

73rd session of UNCITRAL Working Group II (Dispute Settlement)

## Information sheet for delegations

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### Organization of the session

**Session dates:** 22-26 March 2021

**Times:** 9 a.m.-11 a.m. (New York/EDT) / 2 p.m.-4 p.m. (Vienna/CET)

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.

- Annotated provisional agenda ([A/CN.9/WG.II/WP.215/Rev.1](#))
- Letter from the chair of Working Group II ([here](#))

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### Tentative agenda for the session

Date	Topics
<i>Sessions will open 30 minutes in advance (1:30 p.m.) to provide online participants with the opportunity to test their audio and video functions</i>	
<b>Monday to Thursday, 22-25 March 2021</b>	<ul style="list-style-type: none"><li>- Opening</li><li>- Draft Provisions on Expedited Arbitration (A/CN.9/WG.II/WP.216)</li><li>- Compilation of comments on the application of the UNCITRAL Rules on Transparency in Treaty-based Investor-State Arbitration to expedited arbitration (A/CN.9/WG.II/WP.217)</li></ul>
<b>Friday, 26 March 2021</b>	<ul style="list-style-type: none"><li>- Draft Guide to Enactment and Use of the UNCITRAL Model Law on International Commercial Mediation and International Settlement Agreements Resulting from Mediation (2018) (<a href="#">A/CN.9/1025</a>)</li><li>- Draft UNCITRAL Mediation Rules (<a href="#">A/CN.9/1026</a>)</li><li>- Draft UNCITRAL Notes on Mediation (<a href="#">A/CN.9/1027</a>)</li><li>- Dispute settlement: Draft UNCITRAL mediation rules and notes on mediation - Compilation of comments from Governments received on the draft UNCITRAL Mediation Rules and the draft UNCITRAL Notes on Mediation – Italy, Poland, Thailand and Iraq (<a href="#">A/CN.9/1031</a>), China (<a href="#">A/CN.9/1031/Add.1</a>) and Singapore (A/CN.9/1031/Add.2)</li><li>- Consideration of the summary reflecting the deliberations and any conclusions during the session</li></ul>

## 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 **guidance 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](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).
11. Enter the code and join the meeting.

Your event requires 2-factor authentication

1 2

Please add a valid email or phone number, so we could send you a passcode

Enter email or phone number here

SUBMIT ALREADY HAVE CODE

Your event requires 2-factor authentication

1 2

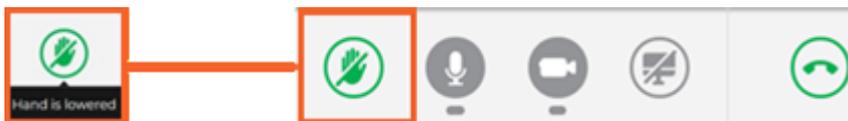
Please enter the passcode. If you haven't received it, you can request a code

Enter passcode here

Code has been requested to you.kuyama@interpret.world

SUBMIT

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](mailto: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.



# Welcome to the UN Remote Conferences



Video  
camera on



Headset



Ethernet  
cable



Quiet  
environment

## **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.**

## **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.

**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:**

<b>Manufacturer</b>	<b>Series</b>	<b>Model</b>	<b>Over-ear</b>	<b>Microphone FR</b>	<b>Headphone FR</b>
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