

**Guidelines for the Virtual Meeting  
Trade and Development Board  
2-3 July 2020**

The first segment of the sixty-seventh session of the Trade and Development Board will take place from 2 to 3 July 2020 in the form of a formal virtual meeting with interpretation in the six official languages of the United Nations. Virtual sessions will take place morning and afternoon from 10:00 am to 12 (noon) and 3:00 p.m. to 5:00 p.m. (Geneva time).

## **1. Participation and registration**

Online registration is mandatory and should be completed through the following link: [Trade and Development Board, sixty-seventh session](#).

To facilitate approval of registration, Permanent Missions of States members of the Board are requested to inform the UNCTAD secretariat of the name(s) and title(s) of their representative(s). Kindly note that the letter of credentials of representatives should be uploaded to the system during the online registration process.

Other participants (i.e. representatives of members of UNCTAD that are not members of the Board and representatives of specialized agencies, non-governmental organizations and intergovernmental bodies wishing to attend as observers) are also eligible to participate in the session as observers and should register online by the same date using the link above.

Any enquiries concerning registration should be sent to the UNCTAD secretariat, Intergovernmental Support Service, Palais des Nations, CH-1211 Geneva 10; email: [meetings@unctad.org](mailto:meetings@unctad.org).

We request participants to register as soon as possible to facilitate quality assurance tests before the meeting dates. We recommend participants to use their individual e-mail addresses (not the generic mission account) for registration, as links to the test session and the actual meeting will be communicated via e-mail.

## **2. Arrangements for the conduct of discussions in Plenary**

As virtual meetings with interpretation are limited to 2 hours each, and in order to ensure as smooth a meeting as possible, delegations wishing to take the floor during the formal virtual sessions are requested to inscribe on the list of speakers as per the guidance in the notification circulated on Tuesday, 16 June 2020 (copy attached).

As per the guidance, it is expected that interventions will be by way of prepared interventions and in accordance with the list of speakers prepared on the basis of the inscriptions received 24 hours prior to the various debates. Nevertheless, should delegations need to request for the floor, they may do so through the hand raising functionality on the online platform.

To ensure that statements are interpreted as clearly as possible, delegates are requested to submit a copy of their statements by email to [correspondence@unctad.org](mailto:correspondence@unctad.org) 24-hours before the session in which they would like to intervene.

### Written statements

Written statements may be submitted for posting on the UNCTAD website after they have been delivered in plenary. These should be sent to [correspondence@unctad.org](mailto:correspondence@unctad.org).

### **3. Logistics**

The virtual meeting will be organized using *Interprefy*, a remote simultaneous interpretation platform with the six official languages of the United Nations. We request that participants register as soon as possible to facilitate quality assurance tests prior to the meeting dates. Links for the test and for the formal virtual meeting of the Board will be sent to the email addresses used for registration. The link to the formal virtual meeting will be sent to registered participants one day in advance of the start of the session.

More information about Interprefy is available at <https://www.interprefy.com/>. A user guide is also available on the webpage of the TDB meeting under the tab “Documents”.

#### a) Testing connectivity and devices

To avoid technical problems during the live meeting, we strongly encourage participants to participate in the test session, scheduled to take place on *Wednesday, 1 July 2020*, where connectivity will be tested and explanations on the use of the platform provided. Registered participants will be informed by e-mail on the time of the test and how to connect to the test session.

In addition, participants can already do a preliminary test of their device and connection by using the following link: [test platform](#)

#### b) Links to the virtual session & nomenclature

Links to the virtual meeting will be sent to registered participants on 1 July 2020, the day before the start of the TDB session.

When you access the speakers’ link please use the following nomenclature to identify yourself:

- For representatives of member States: Name of country + name of person
- For representatives of IGOs & NGOs: Name or acronym of organization + name of person

Participants who receive the viewers’ link will only need to click on the link and select the language in which they wish to hear the proceedings.

To avoid a crash of the system from an overload of connected participants, we request delegations to only have one person per delegation using the speakers’ link. As the link is not individualized, different representatives can connect at different times. Please ensure that the above-mentioned nomenclature is used. Other members of the same delegation should use the viewers’ link.

### c) Tips

Here are key tips to ensure that you can connect correctly:

- Please **DO NOT USE A MOBILE OR TABLET DEVICE**. Only use a laptop or a desktop computer.
- For the browser, please use Google Chrome/Mozilla Firefox/Edge updated to the latest version.
- Please use a **WIRED** headset for audio. **DO NOT** use a headset connected through Bluetooth or the computer's built-in microphone.

*Wired headset*



### d) Support

Please note that connectivity problems are beyond the secretariat's control. This is an Internet-based platform and if the participant has a connectivity problem the secretariat cannot intervene remotely. Therefore, delegates are strongly encouraged to test the connection and participate in the "Test session" **of 30 June**. While those with a viewers' link can easily logout of the meeting and then reconnect, it takes longer for those with a speakers' link to reconnect as credentials need to be entered again.

### e) Participation types and limits

The platform supports around 300 speakers (able to raise their hand and take the floor) and 1,000 viewers (able to follow the session but unable to take the floor). Sessions will have separate links for speakers and viewers. Given the limit of 300 speakers, regional group coordinators, member States and organizations are requested to participate in the discussions through one representative who will take the floor. Remaining delegates will be allowed to follow the sessions as viewers. Different speakers can represent a member State/organization in separate sessions but would need to inform the secretariat of any changes.

## **4. Recommended practices for participants in meetings with remote interpretation**

Remote meetings are very different from in-person meetings. Please bear in mind that communicating through an interface platform adds an extra layer of complexity to any interaction. With the objective of offering the best quality interpretation possible, and helping speakers to communicate their message more effectively, the Interpretation Service has identified a set of practices to contribute to the smooth conduct of meetings.

#### a) Internet connection

- Use of an ethernet cable, connecting directly to the modem, instead of WiFi, is strongly recommended.
- Participants who wish to take the floor are strongly advised to connect via a computer, not via a tablet or smart phone.

#### b) Microphone

- Use high quality unidirectional microphones<sup>1</sup>, separate or attached to a headset, preferably with a USB connection to the computer used for participating in the meeting.
- Microphones should provide for echo cancellation.  
Avoid using earbud-type microphones.
- Built-in computer microphones should not be used.
- Position the microphone at a reasonable distance (i.e. not so close that breathing is picked up) and speak directly into it.

#### c) Setting

- Participate from a quiet room with the doors and windows closed to avoid reverberation, echoes, and other noises that may distract other participants.
- Background noise and interference should be eliminated (turn off loud air conditioning, etc.).
- All sound notifications on all devices should be turned off before the meeting starts.
- All other non-essential applications on the computer should be closed.
- The platform should be open on just one browser.

#### d) Camera and image

- It is strongly recommended that participants who wish to take the floor have access to a camera as interpreters rely heavily on the facial expressions and body language of participants to do their job properly.
- The camera should provide a clear, front-on view of the speaker, ideally from the waist up.
- Avoid strong backlight, such as from a window.

#### e) When taking the floor

- Microphone and camera should be turned on only when taking the floor.
- Papers should be kept away from the microphone while speaking to avoid rustling that distorts the sound.
- **Speak at a moderate pace.**
- The microphone should be turned off at the conclusion of each statement, and remain muted, to avoid sound distortion.

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<sup>1</sup> Microphones should reproduce audio frequencies between 125 Hz and 15,000 Hz, with a variation of maximum +/- 10dB. Microphones shall comply with IEC 60268-4.