Guidelines for the Virtual Meeting

Working Party on the Programme Plan and Programme Performance

Eighty-first session, 18-20 January 2021

The eighty-first session of the Working Party on the Programme Plan and Programme Performance will take place on 18 to 20 **January 2021** in the form of virtual meeting with interpretation in the six official languages of the United Nations. <u>The session will take place virtually from 10 to 12 a.m. and 3 to 5 p.m. (Geneva time) during the three days</u>.

All relevant documentation is available at: https://unctad.org/meeting/working-party-programme-plan-and-programme-performance-eighty-first-session

Participants are encouraged to send their statements and presentations to statements@unctad.org 24 hours prior to the session during which interventions will be made.

Logistics

The virtual meeting will be organized using *KUDO,* a remote simultaneous interpretation platform with the six official languages of the United Nations. Below is a video that explains how to get connected with and use KUDO in a meeting.

https://youtu.be/9WlJfLzQT5g

Below is another video that explains how to test connectivity as well as audio/video quality.

https://youtu.be/iPE0toOx2Gs

A series of guidelines (preparing for a meeting, how to join a meeting, headset setup and participant interface) are also available on the documentation link provided above.

a) Testing connectivity and devices

Before connecting to your meeting, please perform a connectivity test. This will enable you to check the quality of your connection, audio and video. The test can be performed at the following link https://live.kudoway.eu/test.

Kindly 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 in advance and to follow the guidelines provided.

b) KUDO link to the virtual session & nomenclature

The KUDO link to the virtual meeting during the three days will be sent to registered participants by email via Indico one day prior to the meeting.

When you access the KUDO 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**

Recommended practices

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.
- Please use a laptop or a desktop computer to connect.
- For the browser, please use Google Chrome, Mozilla Firefox or EDGE updated to the latest version.

b) Microphone

- Please use a **WIRED** headset for audio.
- Position the microph one at a reasonable distance (i.e. not so close that breathing is picked up) and speak directly into it.

Wired headset

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) Taking the floor

- **If you wish to take the floor, you must click on « request to speak »** and wait until the moderator accepts your request.
- 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.
- When you have finished speaking click on «**release mic** ».

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