

# Remote Participation

Collection of references

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(Contribution to IEEE 802 Future Meetings Ad Hoc)

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# Introduction

- A stream of consciousness related to Remote Participation
  - High Level Thoughts
  - Examples of Guidelines
  - Examples of Equipment
- Goal - Takeaway
  - Identify the scope of the investigation
  - How can I help

# Different Types of Meetings

- In-Person only
  - Still needs venue network, room logistics
- In-Person with remote viewing
- In-Person with remote participation
- In-Person with remote decision making
- Fully virtual (eMeeting)

# High Level Considerations

- Organization bylaws and policies/procedures
  - Is remote participation allowed?
  - Is remote voting allowed?
- Remote platform choice
  - Licenses
  - Cloud-based versus on-prem
- Registration
  - Fee
  - Enforcement
- Venue support
  - Network
  - In room logistics
- Voting Tools
- Translation
- Captioning

# Actors

- Secretariat
- Organization IT
- Venue IT
- Chair
- Secretary
- In-Person Attendee
- Remote Attendee

# United Nations

- This document is intended for internal use within the UN family. It provides guidelines and best practices for organizing a virtual conference, meeting, or event (collectively referred as “Event” hereinafter) and how to support interactive remote participation, based on experience gained since 2010 from various UN organizations. The Event can be statutory in nature where strict accreditation, authentication and access control are required, or open to the general public where no authentication or pre-registration is required.
- Meetings can be fully virtual or hybrid (i.e. with physically onsite participants in a meeting room with remote participants joining interactively via web-conference platforms). Within this document, hybrid meeting means the chairman, secretary, moderator, interpreters and most participants are physically in the physical meet room with some participants joining remotely.
- [Digital & Technology Network - Virtual Events and Remote Participation Guidelines.pdf](#)
- <https://www.ungeneva.org/en/meetings-events/rsi>

# ITU-T TSB Facilities for Electronic Working

- TSB Electronic Working Methods (EWM) Services
- <https://www.itu.int/en/ITU-T/ewm/Pages/default.aspx>
  
- Participation platform: MyWorkspace
- Collaboration platforms: Sharepoint, FTP, others
- Mailing Lists
  
- eMeetings
  - <https://www.itu.int/en/ITU-T/ewm/Pages/e-meetings-new.aspx>

# 3GPP Analysis

- [A Feasibility Study on Virtual Presence in Physical Meetings](#)
  - The present document discusses remote participation to a physical meeting. Possible use cases, requirements and solutions are considered. Recommendations are provided in the conclusion.

# ISO

- Guidelines providing information about what to do before, during, and after the meeting.
- [Guidelines for participants to virtual meetings](#)
- Several pointers to other material
  - [Best practices to contact virtual meetings successfully](#)
  - [ISO Quick Guide to Zoom Meetings](#)
  - [ISO Knowledge Base - Webconferencing Zoom](#)

# IETF

- [Meeting Technology](#)
- Conference Tool
  - Meetecho
  - Webex
- Group Chat
- Calendar/Schedule integration
- Audio Stream
- Video Stream
- Notetaking

# Examples of equipment for a room

- [Owl \(Video Conferencing Solution\)](#)
- [ATEM \(Video Mixer\)](#)
- [Yamaha \(Audio Mixer\)](#)
- Laptop to support Chair/Secretary
- Cameras/Mics etc.