

**United Nations Commission on Science and Technology for Development**  
**Twenty-fourth Session**  
**Hybrid Meeting**  
**17-21 May 2021, 2 p.m. – 4 p.m. (CEST)**

## **1. Participation and registration**

Registration should be completed online. To do so, please use the following link to Indico: <https://indico.un.org/event/34572/>. The guideline for the Indico online registration is available here: [https://unctad.org/system/files/official-document/iss2016\\_Indico\\_Guidelines\\_en.pdf](https://unctad.org/system/files/official-document/iss2016_Indico_Guidelines_en.pdf). To facilitate approval of registration, we request that permanent missions confirm the list of their delegates by means of a note verbale or email. Nominations and related communications concerning representation at the meeting should be sent to the CSTD secretariat, email: [stdev@unctad.org](mailto:stdev@unctad.org). We recommend participants to use their personal e-mail addresses for registration, as links to the actual meeting will be communicated via e-mail.

## **2. Arrangement for the conduct of discussion**

### **A. Verbal statements**

Delegations that would like to make an intervention during any of the hybrid sessions are strongly encouraged to inform the CSTD Secretariat not later than 14 May 2021 at [stdev@unctad.org](mailto:stdev@unctad.org). We would like to request delegations to the extent possible to make one statement only per country or organization per session, and to participate in the discussions through one delegate who will take the floor. During the sessions, delegates can request the floor by using the hand raising functionality on the online platform. Delegates are asked to observe the time limit of 3-4 minutes for interventions during the sessions.

To facilitate interpretation delegates are kindly requested to submit in advance a copy of their statements by email to [stdev@unctad.org](mailto:stdev@unctad.org).

### **B. Written statements**

If you wish your written statements to be uploaded to the CSTD website, please indicate so to the Secretariat in sending the statements to [stdev@unctad.org](mailto:stdev@unctad.org).

## **3. Logistical arrangements**

### **A. Virtual Meeting Platform**

The meeting will be organized through the Interprefy platform and will be conducted with simultaneous interpretation in 6 UN official languages. A user guide for the Interprefy platform is available on the CSTD twenty-fourth session webpage under the “Documents” tab: <https://unctad.org/meeting/commission-science-and-technology-development-twenty-fourth-session>.

### **B. Links to the virtual session**

Links to the virtual meeting will be sent to registered participants prior to the meeting.

### **C. Accessing the platform**

- 1) Copy the meeting link into your Google Chrome or Firefox browser.
- 2) Type in your credentials: COUNTRY or ORGANISATION - First Name Last Name
- 3) PLEASE DO NOT CHECK THE BOX "I am a Meeting Host"
- 4) Click on "SUBMIT" button
- 5) Then select the "interpretation language"
- 6) Please choose the audio and video device that you will be using
- 7) Click on "Save" button
- 8) You are joining the meeting: you will be logged in as Delegate and you can "raise hand" to speak. Please allow yourself enough time to connect to the platform.

#### D. Testing connectivity and devices

To prevent technical issues during the live meeting, we strongly encourage you to familiarize yourself with the technical requirements and recommendations specified in the user guide:

**Interprefy** ([Arabic](#), [Chinese](#), [English](#), [French](#), [Spanish](#), [Russian](#)).


Equipment setup: <https://youtu.be/V6Fllj35GNl>

Speaker tutorial: <https://youtu.be/16GxvdQxzBY>

Test your connection in advance here: <https://interpret.world/test>

Please connect to the session at earliest 15 minutes in advance. The Secretariat will test Interprefy with speakers listed in the programme 60 minutes before the meeting.

#### E. Technical support

For technical support while on the Interprefy platform, please send a private chat message to one of the technical moderators "Unog Moderator - (person's name)" by clicking  icon next to the technical moderators name on the participants list.

For technical support in case of having issues logging into the Interprefy platform, please contact [mms@un.org](mailto:mms@un.org) / +41 22 917 36 68.

#### F. Tips

For successfully participating in the online meeting here are a few requirements and recommendations



##### STABLE INTERNET

Ethernet (LAN) cable is highly recommended – Wi-Fi often causes breakups when transmitting sound, this could cause low quality of sound and losing parts of the speech for other participants.



##### USB HEADSET

Ideally with noise cancelling, to prevent the sound from the ear pad being picked up by the microphone

##### CAMERA

Please adjust your camera, it needs to be pointed to you.

##### QUIET WORKSPACE

**Close all windows**  
(no external noises like outside traffic)  
**Be mindful with noises you create**  
(shuffling papers, mobile device sounds, keyboard strokes, moving the chair...)

# USING THE MEETING ROOMS' FEATURES



interprefy — Speaker

INTERPRETING 1. SPEAKERS 2. 3. 3. 4. 5.

- 1. Select your preferred language**
  - > Select “none” to listen to the floor
  - > Select other languages if interpretation is offered.> Click “SAVE”
- 2. Raise your hand to ask for the floor**

Click on the green hand and wait for the approval of the Chair to take the floor

  - > Click on “AUDIO ONLY”: you will enable your microphone
  - > Click on “VIDEO”: you will enable your microphone & webcam
- 3. When you have the floor, you have the possibility to**
  - > Turn on or turn off your mic
  - > Turn on or turn off your webcam
- 4. Turn on or turn off screen sharing**
- 5. Give back your hand so that you don't speak anymore.** This doesn't disconnect you from the meeting
- 6. Use the “EVENT CHAT” if available,** to communicate with the Remote Participation Moderator in case of questions, comments and/or technical issues

+ ALL PARTICIPANTS (1)

Participant

- **6. EVENT CHAT**

Type your message