8th UN Review Conference
ON COMPETITION AND CONSUMER PROTECTION
Palais des Nations, Geneva
19–23 October 2020

Dear delegate,

The *Eighth United Nations Conference to Review All Aspects of the Set of Multilaterally Agreed Equitable Principles and Rules for the Control of Restrictive Business Practices* (UNRC) will be held from 19 to 23 October 2020, in Geneva, Switzerland.

The meeting will have a hybrid format, being held physically at room XIX of the Palais des Nations in Geneva and allowing for remote attendance using **Interprefy** and **WebEx** digital platforms, in accordance to the following practical information:

1. Participation and registration

Online registration is mandatory and should be completed through the following link: https://indico.un.org/event/29615/

To facilitate approval of registration, member States' Permanent Missions are requested to inform the UNCTAD secretariat of the name(s) and title(s) of their representative(s). Kindly note that the letter of credentials of representatives should be uploaded to the system during the online registration process.

Each delegation participating in the Conference shall consist of a head of delegation, and not more than two other accredited representatives. Other representatives may follow discussions through online streaming

Other participants (i.e. representatives of members of UNCTAD and representatives of specialized agencies, non-governmental organizations and intergovernmental bodies wishing to attend as observers) are also eligible to participate in the session as observers and should register online by the same date using the link above.

Due to the need to comply with the current meeting rooms' physical capacity limitations, registration will be closed **9 October 2020 COB Geneva time.**

Any enquiries concerning registration should be sent to the UNCTAD secretariat, Intergovernmental Support Service, Palais des Nations, CH-1211 Geneva 10; email: meetings@unctad.org.

1.1. Participation at the Palais

For the registered and approved participants who wish to come to the Palais des Nations and attend the Conference in-person, please confirm in advance if this is possible, since as all meeting rooms have limited capacity for health and safety reasons. Furthermore, for participants wishing to enter in Switzerland, the COVID-19 related security measures established by the Swiss Authorities are currently available here: https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/empfehlungen-fuer-reisende/quarantaene-einreisende.html.

Please familiarize yourself with these measures and note that they are updated on a weekly basis. They will also be publicized on the official website of the Conference.

1.2. Remote participation via online platforms

For the registered participants attending the event remotely, please note the following:

- Remote participation to the Conference on the first day (19 October, afternoon), second day (20 October) and the fifth and final day (23 October) will be organized through **Interprefy,** a digital platform that allows simultaneous interpretation in the six official languages of the United Nations.
- Remote participation to the Review Conference on the third (21 October) and fourth (22 October) day will be organised through **WebEx.** Please note that this platform will not allow simultaneous interpretation and, therefore, participants will only be able to hear the English language channel during those days.

Guidelines for remote participation will be available in the webpage of the Conference. Delegations are requested that only one person per delegation uses the speakers' link. As the link is not individualized, different representatives can connect at different times. Other members of the same delegation should use the viewers' link.

A link to access each session using **Interprefy** or **WebEx** will be sent the day before the session is scheduled to start. For the opening day, the link will be sent on the Friday immediately before the opening of the Conference.

1.3. Online viewing

The conference sessions can be followed through the UNOG platform available at: https://listen-live.unog.ch/ Available languages will be English and French. A third language will be announced shortly. Please note that this platform does not allows for remote interventions from participants.

2. Logistics for remote participation (either through Interprefy or WebEx)

Participants are requested to register as soon as possible to facilitate quality assurance tests prior to the meeting dates. Links for the test and for the virtual meeting will be sent to the email addresses used for registration. The link to the virtual meeting will be sent to registered participants one day in advance of the start of the session.

- More information about Interprefy is available at https://www.interprefy.com/
- More information about WebEx is available at https://www.webex.com/de/index.html

a) Testing connectivity and devices

To avoid technical problems during the live meeting, participants are strongly encouraged to do an **Interprefy** preliminary test of their devices and connection by using the following link: test platform

Registered participants will be informed by e-mail of the time of additional tests in **Interprefy** and **WebEx** and guidelines will be provided on how to connect to the test sessions.

b) Links to the virtual session & nomenclature

Links to the virtual meeting will be sent to registered participants the day before the start of the meeting.

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

d) Support

Please 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.

e) Participation types and limits

The **Interprefy** platform supports around 300 speakers (able to raise their hand 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, regional group coordinators, member States and organizations are requested to participate in the discussions through one representative who will take the floor. Remaining delegates will be allowed to follow the sessions as viewers.

The **WebEx** platform supports around 250 speakers (able to raise their hand 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 250 speakers, regional group coordinators, member States and organizations are requested to participate in the discussions through one representative who will take the floor. Remaining delegates will be allowed to follow the sessions as viewers.

3. Recommended practices for remote participants in meetings with 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.
- Participants who wish to take the floor are strongly advised to connect via a computer, not via a tablet or smart phone.
- For the browser, please use Google Chrome/Mozilla Firefox/Edge updated to the latest version.
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b) Headset and microphone

- Please use a wired headset for audio. Do not use a headset connected through Bluetooth or the computer's built-in microphone.
- Wired headset

- Use high quality unidirectional microphones[1,] 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.

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.

Thank you and best regards,

The Secretariat.

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[1] Microphones should reproduce audio frequencies between 125 Hz and 15,000 Hz, with a variation of maximum +/- 10dB. Microphones shall comply with IEC 60268-4.