

United Nations Commission on Science and Technology for Development

Virtual Meeting

10-12 June 2020, 2 p.m. – 3.30 p.m. ([CEST](#))

1. Participation and registration

Registration should be completed online. To do so, please use the following link to Indico: [Commission on Science and Technology for Development](#). 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 UNCTAD secretariat, Science and Technology Section, email: stdev@unctad.org.

We request participants to register as soon as possible to facilitate quality assurance tests before the meeting dates. We recommend participants to use their personal e-mail addresses for registration, as links to the test sessions and the actual meeting will be communicated via e-mail.

2. Arrangement for the conduct of discussion in Plenary

Verbal statements

Delegations that would like to make an intervention during one of the virtual sessions are strongly encouraged to inform the CSTD Secretariat by 9 June 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 the hand raising functionality on the online platform and are asked to observe the time limit of 4 minutes for interventions during the virtual sessions. Questions may also be sent via the built-in chat on Interprefy, which will be monitored by the Secretariat during the sessions.

To ensure that statements are interpreted as clearly as possible, delegates are requested to submit a copy of their statements in advance by email to stdev@unctad.org.

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

Virtual Meeting Platform for CSTD23

The meeting will be organized through Interprefy, a remote simultaneous interpretation platform, with interpretation to all six UN official languages. More information about the platform is available at <https://www.interprefy.com/>. A user guide in six languages is also available on the [webpage](#) of the meeting under the tab “Documents”.

To avoid technical problems during the live meeting, we strongly encourage participants to participate in one of the test sessions. Registered participants will be informed by e-mail about how to connect to the test sessions, that are scheduled to take place at the following dates:

- Thursday, 28 May 2020: 12:00-17:00 CEST
- Friday, 29 May 2020: 12:00-17:00 CEST
- Tuesday, 2 June 2020: 12:00-17:00 CEST
- Wednesday, 3 June 2020: 12:00-17:00 CEST

- Thursday, 4 June 2020: 12:00-17:00 CEST
- Tuesday, 9 June 2020: 12:00-17:00 CEST

Links to the virtual session

Links to the virtual meeting will be sent from stdev@unctad.org after 5 p.m. on Tuesday 9 June 2020 to all registered participants.

Participation types and limits

The 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, we would like to request member States to participate in the discussions through one delegate who will take the floor. Remaining delegates can follow the sessions as viewers. Different speakers can represent a member State in separate sessions.

Support

For support related to the virtual platform, you can use the private chat function on Interpretify and write to the “Moderator” or “UNCTAD IT”.

4. 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.
- Participants who wish to take the floor are strongly advised to connect via a computer, not via a tablet or smart phone.

b) Microphone

- Use high quality unidirectional microphones¹, 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 earpod or earbud microphones (e.g. Apple earpods).
- 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 indoor room with the doors and windows closed to avoid reverberation and echoes.
- Background noise and interference should be eliminated (turn off loud air conditioning, etc.).

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.

- 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 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.
- If reading from a statement etc., this should be provided in advance and the interpreters will check against delivery.
- The microphone should be turned off at the conclusion of each statement, and remain muted, to avoid sound distortion.