



Information Note for Speakers

Wednesday 16 June 2021, 10.00 – 12.00 pm EDT and 3.00 – 5.00 pm EDT

Thursday, 17 June 2021, 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.

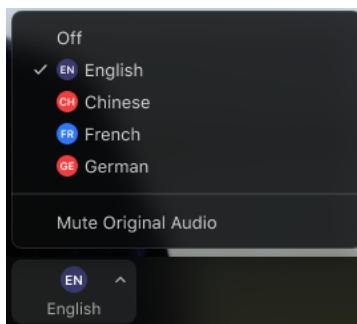
In order to facilitate the provision of interpretation, speakers are invited to provide statements electronically well in advance to facilitate interpretation and mitigate possible connectivity problems associated with the virtual setting, such as interruptions, bad sound quality, loss of sound. Please submit

your statement as soon as possible but no later than three hours in advance of delivery to estatemnts@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.

Virtual Platforms

The virtual platforms that will be used for the thirteenth session of the COSP is **Zoom Webinar** with simultaneous interpretation.

Speakers will be provided a link to login to Zoom and those requiring remote simultaneous interpretation to one of the UN official languages can listen via Zoom using the interpretation function available at the bottom of the screen.



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 (<http://webtv.un.org/>) in all six United Nations' official languages as well as with International Sign interpretation and closed captioning.



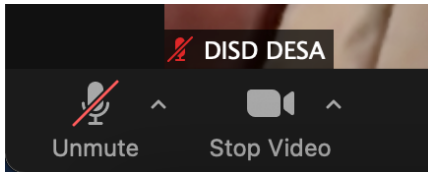
User Guide on Zoom Webinar

Joining the meeting

When you are invited to a Zoom Webinar, you will receive an email with instructions. **For security and confidentiality reasons, please keep do not share this email.**

1. If you have not used Zoom before, you may be prompted to install the app (<https://zoom.us/download>) or join the Zoom 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.

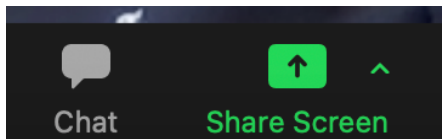


4. Click **Join Event**.

During Speaking Time

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

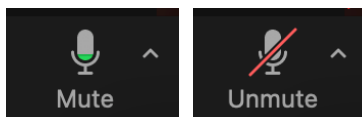
If you need to share a content, such as Microsoft PowerPoint presentation, under **Share Content** and select **Share Application**.




During Any Other Times

Microphone

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



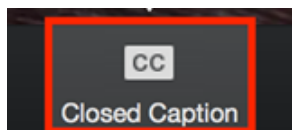
The Chair may pose these directly to the presenters or invite participants to take the floor and pose their questions, time permitting. A live google form will be provided during the session (example: <http://bit.ly/cosp14-speaker-form>), just before the interactive dialogue starts. Please inscribe after 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 Closed Caption:

- Select **CC** on the bottom right-hand side of the Zoom Webinar window.
- The captioning will appear in the bottom of the window.



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 enable@un.org and copy lamrabat@un.org.

