Now is your chance to become part of this unique project!

How to Participate in the Special Edition of ITI General Assembly

Thursday – Tuesday,10 – 15 December 2020 - online

Meeting on ZOOM   Streaming on LIVE

www.iti-congress.org

35th ITI World Congress, Segovia, Spain

Q How to Participate in the ITI General Assembly Special Edition 2020?

A **ITI General Assembly Special Edition 2020 – Day 1 to Day 5.**
Everybody can watch the Speeches and Presentations of these five Days.

- **Day 1** (10 December) consists of the Opening Ceremony & Keynote Speeches

- **Day 2 to Day 5** (11-14 December) consist of Presentations of ITI Centres, ITI Committees, Forums & Networks plus Partner Organizations of ITI

√ **Suppose you just intend to attend one or more days for being informed,** you do not need to register, just follow the link published on this website of the Day or Days you would like to attend. It will give you the possibility to watch.

√ **Suppose you would additionally like to ask questions over the Chat Function of Zoom,** you need to register. But your picture will not appear on the Zoom screen.

√ **Suppose you are one of the three members of an ITI Centre, an ITI Committee or a Partner Organization that is on the list of a Day:** In that case, you can participate in the appropriate presentation and in the Q & A of that Day. But you need to be selected by your Centre, Committee or Partner Organization. Your picture will appear on the Zoom Screen. You may ask questions over the Chat Function of Zoom. You must register.

With this differentiation ITI intends to give voice to those who are actively participating in a Days ever. ITI intends to give someone the possibility of asking questions over the Chat Function of Zoom. If the question is not taken up during the Zoom session, the ITI headquarter will try to answer the questions of the session in due time.

If there are any questions please write to ga-se-2020@iti-worldwide.org

Last day for Registration:
Sunday, 6 December 2020

 Click here to register

35ᵗʰ ITI World Congress, Segovia, Spain

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A

ITI General Assembly Special Edition 2020 Internal Meeting – Day 6
This part is only available for members of ITI Centres and ITI Cooperating Members.

- **Day 6** (15 December) consists of information of on-going work of ITI worldwide, future plans and the next ITI World Congress. It includes a Q & A period at the end.

√ **Suppose you are the head of delegations of your Centre or of your Cooperating Member Organization.** Then you need to register as such. You will have the possibility to participate. Your picture will be on the screen. You may ask question over Chat Function of Zoom.

√ **Suppose you are a member of a Centre or of a Cooperating Member of ITI,** but not the head of delegation. Then you can attend the meeting but cannot participate. You need to register. Your portrait will not be on the screen. You may ask questions over the Chat Function of Zoom.

With this differentiation ITI intends to give voice to the head of delegations. ITI intends to give someone the possibility of asking questions over the Chat Function of Zoom. If the question is not taken up during the Zoom session, the ITI headquarter will try to answer the questions of the session in due time.

All the details of how to register will become apparent when you fill out the **Registration Form** that is available in English and French.

If there are any questions please write to ga-se-2020@iti-worldwide.org

Last day for Registration:
Sunday, 6 December 2020

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Q How to register for the meeting?

How to use ZOOM to join a meeting?

A The Registration Form will be released on **Thursday, 12 November 2020** and announced the ITI website, on the ITI Congress website and in the ITI Newsletter.
From **Thursday, 12 November** until **Sunday, 6 December 2020**, click on the link below and fill in the necessary information and submit.

After having received your Registration Form ITI will send you the meeting ID and link before the meeting.

If you have any questions regarding registration, please write to:
ga-se-2020@iti-worldwide.org

**Meeting Software: ZOOM**
Link to download ZOOM:
https://zoom.us/download

Before joining a ZOOM meeting/webinar on a computer or mobile device, you can download the Zoom app from the Download Center:
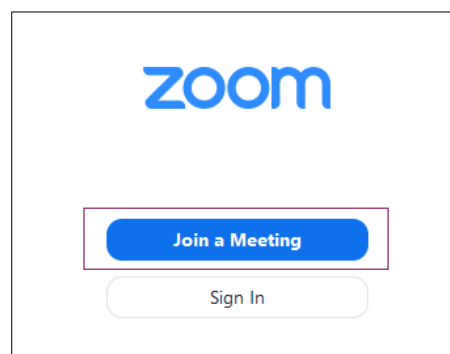https://zoom.us/download

Otherwise, you will be prompted to download and install Zoom when you click a join link (this link will be shared to you by the meeting organizer before the meeting). Usually, join the meeting is just to click the join link shared by the meeting organizer and then following the instruction. Or follow the instruction below:

1. Open the Zoom desktop client
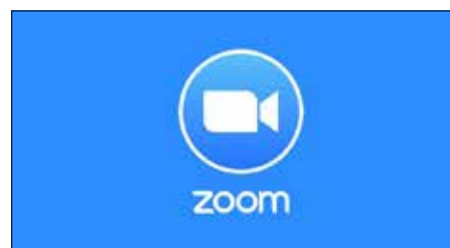
2. Click **Join a Meeting** if you want to join without signing in your own Zoom account

Q How to use ZOOM to join a meeting?

A

3. Enter the meeting ID number (provided by the meeting host) and your display name, and then click **Join**.

Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

☐ Do not connect to audio
○ Turn off my video

If you have problems in connecting to a network for video and audio, you can join a Zoom meeting by dialling numbers using a phone. Below are the steps:

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or view a full list of international dial-in numbers https://zoom.us/zoomconference

2. You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.

3. If the meeting has not already started and join before host is not enabled, you will be prompted to enter the host key to start the meeting, or to press # to wait if you are participant.

4. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.

Q | How to interact with others during the meeting in ZOOM?

A After you join in the meeting, the following will be at the bottom of your ZOOM interface:
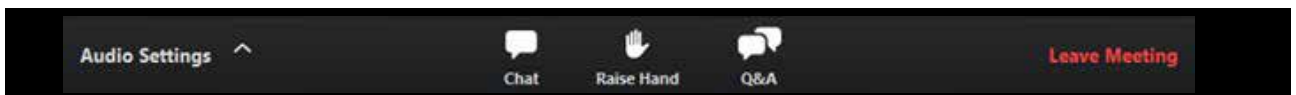
Sending Messages with Chat

Chat is a feature that is controlled by the host. The host can choose to allow participants to chat with everyone, only panellists and hosts, or with no one.

1. Click the **Chat** button to open the chat panel.

2. Type your message in the Text box at the bottom of the panel.

3. Press Enter to send your message.

Raise Your Hand

1. Click the **Raise Hand** button at any time to indicate to the host and panelists that you have a question.

2. To lower your hand, click the Lower Hand button.

Ask Questions with Q&A

Enabled by the host, you can pose questions to the host and panelists using the Q&A feature. The host or panelist can choose to respond to you privately or send your question and the answer to everyone in the webinar.

1. Click the **Q&A button** to open the window.

2. Type your response to the question in the text field.

3. If you want your question to be anonymous, check the Send Anonymously checkbox.

4. Click Send.

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@ Useful links

Special Edition of ITI General Assembly 2020 website: Click here
https://www.iti-congress.org/index.html

Programme of the Special Edition of ITI General Assembly: Click here
http://iti-congress.org/schedule.html

Registration of the Special Edition of ITI General Assembly: Click here
http://iti-congress.org/register.html

ZOOM downloads: Click here
https://zoom.us/download

Facebook LIVE streaming: Click here
https://www.facebook.com/ITIWorldCongress

Should you have any questions, please contact: info@iti-worldwide.org

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