

Guidelines for the Hybrid Meeting

Intergovernmental Group of Experts on E-commerce and the Digital Economy fourth session, 14-16 October 2020, Room XIX

The fourth session of the Intergovernmental Group of Experts on E-commerce and the Digital Economy will take place on **14-16 October 2020** in the form of a hybrid meeting with interpretation in the six official languages of the United Nations. The session will take place both in person and virtually from 11 a.m. to 1 p.m. and from 3 p.m. to 5 p.m. (Geneva time) during the three days.

All relevant documentation is available at:

<https://unctad.org/en/pages/MeetingDetails.aspx?meetingid=2241>

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

Participants attending the meeting physically in room XIX should follow the normal procedure and practice for in-person meetings. Wearing masks is mandatory in the meeting room.

The guidelines aim to explain the modalities for remote participation.

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 explains 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-group-experts-e-commerce-and-digital-economy-fourth-session>.

b) Links to the virtual session & nomenclature

The platform supports up to 300 speakers (able to raise their hand, access to the chat and take the floor) and 1,000 viewers (able to follow the session but unable to take the floor). Sessions will have separate links for speakers and viewers. Given the limit of 300 speakers, we would like to request participants to select speakers’ link only if they wish to take the floor in the discussions. Participants who do not wish to speak during discussions can follow the sessions as viewers.

To avoid a crash of the system from an overload of connected participants, we request delegations to only have one person per delegation using the speakers' link. As the link is not individualized, different representatives can connect at different times.

Links to the virtual meeting during the three days will be sent to registered participants by email via Indico.

When you access the speakers' 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**

Participants who select the viewers' link will only need to click on the link and select the language in which they wish to hear the proceedings.

Please ensure that the above-mentioned nomenclature is used.

Please 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. While those with a viewers' link can easily logout of the meeting and then reconnect, it takes longer for those with a speakers' link to reconnect as credentials need to be entered again.

Recommended practices for participants in meetings with remote interpretation

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.
