

## Information sheet for delegations

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### Organization of the session

**Session dates:** 27 September – 1 October 2021

**Times:** 11:00–13:00 and 15:00–17:00 Vienna time (CEST)

The session will be held with appropriate arrangements to enable both in-person and remote participation. The connection details will be sent to “registered” participants via their registered email.

- Annotated provisional agenda ([A/CN.9/WG.II/WP.218](#))
  - [Letter from the chair of Working Group II to member States of UNCITRAL](#)
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### Agenda for the session

In his letter, the chair suggests that the first two days (Monday and Tuesday) be devoted to the draft explanatory note to the Expedited Arbitration Rules ([A/CN.9/WG.II/WP.219](#)). The UNCITRAL Expedited Arbitration Rules, as adopted by the Commission in July 2021, are available in all UN official languages on the [Working Group II webpage](#).

From Wednesday onwards or as soon as the Working Group finalizes the explanatory note, it is suggested that the Working Group discusses the topic of early dismissal based on the note by the Secretariat ([A/CN.9/WG.II/WP.220](#)) and an informal document providing examples of provisions and guidance on early dismissal and preliminary determination available [here](#).

The chair further suggests that if the Working Group were to be satisfied with the draft summary of the session prepared by the rapporteur and the chair, it will be adopted as its report on Friday, 1 October 2021. The chair also suggests a short discussion on possible future work on Friday either before or after the adoption of the report.

An informal briefing session will be held during the break on Tuesday (28 September, 13:30-14:30), which would allow delegations to hear from institutions their experience in administering procedural tools for early dismissal and preliminary determination. The Swiss Arbitration Association will be presenting its Arbitration Toolbox on Wednesday (29 September, 13:00-14:00).

### In-person participation at the Vienna International Centre

Registered delegates who will participate in-person at the Vienna International Centre (VIC) are requested to proceed to the Pass Office at Gate 1 upon arrival, where a photo will be taken on-site and a conference badge issued. You will be assigned a seat in the meeting room, Board Room D located on the 4th floor of the C Building. You will be required to use only the assigned seat throughout the week and to follow the COVID-19 related requirements issued by the VIC Medical Service.

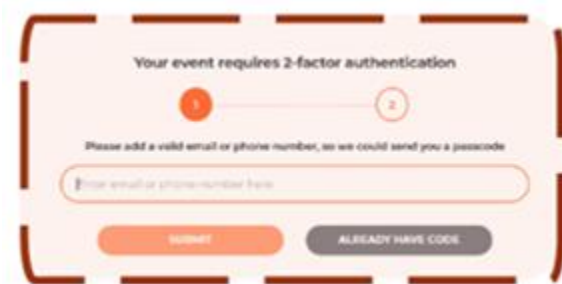
## Online participation on the Interpretfy platform

### **General information and preparation (prior to the meeting):**

1. Please use the **Google Chrome** or **Mozilla Firefox** browser to access Interpretfy and use a stable internet connection. Preferably connect your device to the internet via ethernet cable (instead of Wi-Fi). You should ensure that the browser has access to the microphone and camera.
2. You may **not** be able to connect with a mobile phone or tablet. Even if you manage to connect with a mobile phone or tablet, the quality of transmission may be low.
3. Please set up your audio and video devices. Please use a **headset with a high-quality microphone (preferably with a USB connection)** and HD camera.
4. A user guide is available in multiple languages here: [العربية](#) / [中文](#) / [English](#) / [Français](#) / [Русский](#) / [Español](#) (reading time: 2-3 minutes).
5. Please visit the web page <https://un.interpret.world/test> in order to run a technical test.
6. If you are participating as a speaker, please follow the **four steps at the end of this information sheet**, in order for your intervention to be interpreted and understood in all six UN official languages.

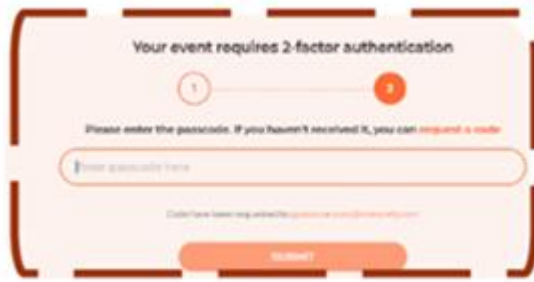
### **Joining the meeting (on the day of the meeting):**

1. **Please click on the meeting link**, which has been sent to all registered participants via the e-mail address that was registered. The same link will be used throughout the week. If you have not received the invitation e-mail, please check your spam folder or check with the entity responsible for your registration.
2. The link will be active one hour before the session. You will not be able to log in before that time (the platform will either indicate that your e-mail address is not recognized or that the event has been disabled).
3. Please give sufficient time for the log-in as there is an authentication phase for each meeting. If you would like to test your audio and video devices, please log-in at least 30 minutes prior to the start of each meeting.
4. **When promoted, please insert the e-mail address that you registered with.**



5. You will then receive an email with a 4-digit code (sent by [noreply@interpret.world](mailto:noreply@interpret.world)). Please check your spam folder if you do not get a code. If you do not receive an email, please contact [eiko.kuyama@un.org](mailto:eiko.kuyama@un.org).
6. You will then receive an e-mail with a 4-digit code from the Interpretfy system (sent by [noreply@interpret.world](mailto:noreply@interpret.world)). This may take some time, also check your **spam folder**. If you still have not received the message, please send a message with an alternative email address to [eiko.kuyama@un.org](mailto:eiko.kuyama@un.org). If you are using a work email address with a strong firewall, it may be useful to use a generic email address (Gmail, Yahoo etc.) as an alternative.

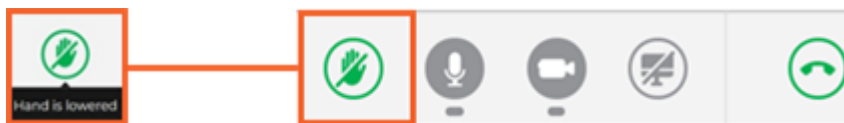
7. **Enter the 4-digit passcode** and join the meeting.



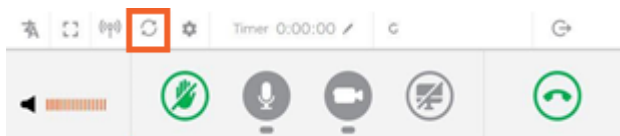
8. **Choose a username** for the meeting. This will be displayed on the platform to identify you. It is important that you use the following format: **“State\_First name\_Last name”** or **“Organization\_First name\_Last name”**. You may be removed from the meeting if the above naming convention is not followed. You will need to log out if you wish to change your username.
9. **Select language** from the drop-down menu **and click “connect”**. You will not see or hear anything until you have completed this step.

### Taking the floor:

1. **If you are registered as a speaker and wish to request the floor, click the green hand icon** (listeners will not have this icon). You will only be able to share audio or video when the Chair calls on you and the conference officers invite you to do so.



2. The list of those requesting the floor will appear on the platform in the sequence the request is made. This list will be shared in the chat box along with those requesting the floor in the room. The chair would give the floor in the order the requests were made with preference given to government representatives. If you would like to make a specific point or respond to a statement and would like the order to be changed, please indicate so in the chat box so that the chair can determine whether to give you the floor first.
3. **Please be prepared when it is your turn to intervene.** Once the chair announces that you are given the floor, the conference services invite you via the platform to share your video and audio. Please select video to stream both audio and video. **Please wait as this is likely to take a few seconds depending on your connection. Once you see yourself on the platform,** that means you are ready. If you start before, your statements will not be interpreted and you may need to repeat. If you have difficulties sharing your video, try audio only. If this fails, please try restart all lines (above the green hand icon) or reload browser. Also inform us in the chat.



4. Please familiarize yourself with the interface before and during the first meeting. Speak from a quiet room with doors and windows closed and avoid having sources of light, like a window or a lamp, behind you. Also, avoid moving or touching the microphone while speaking, and speak at a moderate pace.
5. **If you are going to read out a statement, please send it** in advance to [unov-conference.statements@un.org](mailto:unov-conference.statements@un.org), copying [judith.knieper@un.org](mailto:judith.knieper@un.org). This will greatly benefit the quality of interpretation, particularly in case of connection problems.
6. **If you would like the Secretariat to read out the statement on your behalf, please insert the text in the chat box.** Please note that only speakers – and not other participants registered as “listeners” – can post and view chat messages and therefore, the Secretariat would need to read out the text for interpretation. Accordingly, please avoid using the chat function for other purposes.