

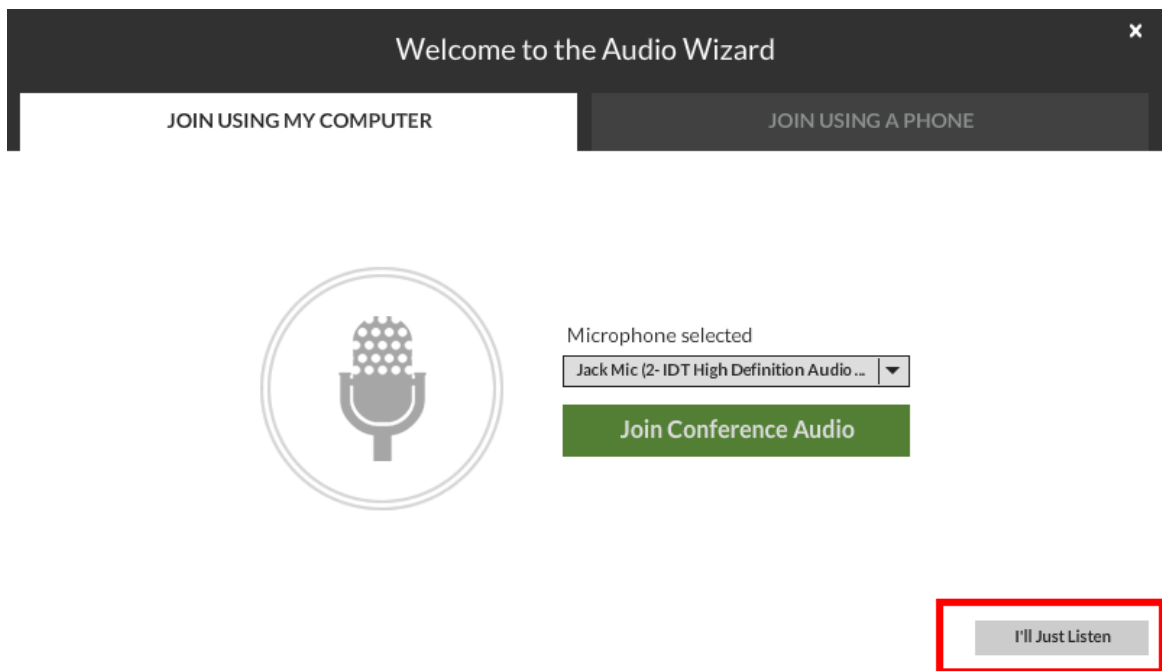
## Guidelines for Remote Participants

For the sessions that require login access, please use your TIES account. These sessions are marked with red asterisk (\*) on the ITU-T [e-Meetings webpage](#).

### Audio connection

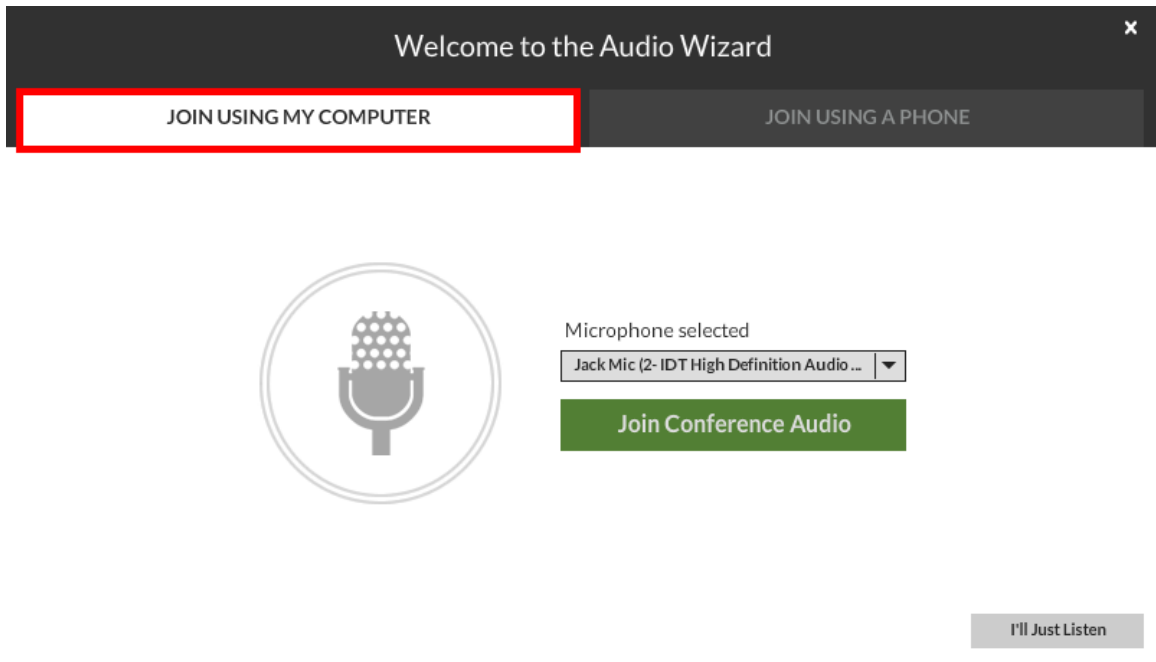
There are three options to join the meeting:

#### [Option 1: Listen through computer speakers](#)



By choosing this option, you can only listen to the conference. You won't be able to speak. A chat box is available if you wish to make some comments.

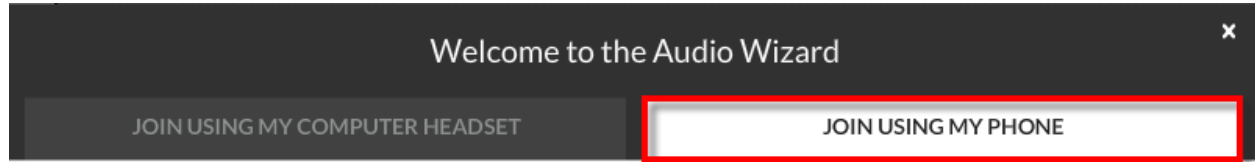
## Option 2: Use VoIP



This option provides you the possibility to use a headset to listen and intervene.

**NOTE:** This option will be disabled for meeting that have captioning and/or interpretations

### Option 3: Dial-In or dial-out to yourself over the phone



Select Your Country:

1

Your Phone Number:

2  ext.

3

[I prefer to dial in to the conference](#)

**\*5 1#** Already in the conference call?  
Enter this code on your phone keypad to identify yourself

I'll Just Listen

- Select the country
- Type in your number
- Click on **"Call Me"**

The system will then call you on the specified number.

## Meeting Participation

By default you will be on the Floor Channel and muted until you request the floor by clicking on the **“raise hand”** button.

The meeting host then will give you the floor and you will hear a short audio message on your phone stating that you can speak now.



When you make your intervention, please start by stating your name and the entity you are representing. Please click on the Lower Hand button when you finish your intervention.

For more information concerning the remote participation, please send an e-mail to [tsbemeetings@itu.int](mailto:tsbemeetings@itu.int)