



Information Note for Speakers

Tuesday, 1 December 2020, 10.00 – 12.00 pm EDT and 3.00 – 5.00 pm EDT

Thursday, 3 December 2020, 10.00 – 12.00 pm EDT and 3.00 – 5.00 pm EDT

We recommend that you join the meeting 30 minutes in advance to test your connection

Statements, Languages and Remote Simultaneous Interpretations

Speakers are encouraged to deliver speeches at a moderate pace to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) in order to ensure that the statement is delivered at a normal pace.

Simultaneous interpretation of the virtual proceedings is provided by the United Nations for the purpose of facilitating communication in the six official languages. In cases of interruption, partial or complete loss of audio, interpretation will be turned off and will resume when conditions allow. Only the speech or intervention in the original language is authentic. In case of any inconsistency between the interpretation and the speech or intervention in the original language, the latter shall prevail. In cases of poor connection, below-standard sound quality, and when no written statement is provided, interpretation will not be possible.

Due to the limitation of the virtual platforms, speakers would only be able to deliver their statements and/or made an intervention in one of the official languages of the UN. Speakers may deliver their statements through an intermediary (their own interpreter) or through consecutive interpretation by their interpreter within the same time limit provided for each speaker.

In order to facilitate the provision of interpretation, speakers are invited to provide statements electronically well in advance to facilitate interpretation and mitigate possible connectivity problems

associated with the virtual setting, such as interruptions, bad sound quality, loss of sound. Please submit your statement as soon as possible but no later than three hours in advance of delivery to estatements@un.org. Speakers are required to send the statements in both PDF and word documents. It will be kept confidential and checked against delivery to allow for last-minute changes in the text by the speakers.

Without setting a precedent for future Conference of States Parties to the Convention on the Rights of Persons with Disabilities (COSP/the Conference), in exceptional cases when pre-recorded video messages are sent in place of live interaction for the virtual meetings, all pre-recorded statements should be submitted to unvc@un.org cc: lamrabat@un.org at least four calendar days before the date on which the statement is scheduled to be played.

Virtual Platforms

The virtual platforms that will be used for the thirteenth session of the COSP are **Webex Event** and **Interprefy** audio application.

Speakers will be provided a link to login to Webex and those requiring remote simultaneous interpretation to one of the UN official languages can listen via Interprefy, through a second device such as through another laptop or a mobile app, for its audio transmission. Please use an earpiece to listen to the Interprefy app to avoid audio feedback and speak over the Webex Event as it will be in the original language (floor audio). **Please refer to Interprefy User Guide Web.**

Please note that the current version of Interprefy has limited accessibility for persons with disabilities who use screen readers, notably JAWS. Interprefy accessibility experts are currently taking steps to address this situation and find solutions. We recommend that you request the assistance of a person of your choice to participate in the meeting as needed.

For a more desirable user experience, it is recommended that Google Chrome is used for both platforms.

The Conference will be recorded and streaming live in UN WebTV in all six United Nations' official languages as well as with International Sign interpretation and closed captioning.

Recommended Practices for Optimal Performance

Please read and follow carefully

- **Devices should be fully charged**, freshly rebooted and attached to a power source at all times. Laptops and other devices with less than 50% battery life automatically reduce processor speeds reducing video performance.
- During the event, use a dedicated desktop/laptop. **All other applications should be signed out and closed.** Use a second device to review documents, chat, email etc.

- **Avoid backlight and sit in a quiet place** with less background distractions. Papers should be kept away from the microphone while speaking to avoid rustling that distorts the sound.
- **Make sure your face is well lit.** Set up your device or camera so that it has a clear, unobstructed view of you. Don't sit too far from (or too close to) the camera. Adjust the camera to the same level as your head, not far below or above.
- **Use a headset with earpiece and microphone, if feasible/acceptable. Alternatively, use a lapel microphone or a unidirectional desk microphone,** preferably with a USB connection to the computer used for participating in the meeting. Wired connected headsets tend to be more reliable than wireless ones. External speakers may create echo. Avoid using the built-in microphones on your computer. Position the microphone at a reasonable distance (i.e. not so close that breathing is picked up) and speak directly into it.
- It is strongly recommended that you **connect your laptop through a cable to the network/ethernet cable.** If this is not possible, find a location with a strong signal and stay close to the wifi access point.
- **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.

These recommended practices also apply to pre-recorded video messages


User Guide on Webex Event

Joining the meeting

When you are invited to a Webex meeting, you will receive an email with instructions. For security and confidentiality reasons, please keep the received email and instruction to yourself and do not share this email.

1. Click a link that reads "[Join Event Now](#)". If you have not used Webex before, you may be prompted to install the app (<https://www.webex.com/downloads.html>) or join the Webex Event on your web browser. It is recommended that you install the app for a better user experience.
2. It is important that you include your **full name** in the first name field and **(delegation/organization name)** in the last name field in order for the meeting host to grant

entry access. [For example, Amb. Katalin Bogyay (Hungary) or Frances West (Frances West Co)].

3. Ensure that your camera and microphone are **turned off** until you are called to speak. You'll see  when your microphone is muted. Please keep your camera **turned on** at all times.
4. Click **Join Event**.

During Speaking Time

Turn on your microphone. Please keep camera turned on at all times and especially one minute before your speaking time.

If you need to share a content, such as Microsoft PowerPoint presentation, under **Share Content** and select **Share Application**.



During Any Other Times

Microphone

NOTE that in WebEx:



MICROPHONE ON!



MICROPHONE OFF

Please keep your microphone deactivated at all times. Unmuted microphones can create echoes and degrade overall sound quality for all participants.

Questions & Answers (Q&A)



Please use the Q&A panel for questions to be addressed to the panellists. Questions/comments will be addressed directly by the panelists or at the Q&A section of the webinar. As there may be many questions during the event, with apologies in advance to those whose questions may not be addressed.

Chat



Please use the chat panel for sharing link to the materials and information or flagging technical difficulties.

Interventions



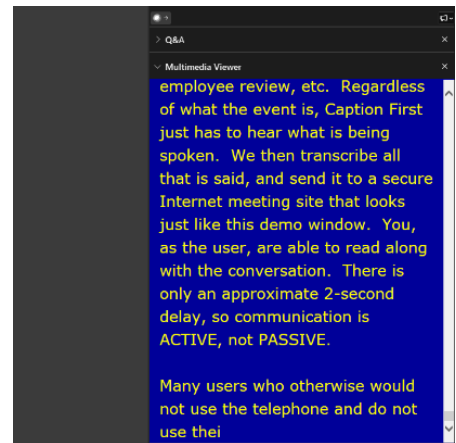
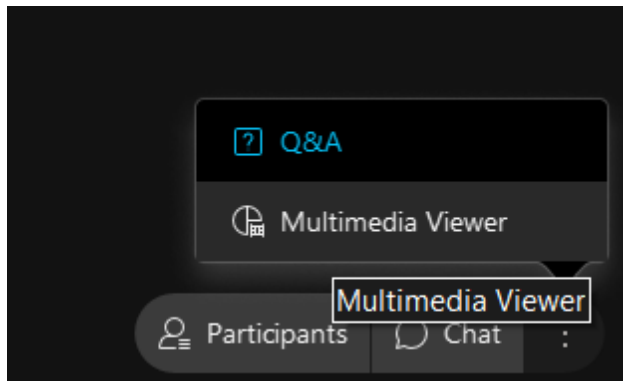
The Chair may pose these directly to the presenters or invite participants to take the floor and pose their questions, time permitting. A live google form will be provided during the session (example: <https://bit.ly/cosp13-speaker-form>), just before the interactive dialogue starts. Please inscribe after the Chair opens the floor for questions or comments. If you are given the floor, please unmute yourself and indicate your name, followed by your delegation or organization, before posing your questions.

Live Captioning



To open the Multimedia Viewer for the display of the live captioning:

- Select **Multimedia Viewer** on the bottom right-hand side of the Webex Event window.
- The captioning will appear in the right side of the window and will vertically resize with the other right panel options.



Troubleshooting

If you are experiencing problems:

- Be sure to use the latest version of your Google Chrome
- If you are unable to connect to a meeting, go to <chrome://settings/clearBrowserData> and follow these steps to clear your Google Chrome browser settings and cache. Select **Time Range: All time**. From the pop-up window, select **Cookies and other site** and **Cached images and files**. Click **Clear data**. For more information: <https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=en>

Clear browsing data



Time range:

All time

- Browsing history**
2,165 items. Includes autocompletions in the address bar.
- Download history**
197 items
- Cookies and other site data**
From 1,025 sites. Signs you out of most sites.
- Cached images and files**
Frees up 320 MB. Some sites may load more slowly on your next visit.

This will clear your data across all your synced devices signed in to evelyn.wonosaputra@un.org. To clear browsing data from this device only, [sign out first](#).

Clear now

Cancel

- If you continue experiencing further difficulties, please send email to unvc@un.org or call +1-212-963-8648

Helpful resources: [Guideline for Webex Events](#), [Recorded training for Webex Events](#) and [Live training for Webex Events](#)

