

How can I participate in the WG 4 Teleconference?

Please take note of the following information which is designed to ensure the highest quality experience for all those attending teleconferences. It is also designed to ensure that calls start on time.

DIAL-IN Information

If you are in a country with a toll-free number (see [#Dial In Numbers](#) below), please dial in using the following Teleconference ID.

Teleconference ID English: 1638

DIAL-OUT Information

If you are in a country without a toll-free number (see [#Dial In Numbers](#) below), please use one of the following two options to receive a dial-out to you:

1. Use the form at <http://go.adigo.com/go/outlink.php?sid=7298> to request a dial out. You will then get a dial-out to attend remotely. **IMPORTANT:** please precede your country code with 011 instead of 00. The dialer will only be able to ring you if you use 011. **This facility is for use once a call has started. It will not work to schedule a dial-out in advance.**
2. You may request a dial out by sending an email to the staff@atlarge.icann.org email address. This request must be received at least 36 hours in advance of the call start time or we will be unable to process the request. If you need a last-minute dial-out, please use the URL above to request one once the conference call has started.

The operators will call those who have requested dial-outs starting approximately 10 minutes before the meeting starts. Please make sure you are ready to accept the call. If the operators have to ring you back, this will end up delaying the start time for all participants.

Interpretation on Teleconferences

If you are attending a teleconference with interpretation, be advised that the standard dial-out numbers are for English language participation. If you would like to be on non-English channel, please send an email to staff@atlarge.icann.org **at least 36 hours in advance of the start of the teleconference** and provide us with two alternative phone numbers you can be reached on and the language you wish to participate in as operators must dial out to you. If we do not hear from you we will assume that you are either not joining the call or planning to participate in English.

DO'S and DONT'S

- The audio quality of the teleconference is greatly improved if participants use landlines instead of mobile telephones. Mobile phones are also much more likely to be dropped than landlines. **Please do not participate using mobile phones except in extreme circumstances as using them is likely to degrade the quality of the teleconference for the other participants.**
- VoIP services are disruptive of line quality for everyone, even when you mute yourself. Please do not use such services - request a dial out instead.
- When you are on the call and not speaking, please use *6 to mute yourself. When ready to speak, use *7 to un-mute.
- Please preface your comments during calls with your name, especially on calls with interpretation, so that those listening in other languages know who is speaking.
- Please remember to ask for the floor before speaking, and ensure not to speak over any other person, as this will make it difficult for others to understand you.
- Please remember to speak slowly - especially on calls with interpretation - so that you can be understood by non-native speakers of your language, or so that the interpreter will be able to correctly interpret your comments for others.

If you have a Problem During a Call

- If you have a problem during the call, please use *0 on the telephone keypad to ask an operator to help you. You may also send an IM to the Adigo call operator at AOL/AIM: [adigoop](#) or skype: [adigo01](#).
- If your line is dropped, please **do not send emails to the staff or other participants**. They are unlikely to be watching their inboxes during the call. Please instead either IM the conference operator or contact the staff on Skype, AOL IM, or Windows IM; the contact information for all staff persons is in the signatures of their emails.
- If you wish to report a problem with a dial-in number, or any other issue with the call, please send an email to staff@atlarge.icann.org and/or to support@adigo.com and tell us what the problem is so we can help to fix it.

Dial In Numbers

USA: Toll-Free (North America Only): +1 (800) 550-6865 / USA Toll: +1 (213) 233-3193

Antigua Barbuda	1-800-207-2917	Guatemala	1-800-624-0045	Poland
Argentina	0-800-666-2126	Guyana	1-800-290-1814	Portugal
Australia	1-800-009-820	Hong Kong	800-965184	Russia
Austria	0-800-295-858	Hungary	06-800-18420	Marino
Bahamas	1-800-228-1852	Iceland	800-8616	Singapore
Barbados	1-800-238-1982	India	000-800-100-7002	Slovakia
Belgium	0800-79210	Indonesia	001-80-3011-3876	South Africa
Bermuda	1-800-258-8138	Ireland	1-800-684-009	South Korea
Bolivia	800-10-0435	Israel	1-80-921-4355	Spain
Brazil	0800-891-1597	Italy	800-786-783	St Kitts and Nevis
Cayman Islands	1-800-265-9907	Jamaica	1-800-250-1668	St. Lucia
Chile	123-00-204-374	Japan	005-31-121-467	Sweden
China (North)	10-800-712-1212	Latvia	800-2317	Switzerland
China (South)	10-800-120-1212	Luxembourg	800-2-5407	Taiwan
Colombia	01-800-915-6238	Macau	0800-206	Thailand
Costa Rica	0-800-0-121-513	Malaysia	1-800-81-2609	Trinidad & Tobago
Denmark	8088-7326	Mexico	001-800-349-9456	Turks & Caicos Islands
Dominica	1-800-290-1276	Netherlands	0800-022-9027	United Kingdom
Dominican Republic	1-888-751-2388	Netherlands Antilles	001-800-350-3413	Uruguay
Ecuador	1-800-010-563	New Zealand	0800-448705	
El Salvador	800-6276	Nicaragua	001-800-220-1828	
Finland	0-800-1-16319	Norway	800-10982	
France	0800-90-25-56	Panama	001-800-507-1953	
Germany	0800-1016120	Peru	0-800-52754	
Greece	00-800-127-151	Philippines	1-800-1114-0135	

