Guidelines for the Virtual Meeting

**Multi-year Expert Meeting on Transport, Trade Logistic and Trade Facilitation
Eighth session, - Climate Change Adaptation for Seaports in Support of the 2030 Agenda for
Sustainable Development, 27-28 October 2020**

The eighth session of the Multi-year Expert Meeting on **Transport, Trade Logistic and Trade Facilitation - Climate Change Adaptation for Seaports in Support of the 2030 Agenda for Sustainable Development,** will take place on 27 and 28 October 2020 in the form of a formal virtual meeting with interpretation in the six official languages of the United Nations. Please note that this meeting will be virtual, and the virtual sessions on both days, will take place in the morning from **10:00 am to 12 (noon)** and in the afternoon from **3.00 to 5.00 pm** (Geneva time).

All relevant documentation is available at:

https://unctad.org/meeting/multi-year-expert-meeting-transport-trade-logistics-and-trade-facilitation-eighth-session

All enquiries concerning substantive issues should be addressed to the Division on Technology and Logistics. Email: Policy.Legislation@unctad.org (copy Regina.Asariotis@unctad.org).

1. Participation and registration

Online registration is mandatory and should be completed on-line at: https://indico.un.org/event/28983/registration/

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.

We request participants to register as soon as possible and to use their individual e-mail addresses (not the generic mission account) for registration, as links to the virtual meeting will be communicated via e-mail.

2. Arrangements for the conduct of discussions

As virtual meetings with interpretation are limited to 2 hours each, and in order to ensure as smooth a meeting as possible, speakers wishing to take the floor during the virtual session are requested to inform the Secretariat by 23 October 2020 at statements@unctad.org with a copy to Policy.Legislation@unctad.org). Participants are kindly requested to limit their interventions to a maximum of 5 minutes.

To ensure that statements are interpreted as clearly as possible, delegates are also requested to submit to the same e-mail address a copy of their statements 24-hours in advance of the session. Nevertheless, should participants need to request for the floor, in particular as part of the interactive discussions, they may do so through the hand raising functionality on the online platform.

Written statements

Written statements may be submitted for posting on the UNCTAD website after they have been delivered. These should be sent to statements@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. Links for the virtual meeting will be sent to the email addresses used for registration one day in advance of the start of the session.

More information about Interprefy is available at https://www.interprefy.com/

a) Links to the virtual session & nomenclature

To avoid technical problems during the live meeting, we strongly participants to do a preliminary test of their device and connection by using the following link: test platform.

Links to the virtual meeting will be sent to registered participants the day before the start of the meeting.

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 and other Experts: Name of organization + name of person

b) 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

c) 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, participants are strongly encouraged to test the connection. 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.

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[1,] 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.

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[1] 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.

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.
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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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