

## Working Party on Lighting and Light-Signalling (GRE) Virtual meeting participation guidelines (Webex)

### *Prepare and check your equipment **at least 2 days before meeting***

**Device:** Preferred options - **PC:** Window 7, 8, 10, Vista, XP or **MAC:** macOS X with macOS 10.7 or later.

*Other options: Mobile phone, Tablet (iOS, Android).* Plug your device into a power source to avoid interruptions.

**Browsers:** *options: Safari, Firefox, Chrome, Internet Explorer, Microsoft Edge.*

**Internet connection:** Preferred option - Broadband wired. *Other options: wireless (WIFI, 3G or 4G/LTE).*

**Location:** Please stay in a fixed location.

**Headset:** Preferred option: USB plug-in. *Other options: wireless Bluetooth.*

**Webcam:** Preferred option: External USB HD webcam. *Other option: built-in webcam.*

**Configuration:** Use a quality, validated configuration if you have to intervene in an official meeting. Avoid as much as possible using the PC's integrated speakers and microphone.

For more information about requirements and device compatibility, click [here](#).

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## Virtual meeting participation guidelines

### ***Test your connection to Webex at least 2 days before meeting***

- Run a Webex live test by connecting to **<https://www.webex.com/test-meeting.html/>**
- In case of problem, please liaise with your IT support team.
- Use the same IT environment and equipment for testing and connecting to the meeting.
- If you will be contributing content to the webinar, you should coordinate with the event organizers to ensure your content abides by relevant document exchange, content sensitivity or privacy matters.

### ***Join the Webex meeting at least 10-15 minutes before the start of the meeting***

- Select your preferred option to connect by clicking on the appropriate link in the email invitation.
- Click **[here](#)** to find detailed information about how to connect to a Webex session.

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## Virtual meeting participation guidelines

### Best practices

#### Video



- **Only use video when speaking**
- Turn on an overhead/front light and face a window if possible.
- Avoid backlight.
- Frame your image.
- Check the background – simple/neutral is best.

#### Sound



- Choose a **quiet** environment and reduce background noise.
- Adjust the headset (do not put the microphone too close to your mouth).
- Adjust the volume of your headphones.
- Use only one device at a time.
- **Always mute your microphone when you are not speaking.**
- Speak clearly with a normal voice when you take the floor.

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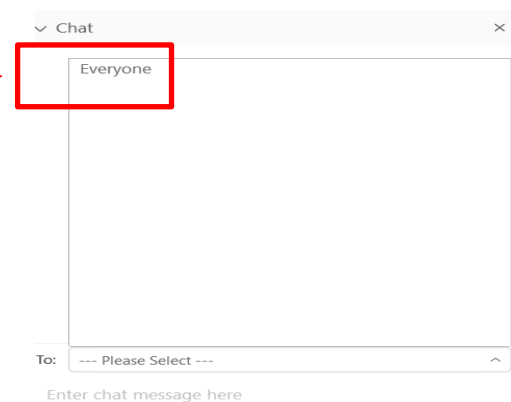
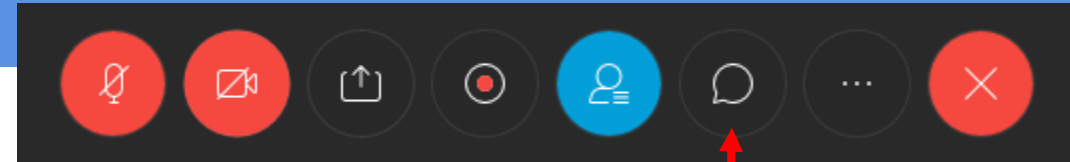
## Virtual meeting participation guidelines

### *Interacting with GRE*

If you want to ask a question or take the floor

- Get into the chat feature (please do not use the raise my hand button, the Chair won't see it)
- Select Everyone
- Request for the floor by typing "Floor"  
Or type your question : eg. "can you please clarify..."

- Wait for the Chair to give you the floor
- Unmute yourself before speaking, and if you want, turn on the video or [share your screen](#) in case of a presentation
- If urgent and you want to react to a specific statement, unmute yourself and ask the chair directly for an intervention.
- Mute yourself after your intervention.



## Working Party on Lighting and light-Signalling (GRE) proceedings for virtual GRE

- GRE session will be recorded
- Endorsement of working / informal documents will take place orally, with the Chair asking for abstention / objection
  - Abstention / objection can be sent via the Chat or by requesting the floor
  - In addition, about 10 seconds of reaction time will be given by the Chair to Contracting Parties before endorsement of the document(s) from the GRE.
- Following the meeting, the list of decisions in the form of an informal document will be circulated to delegations and their permanent missions in Geneva for final confirmation by the established silence procedure, for 10 days

# Working Party on Light and Light-Signalling (GRE)

## Virtual meeting participation guidelines

- There will be a short, 10-min, comfort break during each session
- A survey is expected to be sent to registered users after the meeting to evaluate the virtual GRE experience