Select your country:" dropdown menu. The selected option is "Switzerland (Geneva)". A red arrow points to the dropdown arrow on the right side of the menu.

After choosing the country, a local number will be displayed for you to dial as well as the conference code for the meeting, which will be required once you have placed your call.

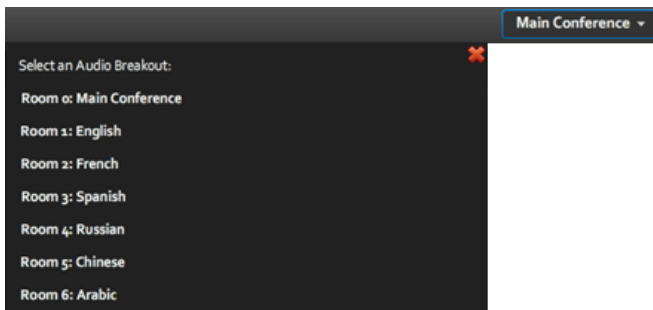


- 4- You will be placed on the Floor Channel by default and you will remain muted until you request the floor. You can do so by clicking on the “Raise Hand” button (located on the top bar in the online meeting room).



The meeting host will then give you the floor and you will hear a short audio message on your phone saying “You can speak now”.

- 5- When you make your intervention, please start by stating your name and the entity you are representing.
- 6- Once you are finished with your intervention, click on the **Lower Hand** option (located on the same dropdown menu as “Raise Hand”).
- 7- If you want to listen to any languages other than English, please select your preferred one from the list provided on the top of the screen.



Option two: Using the ITU Soft phone

To ensure optimal sound quality for interpretation, it is highly recommended that you download the ITU software meeting phone and contribute from your computer. The minimum requirements to use the Soft Phone are listed below:

1. Windows 7 or 8 installed on your computer.
2. Wired LAN internet connection with no firewall and at least 1Mbit bandwidth.
3. Good quality headset with microphone.

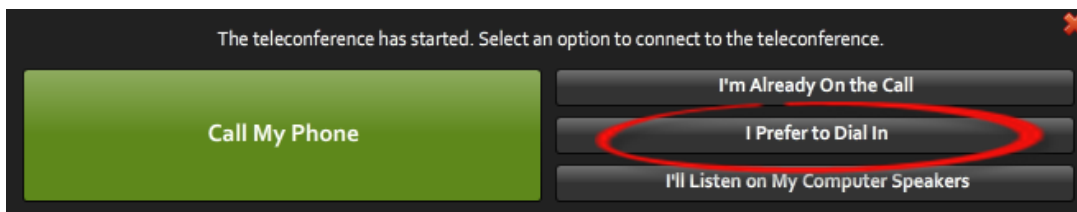
If your set up corresponds to the criteria mentioned above, proceed by downloading the ITU meeting phone from the following link: <https://www.dropbox.com/sh/tjnz5pg58k79wrb/1rFM8KYlfk?m>

Instructions for use of the Soft Phone:

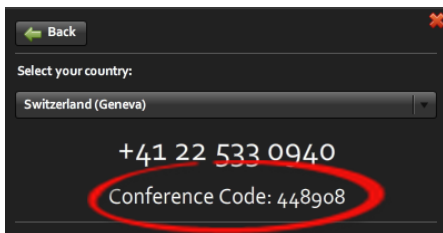
1. Plug in your headset with microphone..
2. Setup your headset properly by clicking on the Start menu → Control Panel → Speech recognition.
3. Activate Setup microphone option and follow the onscreen instructions.
4. Mute the sound from within Adobe connect by clicking on the loudspeaker icon on the top left of the Adobe Connect screen.



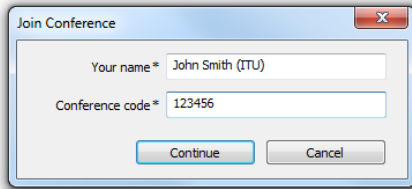
5. Check the conference code associated to the meeting by clicking on “I prefer to dial in”



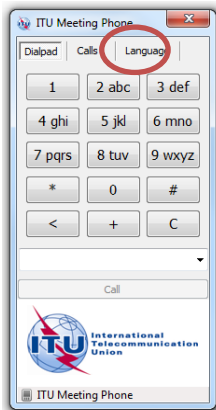
The conference code will be displayed as below:



6. Double click on the ITU Meeting Phone icon.
7. Enter your name and the organization you represent. Proceed by entering the conference code.



8. You will then be able to listen to the Conference's floor channel. You can also choose to listen to in one of the other languages provided for that meeting. To do so, please click on the language button and select your language of preference.



This guideline provides the essential information you might need to successfully listen to the meeting and to be able to intervene should you wish to do so.

Please note that, if you plan on making an intervention, we will need to perform audio tests and optimize your audio stream. This is an essential step to ensure the good flow of the interpretation team. You will need to be available **half an hour** before you intervene so we can do the necessary testing. Please be punctual - if the testing does not take place, you might not be permitted to intervene.