

## Guidelines for the Virtual Meeting

### Trade and Development Commission

#### Twelfth session, 17 February 2021

The twelfth session of the Trade and Development Commission will take place on **17 February 2021** in the form of a virtual meeting with interpretation in the six official languages of the United Nations. The session will take place virtually from 10 a.m. to 12 p.m. and 3 to 5 p.m. (Geneva time).

All relevant documentation is available at: <https://unctad.org/meeting/trade-and-development-commission-twelfth-session>.

Participants are encouraged to send their statements to [statements@unctad.org](mailto:statements@unctad.org) 24 hours prior to the session during which interventions will be made.

#### Logistics

The virtual meeting will be organized using *Interprefy*, a remote simultaneous interpretation platform with the six official languages of the United Nations. More information about Interprefy is available at <https://www.interprefy.com/>.

##### *a) Testing connectivity and devices*

Participants should do a preliminary test of their device and connection by using the following link: [test platform](#).

Below are 2 videos that explain how to get connected with and use Interprefy in a meeting.

- Equipment setup: <https://youtu.be/V6FIIj35GNI>
- Speaker tutorial: <https://youtu.be/16GxvdQxzBY>

Interprefy User Guides for remote delegates in six UN languages are available under “Documents” at <https://unctad.org/meeting/intergovernmental-working-group-experts-international-standards-accounting-and-reporting-7>.

##### *b) Interprefy link to the virtual session & nomenclature*

The Interprefy link to the virtual meeting will be sent to registered participants by email via Indico one day prior to the meeting.

When you access the Interprefy 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**

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 using the test platform mentioned earlier.

## **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 **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.

### b) Microphone

- Please use a **WIRED** headset for audio. **DO NOT** use a headset connected through Bluetooth or the computer's built-in microphone. Avoid using earbud-type microphones.
- Position the microphone 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) 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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