United Nations Commission on Science and Technology for Development
2021-2022 Inter-sessional Panel
Hybrid Meeting
17-19 November 2021, 2:30 p.m. – 4:30 p.m. (CET)

1. Participation and registration

Registration should be completed online. To do so, please use the following link to Indico: https://indico.un.org/event/1000233/. 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. Interventions/remarks

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 15 November 2021 at stdev@unctad.org. We would like to request delegations to the extent possible to participate in the discussions through one delegate who will take the floor. During the sessions, delegates participating remotely can request the floor by using the hand raising functionality on the online platform. Delegates participating in the meeting room can ask for the floor as usual. Delegates are asked to observe the time limit of 5 minutes for interventions during the sessions.

To facilitate interpretation, delegates are kindly requested to submit in advance a copy of their written interventions/remarks by email to stdev@unctad.org.

   B. Written interventions/remarks

If you wish your written interventions/remarks to be uploaded to the CSTD website, please indicate so to the Secretariat (stdev@unctad.org) when sending.

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 2021-2022 Inter-sessional Panel webpage under the “Documents” tab.

   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/V6Flj35GNI
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 only test Interprefy with speakers listed in the programme 60 minutes before the meeting.

E. Technical support

For technical support in case of having issues logging into the Interprefy platform, please contact 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 loosing parts of the speech for other participants.

**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...)

**USB HEADSET**
Ideally with noise cancelling, to prevent the sound from the ear pad being picked up by the microphone
USING THE MEETING ROOMS’ FEATURES

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