United Nations Commission on Science and Technology for Development
2020-2021 Inter-sessional Panel
Virtual Meeting
18-22 January 2021, 1 p.m. – 3 p.m. (CET)

1. Participation and registration

Registration should be completed online. To do so, please use the following link to Indico: CSTD 2021-2021 Inter-sessional Panel. The guideline for the Indico online registration is available here. 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. 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 one of the virtual sessions are strongly encouraged to inform the CSTD Secretariat not later than 15 January 2020 at 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 through two steps: 1) indicating country or organization name and the name and title of the person who wishes to take the floor using the chat functionality and 2) 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 virtual sessions.

If you wish your statements to be uploaded to the CSTD website, delegates are requested to submit a copy of their statements by email to stdev@unctad.org.

B. Written statements

Written statements may be submitted for posting on the CSTD website. Please send written statements for posting to the CSTD website to stdev@unctad.org.

3. Logistical arrangements

A. Virtual Meeting Platform

The meeting will be organized through the Microsoft Teams platform and will be conducted in English without simultaneous interpretation. A user guide for the Microsoft Teams platform is available on the CSTD Inter-sessional Panel 2020-2021 webpage under the "Documents" tab.

To use the full functionalities of the platform and to avoid technical problems during the live meeting, we encourage participants to download the desktop application of the Microsoft Teams. For participants who have difficulty in using the Microsoft Teams platform, please contact the CSTD secretariat at stdev@unctad.org for support.

B. Links to the virtual session

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

C. Nomenclature

The following nomenclature should be used by participants to identify themselves when requesting the floor:

- For representatives of member States: COUNTRY, followed by the name of the person and title
- For representatives of IGOs & NGOs: Name or acronym of organization followed by the name of the person and title
- For others: Name of organization/University/status (guest or panellist)/etc, followed by the name of the person and title
- For UN Staff: UN Organization name followed by the name of the person and title

D. Netiquette

- Activate the microphone and camera only when taking the floor.
- Raise hand function should be used for requesting the floor. If raise hand function is not available, turn on the webcam and physically raise hands to request the floor.
- Papers should be kept away from the microphone while speaking to avoid rustling that distorts the sound. Also avoid typing on keyboard.
- Speak at a moderate pace.
- The microphone should be muted at the conclusion of each statement, and remain muted, to avoid sound distortion. Muted microphone when not speaking prevents background noise from distracting others in the meeting. Keyboard strokes, breathing, and background chat might be more audible to other participants than one realizes.

E. Technical support

For technical support during the session, you can contact the CSTD secretariat, email: stdev@unctad.org.

4. Troubleshooting and tips

A. Key tips

- Please DO NOT USE A MOBILE OR TABLET DEVICE. Only use a laptop or a desktop computer.
- For the browser, please use Google Chrome or 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.

B. Internet connection

- Use of an ethernet cable, connecting directly to the modem, instead of WiFi, is strongly recommended.

C. Microphone

- Use high quality unidirectional microphones, 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.

D. 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.

E. Camera and image

- It is strongly recommended that participants who wish to take the floor have access to a camera.
- 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.

F. Trouble shooting

- Close background applications: Even if you are not using them, applications on your device are using precious resources. Before the meeting, close any applications and browser sessions that you are not using for the best experience.
- Reduce simultaneous streaming activities.
- Choose audio over video if you have connection problems or low bandwidth.