

61st session of UNCITRAL Working Group IV (Electronic Commerce)

Information sheet for delegations

Organization of the session

Session dates: 6-9 April 2021

Times: 3 p.m.- 5 p.m. (Vienna/CET) / 9 a.m.-11 a.m. (New York/EDT)

The online platform will be accessible 30 minutes beforehand to test audio and video connection.

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 email.

For background information see also:

- Annotated provisional agenda (A/CN.9/WG.IV/WP.166)
 - Letter from the chair of Working Group IV on the arrangements for the session
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Tentative agenda for the session

Date	Topics
Tuesday, 6 April 2021	Liability (draft articles 12 and 24)
Wednesday, 7 April 2021	Relationship with existing UNCITRAL texts (including the electronic signature provision in draft article 16, read with draft articles 22 and 23) and other pending matters related to trust services.
Thursday, 8 April 2021	Cross-border recognition (Chapter IV and non-geographic discrimination provisions in draft articles 10(2), 11(4), 22(3) and 23(4)). Pending matters related to IdM.
Friday, 9 April 2021	Definitions (draft article 1) and terminological issues.

The chair has urged delegations to make concise interventions **not exceeding 5 minutes** on a specific topic and also to make use of the chat and other functions available on the platform, Interprefy.

The meeting will be recorded and made available on the Working Group IV webpage in due time.

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, Conference Room C4, located on the 7th 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.

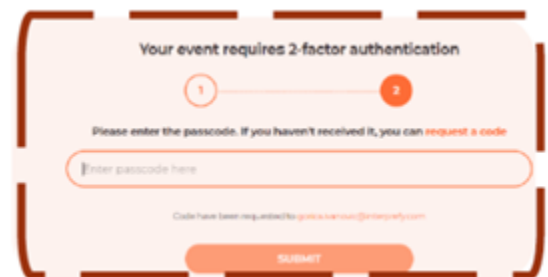
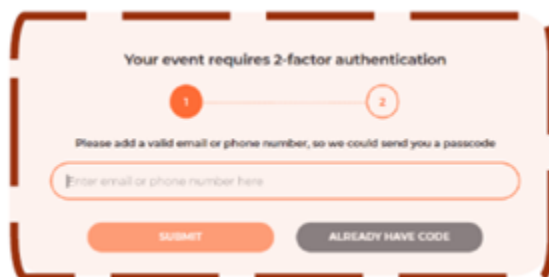
Online participation on the Interprefy platform

General information and preparation (prior to the meeting):

1. Please use the **Google Chrome** or **Mozilla Firefox** browser to access Interprefy and use a stable internet connection. Preferably connect your device to the internet via a cable (instead of Wi-Fi).
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. Preferably use a headset with a microphone and a high-resolution 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.

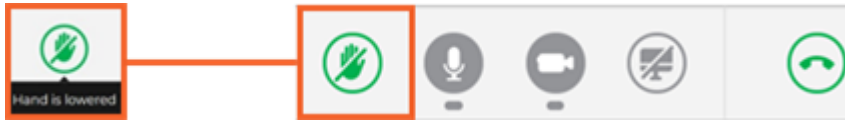
Joining the meeting (on the day of the meeting):

7. **15 minutes prior to the start** of the meeting, please click on the meeting link above as there is an **authentication phase**.
8. If you would like to test your audio and video devices, please log-in earlier - **30 minutes prior to the start** of the meeting, in other words at 1:30 p.m.
9. When you click on the meeting link, you will first be asked to insert your e-mail address. Please enter the email address you registered with.
10. You will then receive an email with a 4-digit code (sent by 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.
11. Enter the code and join the meeting.

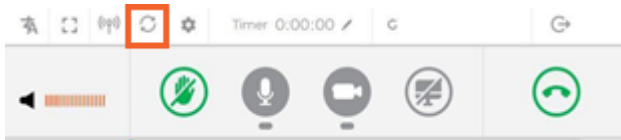


12. When joining, you will be asked to **choose a username** for the meeting. It is important that you use the following format: **“Country/Organization_First name_Last name”**. If several participants are joining with the same connection, please indicate whether you are at the permanent mission or at capital.
13. **Please select your preferred language** to activate the respective interpretation channel.
14. **If you are registered as a speaker and which to request the floor**, ask for permission by clicking the green hand icon. The list of those requesting the floor will appear on the platform in the sequence the request is made. The list of those requesting the floor in the room will be shared in the chat box. The chair would give the floor in the order the requests were made with

some 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.



15. **Please be prepared when it is your turn to intervene.** Once the chair announces that you are given the floor, the conference services will allow you to share either audio only or video. Please select video to stream both audio and video. Please note that 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.



16. **If you are going to read out a statement, please send it** in advance with unov-conference.statements@un.org. This will greatly benefit the quality of interpretation, particularly in case of connection problems. If you would like the Secretariat to read out the statement on your behalf, please insert the text in the chat box.
17. 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.

4 STEPS TO PARTICIPATING IN A MEETING WITH REMOTE SIMULTANEOUS INTERPRETATION

Interpreters need optimal sound in order to do their job properly and safely. What is often perceived as passable sound for meeting participants is actually unacceptable for those working in the booths. Please follow these four steps in order for your intervention to be interpreted and understood in all six UN official languages.

1. [Use an Ethernet cable](#) to connect your computer to your router.

Wifi internet connections are not stable enough for meetings using an interpretation platform.

2. [Use a headset with a built-in microphone or a unidirectional table microphone.](#)

Your computer's built-in microphone will not deliver the sound quality required for interpreters to do their job. Please find attached a list with suggested microphones and headsets for your convenience.

Also, please note that no matter how good your unidirectional microphone or headset is, your sound will not be good enough for interpretation purposes if you are still using Wifi.

3. Participate from a [quiet room](#).

4. Turn your [camera on](#).

Interpreters rely on the visual cues to do their job properly.

If you are experiencing connectivity issues, these are best solved by following steps 1 and 2 above, rather than by turning off your camera.

Table Microphones (suggested examples):

RODE STUDIO USB MICROPHONE

RODE NT-USB MINI USB MICROPHONE

BLUE YETI USB MICROPHONE

FIFINE GOOSNECK USB MICROPHONE

Lapel Microphones (suggested examples):

Fifine K053 (Pattern: Cardioid; FR: 50Hz-16kHz; connection: USB)

Fifine k031 wireless lapel microphone for PC (Pattern: Cardioid; FR: 50Hz-16kHz; Connection: USB)

Movo M1 USB Lavalier microphone (Pattern :Omnidirectional; FR : 35Hz-18kHz; Connection :USB)

AIIC-recommended headsets that meet requirements for active participants:

Manufacturer	Series	Model	Over-ear	Microphone FR	Headphone FR
Cyber Acoustics	AC	6012	YES	100 - 16.000 Hz	20 - 29.000 Hz
HAMA	AH	100	YES	30 - 16.000Hz	20 - 18.000 Hz
HAMA	Black	Desire	YES	30 - 15.000 Hz	20 - 20.000 Hz
HAMA	Urage Soundz	113737	YES	20 - 20.000 Hz	20 - 20.000 Hz
Logitech	G	332	YES	100 - 20.000 Hz	20 - 20.000 Hz
Logitech	Zone	Wired	YES	20 - 16.000 Hz	20 - 16.000 Hz
Sennheiser	GSP	350	YES	10 - 24.000 Hz	15 - 26.000 Hz

Audio-Video Requirements for Pre-recorded Statements

The following requirements should be followed when preparing a pre-recorded statement to ensure proper interpretation.

AUDIO

To record your statement, use a microphone with the following characteristics:

1. Directional (cardioid)
2. Suitable for speech recognition
3. Correctly reproduces audio frequencies between 125 Hz and 15,000 Hz.

Please see the attached list of recommended equipment for further suggestions on suitable microphones.

Please note that microphones integrated into a computer or mobile device, mobile phone earpieces, and Bluetooth headsets do not provide requisite sound quality and must not be used.

DELIVERY

1. Speak at a moderate pace, allowing for natural pauses at the end of phrases and ideas. Do not remove these pauses when editing the video statement.
2. Speak directly into the microphone, placing it between 30-50 centimeters away.
3. Avoid tapping, blowing or shouting into the microphone.
4. **A text of the statement must be provided with the video. Videos submitted without text will not be interpreted.**

Please note that only recordings of speeches delivered in one of the six UN official languages can be interpreted. If a prerecorded statement is submitted in a non-UN language, the statement cannot be interpreted, even if subtitles are provided. Instead, a sound recording of the statement's interpretation in one of the six UN official languages must be provided in-advance.

VISUAL

1. Record in a quiet room, free of any other noise.
2. Use a HD camera (720p or higher)
3. Place the camera at head-height and face it when recording.
4. Close any drapes and or curtains to avoid backlighting.
5. Use artificial light to illuminate the speaker indirectly (with a single light source pointing up), or from three different angles, if multiple light sources are available.



Welcome to the UN Remote Conferences



Video
camera on



Headset



Ethernet
cable



Quiet
environment