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| **U.S. ITU-R****Study Groups****Preparatory****Meetings** | **USA ITU-R Training Session** **Meeting #1****Thursday, March 25, 2021****2:00-3:00 pm Eastern Daylight Time****Teleconference Meeting Information**Join USA ITU-R Training Session Microsoft Teams Meeting on your **Computer or Mobile App**[**Click here to JOIN Meeting**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NGJiNzk1YzItNGM4ZS00ODY3LWJmZjktMjEyMWRiNDlkZGE3%40thread.v2/0?context=%7b%22Tid%22%3a%22d6cff1bd-67dd-4ce8-945d-d07dc775672f%22%2c%22Oid%22%3a%2296bade34-ad62-4492-9217-703e3bea72b1%22%7d)**Or Call in (audio only)**United States, Washington DC (Toll)**+1 202-886-0111** **Meeting Number: 609617829#****Phone Conference ID: 609 617 829#** |  |

**Agenda**

1. **Welcome and Introductions**
	1. Reminder: Discussion of work inside of any U.S. Study Group or U.S. Working Party is inappropriate during this training session and will be prohibited.
2. **Approval of the agenda**
3. **Meeting participation**
	1. Inform the Session Chair that you participated in the meeting today.
		1. Include your first and last name along with which U.S. Study Group(s) and/or Working Party(ies) you participate in. (This is for session improvement purposes only.)
		2. Send an email to Shelli Rose Haskins at shaskins@ntia.gov the day of the meeting ***OR*** insert your first and last name & entity you represent into the MS Teams chat box (e.g. Shelli Rose Haskins, US SG 1/WP 1A/WP 5C in lieu of sending an email. You do not need to do both.
4. **Quick Review of Microsoft Teams Features**
	1. Chat box meeting participation
	2. Meeting details
	3. Mute/Unmute, \*6 on telephone
	4. Shared screen
	5. Participants list
	6. Please do not use the raised hand feature
		1. Audibly request the floor when you would like to speak, or ask to be put in the queue
		2. Please do not speak over someone who has the floor
		3. Wait your turn to speak (do not speak out of turn)
5. **NTIA website / document download:**
	1. You can access all of the documents in today’s meeting from the NTIA website for US WP 1A and US WP 5C under the appropriate title. Website links:
		1. <https://uspreps.ntia.gov/wp1a>
		2. <https://uspreps.ntia.gov/wp5c>
6. **ITU-R WP meeting registration**
7. ITU TIES account registration



1. Department of State ITU-R Self Registration Process & WRC-23 US HoD Leads information circulated on 1/26/2021:



1. Self-registration two-step process



1. Registration times and preparatory group participation requirements for a U.S. delegation vary. You need to email the Chair of the group you plan to participate in with your intention of participating on the USA delegation ***before*** self-registering for confirmation to proceed with self-registration.
2. ITU-R Event Registration link: <https://www.itu.int/net4/ITU-R/events>
3. Register at the same time for all of the Study Group (SG) block Working Party (WP) meetings that you plan to participate in, and only for the groups you plan to participate in.
	1. (e.g. If you are participating in ITU-R WP 5A, 5B, and 5C meetings, you will need to coordinate with the U.S. Chair of each of those groups accordingly.)
	2. Some chairs accept an email to all the Chairs across the SG WP’s at once. Check to see what is appropriate for the groups you participate in.
4. If you would like to participate on the delegation and have not met the minimum participation requirement, you may participate as an observer on the delegation. You must reach out to the Head of Delegation with notification of your intention to participate as an observer on the delegation before you self-register.
5. **ITU-R Website (www.itu.int)**
	1. How to do Event Registration:

<https://www.itu.int/net4/ITU-R/events>

* 1. How to Access the ITU-R Calendar of Events:

<https://www.itu.int/en/events/Pages/Calendar-Events.aspx?sector=ITU-R>

* 1. How to Access the Daily Schedule:

<https://www.itu.int/en/events/Pages/Geneva-schedule.aspx>

* 1. How to Access the Restricted Virtual Sessions:

https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx

* 1. How to Access an ITU-R WP Meeting Agenda (specific to WP)
	2. How to Access ITU-R WP Contributions to the meeting (specific to WP)
	3. How to Access an ITU-R WP SharePoint Site (specific to WP)
	4. How to Access TEMP Documents (specific to WP)
	5. How to Access an ITU-R WP Chairman’s Report (specific to WP)
	6. How to Access ITU-R Questions (under Publications tab):

<https://www.itu.int/pub/R-QUE>

* 1. How to Access ITU-R Radio Regulations (under Publications tab):

<https://www.itu.int/pub/R-REG-RR-2020>

1. **Commonly Used Terms and Meanings**
	1. Noted
	2. Carried forward
	3. Attached to the Chairman's report
2. **Delegation Communication during ITU-R Meetings**
	1. Whatsapp Test Group, “USA ITU-R Training”
		1. <https://chat.whatsapp.com/EXGSdxVficzLIYvbhMoUCQ>
	2. When you join announce your name and affiliation
3. **ITU-R Webinex Platform**
	1. ITU-R Test Session
	2. ITU Guidance (should be available for download during ITU-R test session)
	3. Download Webex application before meeting
	4. Display Name:
		1. “USA – First Name” “Last Name” for USA delegates

e.g. USA – Shelli Rose Haskins

* + 1. “Company Name – First Name” “Last Name” for sector members

e.g. ABC Corporation – Shelli Rose Haskins

* 1. Join audio by phone
	2. Raised hand feature
	3. Audio test
	4. Introducing yourself audibly to the group
		1. Just say “good day to everyone”
		2. State your name and country only if you have not been introduced by the Chair
		3. Try to be as brief as possible
	5. Virtual meetings are typically hosted from Geneva, adjust your time accordingly

e.g. Washington, D.C. is 6 hours behind Geneva time

* 1. Multiple meeting rooms, check you are in the right room (some room sessions remain active)
	2. Make sure all your devices are fully charged and/or you have easy access to a power source
1. **Future Delegation Training Session Inquiry**
	1. Did you find this helpful?
2. **Any other questions?**