

Information sheet for delegations

Organization of the session

Session dates: 22 to 26 November 2021

Times: Two meetings each day: 11 a.m. to 1 p.m. and 3 p.m. to 5 p.m. Vienna time (UTC+1)

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

Arrangements have been made to allow delegations to participate at the session in person at the Vienna International Centre and remotely via the Interprefy platform. A link to the platform will be communicated to registered participants via email.

For background information see also:

- Annotated provisional agenda ([A/CN.9/WG.IV/WP.169](#))
- [Letter from the chair of Working Group IV](#) on the arrangements for the session.

Both of these documents can be found on the Working Group IV [web page](#).

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.

The meeting will be recorded and made available on the Working Group IV web page in due course.

In-person participation at the Vienna International Centre

Registered delegates participating 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 and a conference badge issued. The meeting room is **Board Room D (BRD)**, which is located on the fourth floor of the C Building. Delegates are required to use only assigned seating and to follow the COVID-19 related advice and guidelines issued by the VIC Medical Service.

Online participation on the Interprefy platform

General information and preparation (prior to the meeting)

1. A user guide for the platform is available in multiple languages here: [العربية](#) / [中文](#) / [English](#) / [Français](#) / [Русский](#) / [Español](#) (reading time: 2-3 minutes).
2. Use the **Google Chrome** or **Mozilla Firefox** browser.
3. Avoid using a mobile phone or tablet to join the platform, as the quality of transmission may be low.
4. It is important that **speakers** follow the following four steps in preparing for the session:



Video camera on

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



Headset

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.



Ethernet cable

Use an Ethernet cable to connect your computer to your router. Wifi internet connections are not stable enough for meetings using an interpretation platform.



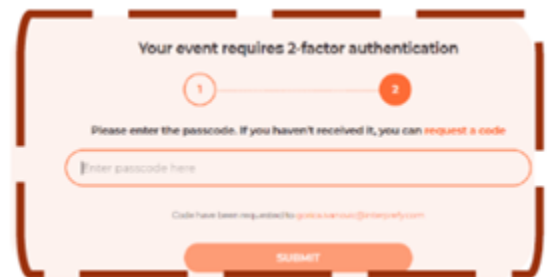
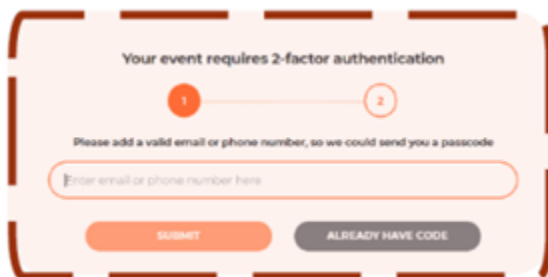
Quiet environment

Participate from a quiet room with doors and windows closed and avoid having sources of light (e.g. window or lamp) behind you.

- 5. Test your device and internet connection at <https://un.interpret.world/test>.

Joining the platform (on the day of the meeting)

- 6. Aim to join the platform **15 minutes prior** to the start of the meeting to allow sufficient time for **authentication**. Speakers may join the platform up to 30 minutes prior to the start of the meeting to test their audio and visual connection with conference services staff.
- 7. The link to the platform will be communicated to registered participants via email:
 - a. **Click the link to access the log-in page.** The same link is used for all meetings during the session.
 - b. **Enter your email address and click “submit”.** This is the email address with which you registered.
 - c. **Enter the 4-digit passcode and click “submit”.** The passcode will be sent to you in an email from noreply@interpret.world. Please allow a short delay in receiving this email. Check the spam folder if you do not receive the email. If you still have not received the email, contact eiko.kuyama@un.org.

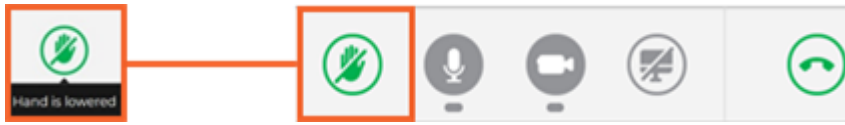


- d. **Choose a username.** This name will be displayed on the platform to identify you. It is important to use the following naming convention: **“Country/Organization_First name_Last name”**. If several participants are joining with the same connection, please indicate whether you are at the permanent mission or at capital.
- e. **Select the preferred language** to activate the respective interpretation channel.

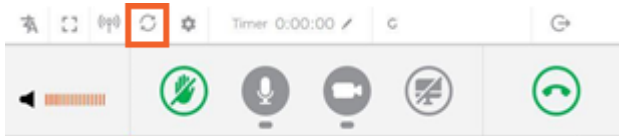
Requesting the floor (speakers only)

- 8. To request the floor, click the green hand icon. Requests will be listed on the platform in the order in which they are made and will be shared in the chat box. The chair will follow the list,

giving preference to government representatives. If you wish to change the order to make a specific point or to respond to a statement, please indicate so in the chat box.



9. When the chair announces that you have the floor, conference services will invite you via the platform to share your video and audio. Select video to share both. This process may take a few seconds depending on your connection, so expect a short delay between being given the floor and taking the floor. Once you see yourself on the platform, that means you are ready to take the floor. If you have difficulties sharing your video, try sharing audio only. If this fails, click the “restart all lines” icon shown below.



10. If you plan to take the floor with a prepared statement, please send the statement in advance to unov-conference.statements@un.org to facilitate interpretation. If you would like the secretariat to read out the statement on your behalf, please submit the text in the chat box.