

United Nations Economic and Social Council operational activities for development segment (18-20 May 2021)

Technical Note for Participants

This technical note provides organizational and logistical information for participants in advance of the 2021 ECOSOC operational activities for development segment.

In accordance with General Assembly resolution 75/233, the Economic and Social Council, through its segment on operational activities for development (OAS), serves as a platform to ensure and enhance accountability and oversight for and the acceleration of system-wide performance and results in relation to the 2030 Agenda, as well as to provide guidance and overall coordination to the United Nations development system.

The 2021 OAS will be held in a **fully virtual format**. The programme and all related materials can be found on the [2021 OAS website](#).

WEBCAST [for non-speaking participants]

All sessions of the 2021 OAS will be live-streamed, recorded and archived on [UN Web TV](#). Anyone can watch the OAS meeting on UN Web TV. Only participants intending to speak in a given session should log onto the virtual platforms of *Interprefy* or *WebEx*.

VIRTUAL MEETINGS PLATFORMS [only for participants intending to speak]

- **INTERPREFY:** Most sessions [1, 2, 4, 5, 6, 8, 9, 10] will be held virtually using remote simultaneous interpretation platform, *Interprefy*.
- **WEBEX:** Two informal sessions [3 and 7] will be hosted on the *WebEx* platform with no interpretation.

INTERPREFY [Sessions 1,2,4,5,6,8, 9, 10]

- **Equipment & Tutorial:** Participants should use a computer to join the virtual meetings on the remote interpretation platform *Interprefy*, as the *Interprefy* platform does not support mobile devices. The Chrome browser is recommended when accessing the virtual platform link. Video guides/self-tutorials for using *Interprefy* may be found here: [equipment setup](#) and [speaker tutorial](#). Further *Interprefy* instruction is available at the end of this note as Annex I.
- **Access for delegations:** The link to *Interprefy* will be made available on the “ECOSOC meetings” page in the [e-deleGATE](#) Portal ([edelegate.un.int](#)). After logging into [e-deleGATE](#) using your credentials, please select:
 1. ECOSOC
 2. ECOSOC Meetings/forums/segments
 3. ECOSOC Meetings
 4. Select “18/19/20 May” and click on “OAS *Interprefy* VR”.

Delegations are kindly requested to limit their participation to no more than two delegates at a time, given the limited capacity of the virtual platform.

Delegates without access to [e-deleGATE](#) should request the Access Administrator in their Permanent Missions to grant access.

- **Access for panellists:** Moderators, panellists, and discussants for sessions taking place on the Interprefy platform will receive an email with instructions on participation. For security and confidentiality reasons, the email and instructions should not be shared. Participating organizations should limit their participation to no more than two representatives at a time.
- **Naming convention in Interprefy:** Delegates and panellists will be requested to enter their name and email address upon logging in to *Interprefy*. The naming convention is required when joining the meeting, that is [DELEGATION or ORGANIZATION] in the “first name” field and [FIRST NAME] [LAST NAME] in the “last name” field, e.g. Switzerland, Markus Reisle.

For those listed in the programme, please use the following naming convention: “Role” (e.g. speaker/moderator/discussant), first name, last name. For example: Moderator Elliot Harris or Switzerland Markus Riesle.

Failure to use the naming convention may impact access to the platform and ability to speak in the discussions.

- **Speaker request form for interactive discussions:** There will be no advance inscription for participation in the interactive discussion periods. Delegations wishing to participate in an interactive discussion will be invited to register through an online speaker form which will be shared in the chat function. The form will be enabled during each meeting and no requests can be made in advance. Requests to speak may be made through the speaker form, which will be accessible to participants through the chat box in Interprefy or WebEx. Members representing groups are requested to kindly limit their remarks to 4 minutes and individual members to 3 minutes. The time limits may be further adjusted by the Moderators for different sessions, and strictly implemented to enable broad-based participation.
- **Familiarization “onboarding” session:** A familiarization session will be held in advance of the segment for panelists and other speakers in the official programme to test their equipment and connection from the location at which they intend to intervene during the live event. All participants who intend to take the floor during the virtual meetings are strongly encouraged to take part in the onboarding session. Information on the familiarization session timing will be shared by the Secretariat.
- **On the day of the meeting:** Each meeting will be opened approximately one hour before the start time and participants intending to speak are strongly encouraged to test their connections during this time. All speakers listed in the programme are requested to log in no later than 30 minutes before the start of their session.

WEBEX (Informal sessions 3 and 7)

- **Access for delegations:** The link to the informal sessions 3 and 7 on the *WebEx* platform will be made available on the “ECOSOC meetings” page in the [e-deleGATE](#) Portal (edelegate.un.int). After logging into [e-deleGATE](#) using your credentials, please select:
 1. ECOSOC
 2. ECOSOC Meetings/forums/segments
 3. ECOSOC Meetings
 4. Select “19/20 May” and click on “OAS WebEx VR”
 Further Webex instruction is available as Annex II to this document

Access for panellists: Moderators, panellists, and discussants to the sessions on the WebEx platform will receive an email with instructions on participation. For security and confidentiality reasons, the email and instructions should not be shared.

- **Speaker request form for interactive discussions:** There will be no advance inscription for participation in the interactive discussion periods. Delegations wishing to participate in an interactive discussion will be invited to register through an online speaker form which will be shared in the chat function. The form will be enabled during each meeting and no requests can be made in advance. Requests to speak may be made through the speaker form, which will be accessible to participants through the chat box in Interprefy or WebEx. Members representing groups are requested to kindly limit their remarks to 4 minutes and individual members to 3 minutes. The time limits may be further adjusted by the Moderators for different sessions, and strictly implemented to enable broad-based participation.

Written statements and remarks for delivery

In view of time constraints, the **general debate** will be conducted through written statements, to be sent to qcpr@un.org, and posted on the QCPR website after the session is concluded.

Interactive dialogue is encouraged throughout all sessions. Should regional groups and Member States have **talking points for their interventions** available, they are invited to share these in advance to estatements@un.org, is-unhq@un.org, and qcpr@un.org (preferably in both PDF and Microsoft Word formats).

The title and date of the meeting or session, and the name and delegation of the speaker should be clearly indicated in the subject line of the email and in the heading of the statement. The statements will remain embargoed until their delivery. If submitters have versions in any other United Nations official languages apart from English, at their disposal, they are kindly encouraged to also include them in both formats. Statements submitted to estatements@un.org will be available on the [UN Journal website](#).

TROUBLESHOOTING

Should participants have any technical issues with the platform, please email to unvc@un.org or call by phone, +1 (212) 963-8648.

Interprefy Connect
Pro (Classroom)
User Guide for
Speakers

1. Before you begin



Internet connection: Recommended bandwidth of 4mbps up/down or higher. Ethernet connection is preferred.



Recommended browser: Google Chrome, Firefox or Edge (avoid using Internet Explorer or Safari).



Headset and webcam (for participants with an active speaking role): The use of a headset avoids echoes. Plug in your headset before starting.



Optimal conditions: Choose a quiet environment without background noise, with good lighting. Keep your microphone muted until it is your turn to speak.

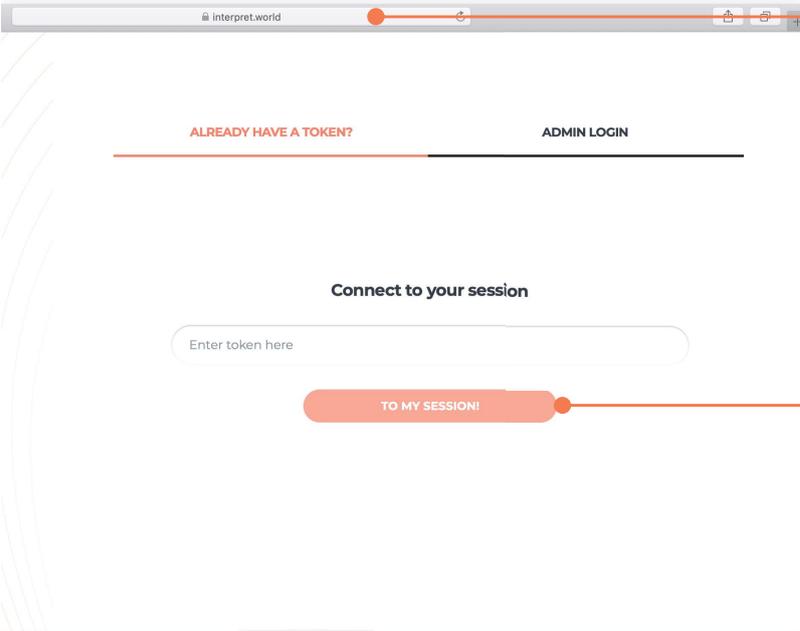


Device: Use a desktop or laptop. (if necessary because of internet issues in certain locations, additional assistance may be requested to connect from a mobile device).

Additional Resources

- [Connectivity self-test](#)
- [Set-up video user guide](#)
- [Platform video user guide](#)

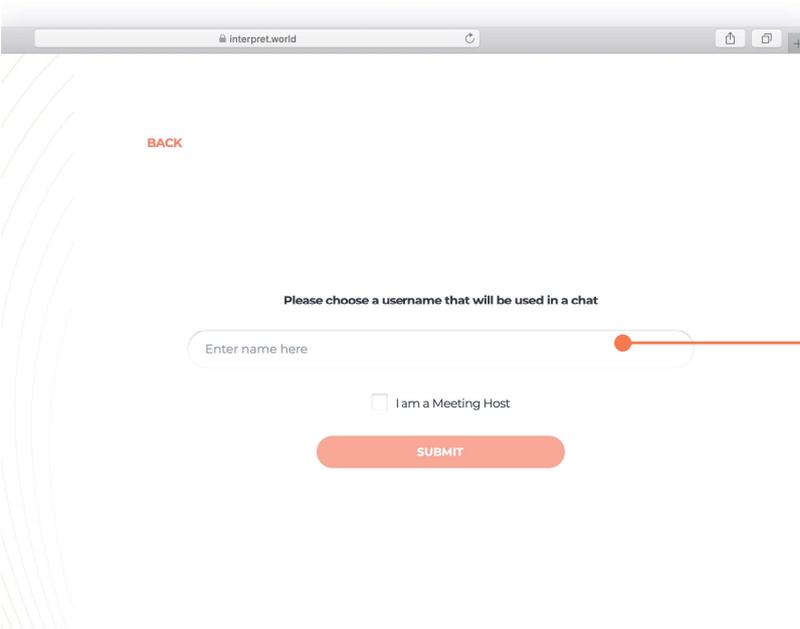
2. Logging in without two-factor authentication



2.1 - Open your internet browser, enter the Interprefy link you've been provided and click «to my session» to confirm.

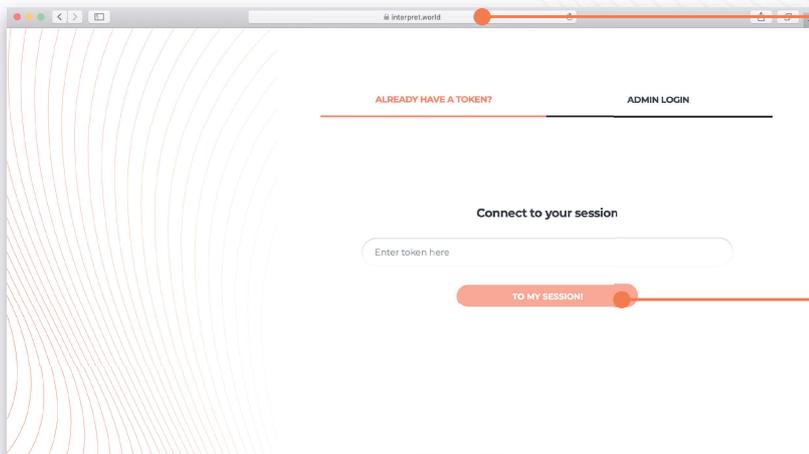
OR

2.2 - Alternatively, visit www.interpret.world, enter your provided event token and click «to my session» to confirm.



2.3 - Choose your user name that will be visible in the event chat and the participants list.

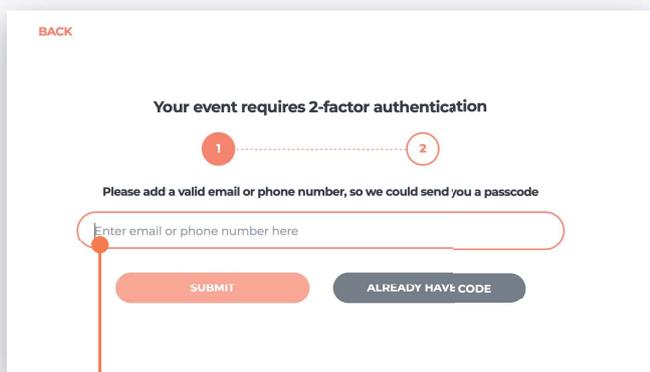
3. Logging in with two-factor authentication



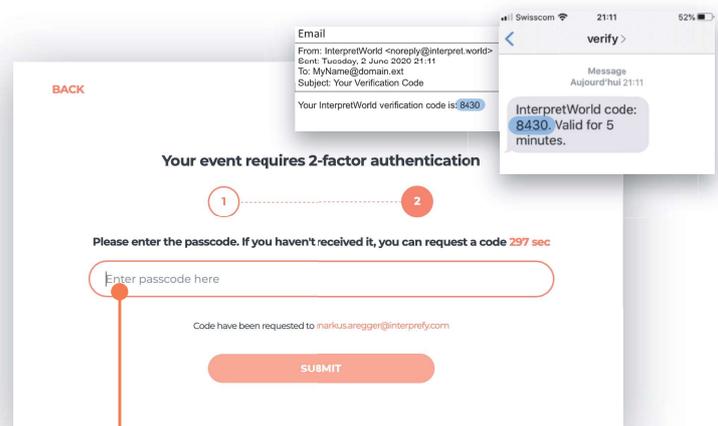
2.1 - Open your internet browser and enter the Interprefy link you've been provided and click «to my session» to confirm.

OR

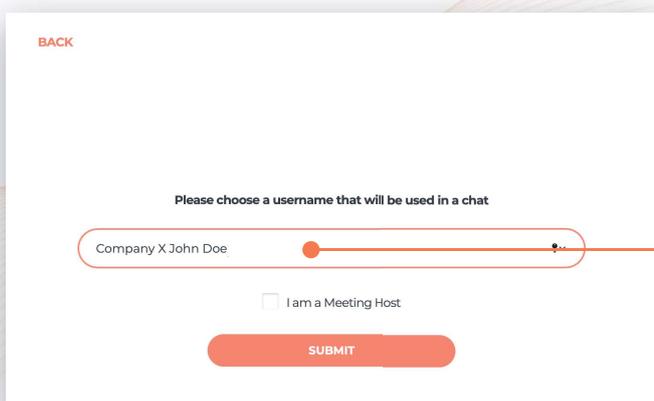
2.2 – Alternatively, visit www.interpret.world, enter the event token and click «to my session» to confirm.



3.1 - Enter your registered email address or mobile phone number (format: +41 79 1234567) to receive a verification code.

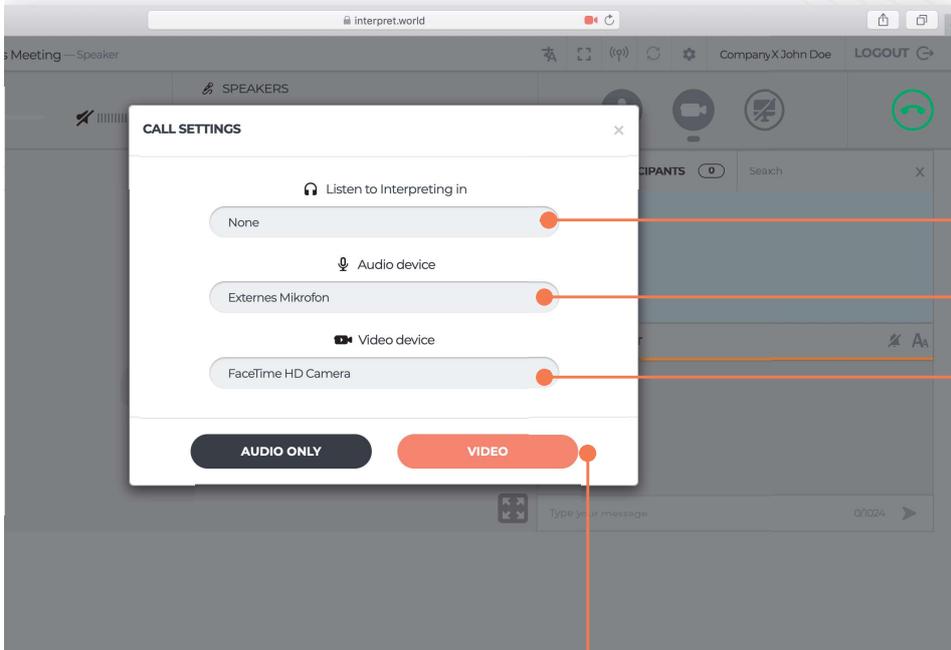


3.2 – Enter the verification code that you have received either via email or text message (SMS) and click «submit».



3.3 – Choose your user name that will be visible in the event chat and participants list.

4. Call Settings

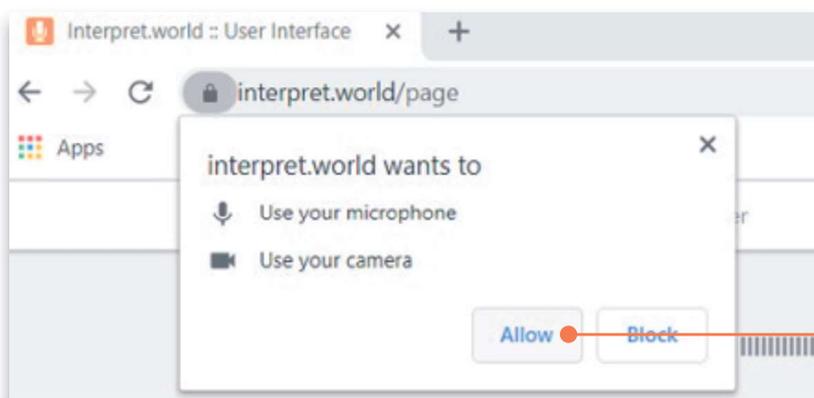


4.1 – Select your preferred interpretation language. To hear the floor language, select «none».

4.2 – Select your connected headset, to disable the default computer microphone and speakers.

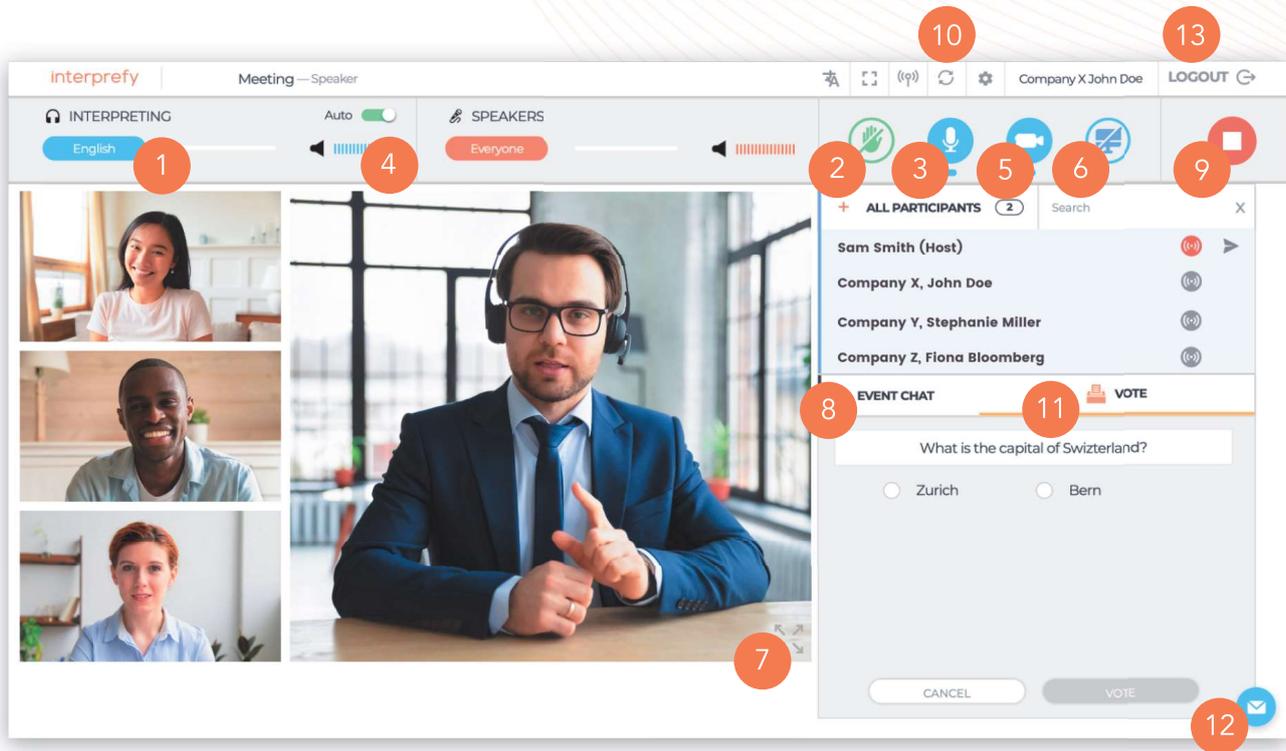
4.3 – Select your connected webcam.

4.4 - Confirm by clicking «video» to stream your video and audio.



4.5 - As first-time user, you will need to allow your browser to access your microphone and camera for the session.

4. Connect Pro (Classroom) Feature Overview



1 **Select your preferred language** - Select „none“ to hear the floor language. Select other language, if interpretation is available, click «save».

2 **Raise your hand to ask for the floor** - Click on the green hand icon to request to take the floor and wait for approval. Select «audio only» to enable your microphone. Select «audio and video» to enable both microphone and webcam.

3 **Mic** - Turn on/off microphone, when you have the floor.

4 **Volume** - Adjust audio volume.

5 **Webcam** - Turn on/off the webcam, when you have the floor.

6 **Screen sharing** - Turn on/off to share the entire screen, application window or browser tab, when presenting.

7 **Full screen mode** - Enter/exit full screen mode.

8 **Event chat** - Use, if available, to address all event participants.

9 **Stop streaming** - Click to stop streaming, when finished speaking. This does not disconnect you from the meeting.

10 **Restart All Lines** - In case of any audio or video issues, click to refresh your connection.

11 **Vote** - Participate in polling, if available.

12 **Private chat & moderator chat** - Report technical issues to the moderator or send a private message to individual participants.

13 **Log out** - Click «log out» to disconnect from the meeting.

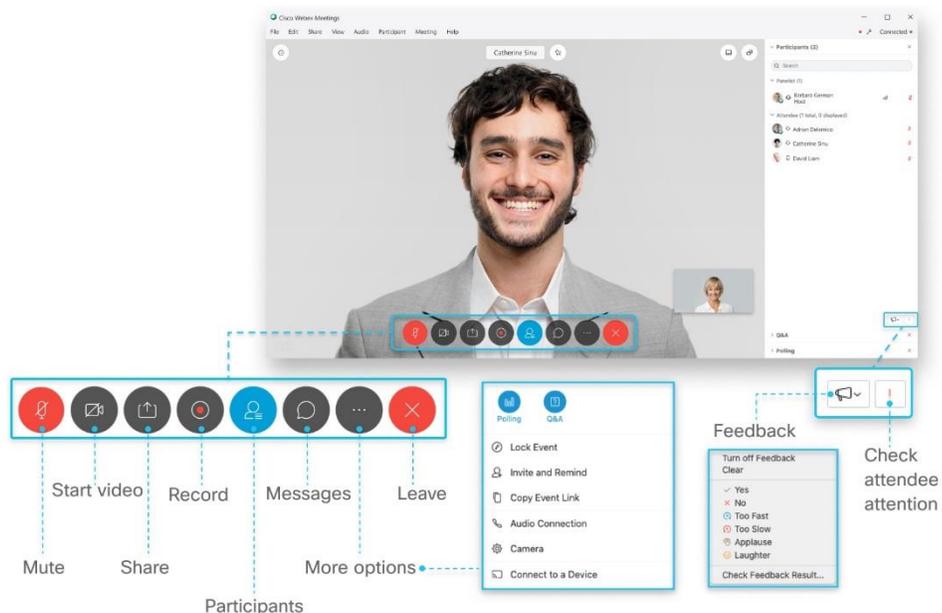
WebEx Participant Guide

Joining the Meeting

When you're invited to a Webex meeting, you received an email with instructions. Click the link to join the meeting. Below **Join Event Now**, enter your name and email address, and click **Join Now**.

You might be asked to enter an event password. You can find this in your email invitation.

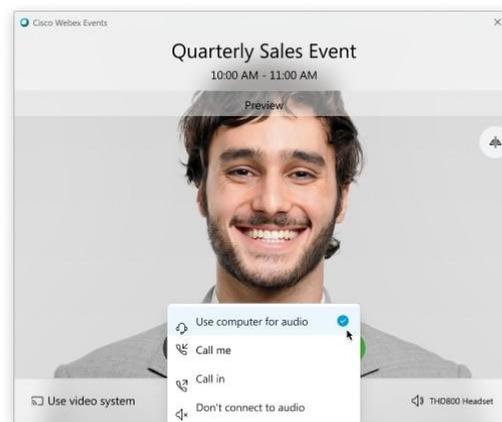
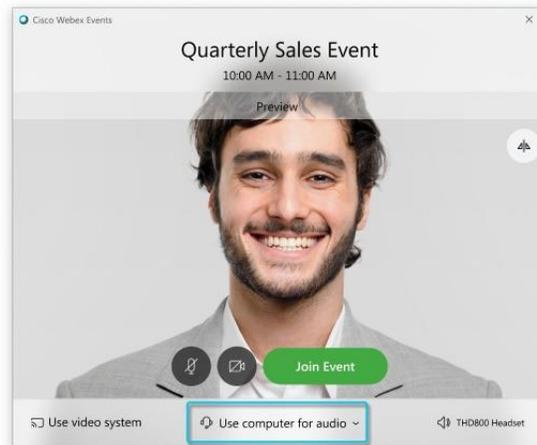
The Webex Events user interface is simple. Most of the event options are in the center and participants and other panels are on the right.



Connect to Audio

Before you join an event, you can choose the settings you use for audio in the event.

1. Click the audio connection options in the Webex Events app.

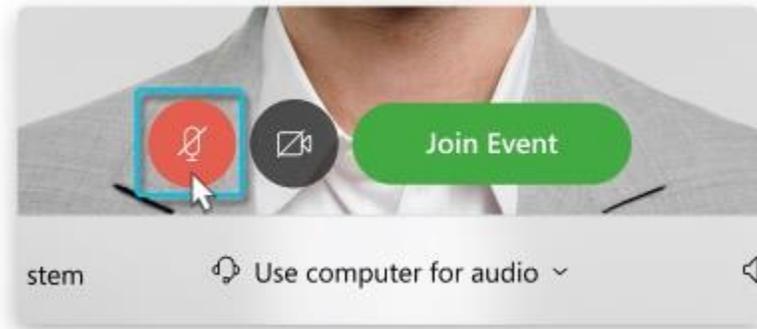


2. Choose how you want to hear the audio in the event:

- **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.
You can change your headset, speakers, and microphone.
- **Call me**—Enter or select the work or home phone number that you'd like the event to call.
- **Call in**—Dial in from your phone when the event starts. A list of global call-in numbers is available after you join the event.
- **Don't connect audio**—You won't hear any audio in the event through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the event.

- If you want to join the event with your audio muted, click **Mute my microphone** .

You'll see  when your microphone is muted. Click **Unmute my microphone**  when you want to speak in the event.

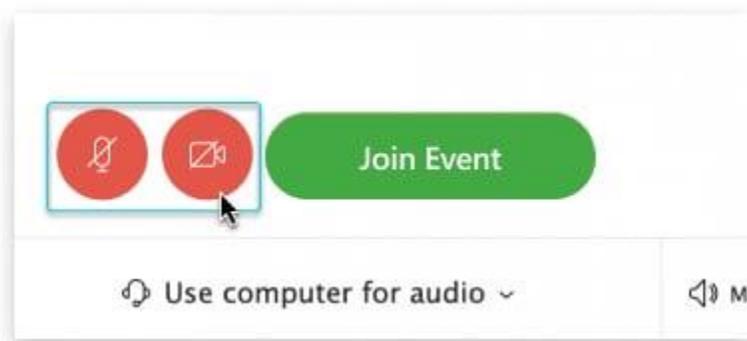


Start Your Video

Before you join an event, you can choose the settings you use for video in the event.

- If you want to join the event with your video turned off, click **Turn off my video** .

You'll see  when your video is turned off. Click **Turn on my video**  when you want to show your video.



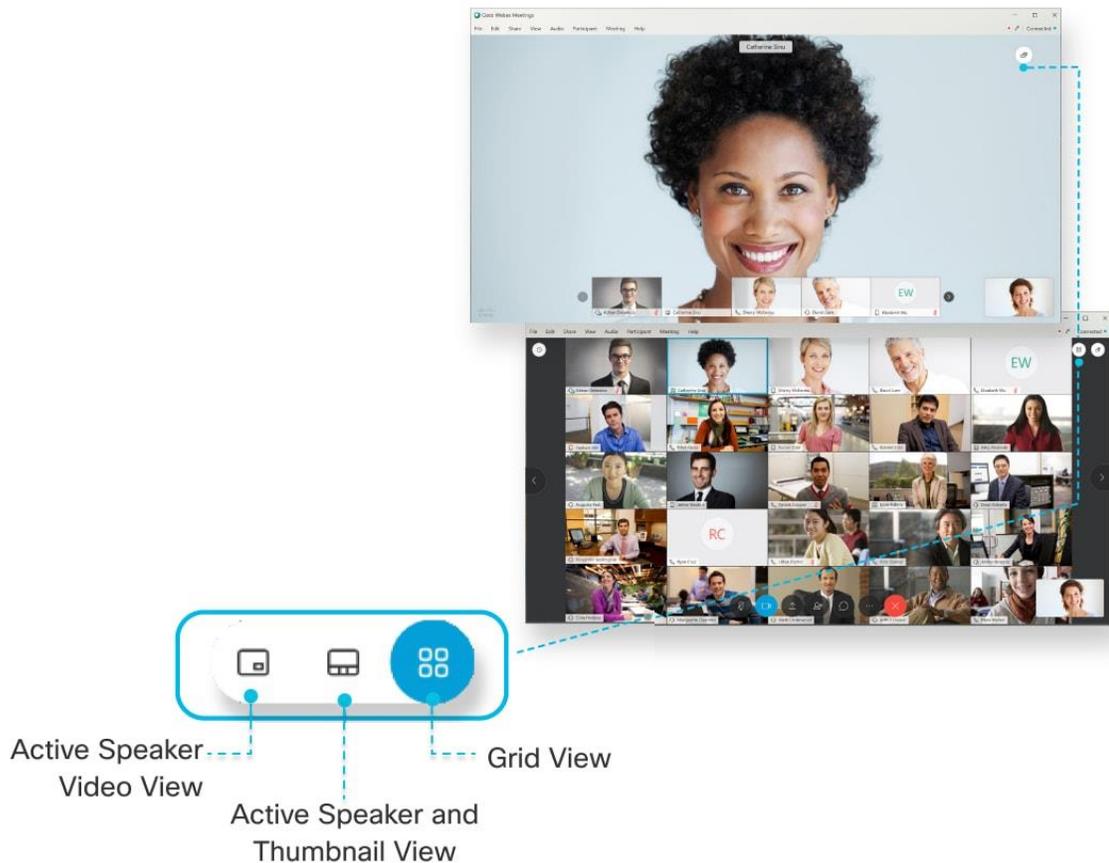
- By default, your self-view video shows in mirror view. You can [turn off mirror view](#) if you want to see yourself in your self-view video the same way that other event participants see you.
- Click **Join Event**.

Share Content



Switch Between Video Layouts in Cisco Webex Meetings and Cisco Webex Events

When content isn't being shared, you can switch between three different video views.

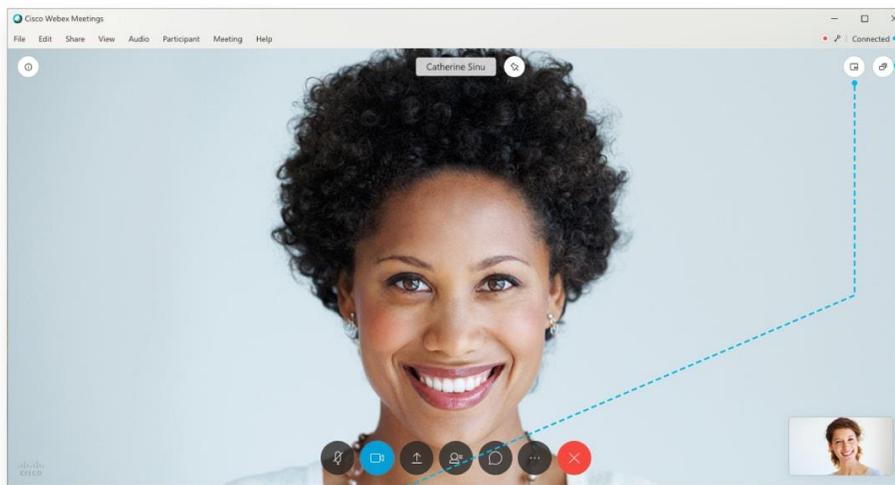


In a meeting or event, there are three different video-only layouts: Active Speaker and Thumbnail View, Active Speaker View, and Grid View. If there are more than two participants, you can choose between these three views.

You can also select the Floating Layout. Floating Layout is a fullscreen mode if you're in a meeting or event with only one other participant. If you're in a meeting or event with multiple participants, Floating View allows you to move and resize the panels.

To change the view, select the Active Speaker and Thumbnail View or the Floating View icon at the top right corner of your screen.

1



Active Speaker
Video View



Floating Layout

The default layout is the Active Speaker and Thumbnail View, but the icon changes to reflect the layout you're currently using.

The section menu expands and then you can select a different view.

2

- To use the Active Speaker View, select



- To use the Active Speaker and Thumbnail View, select



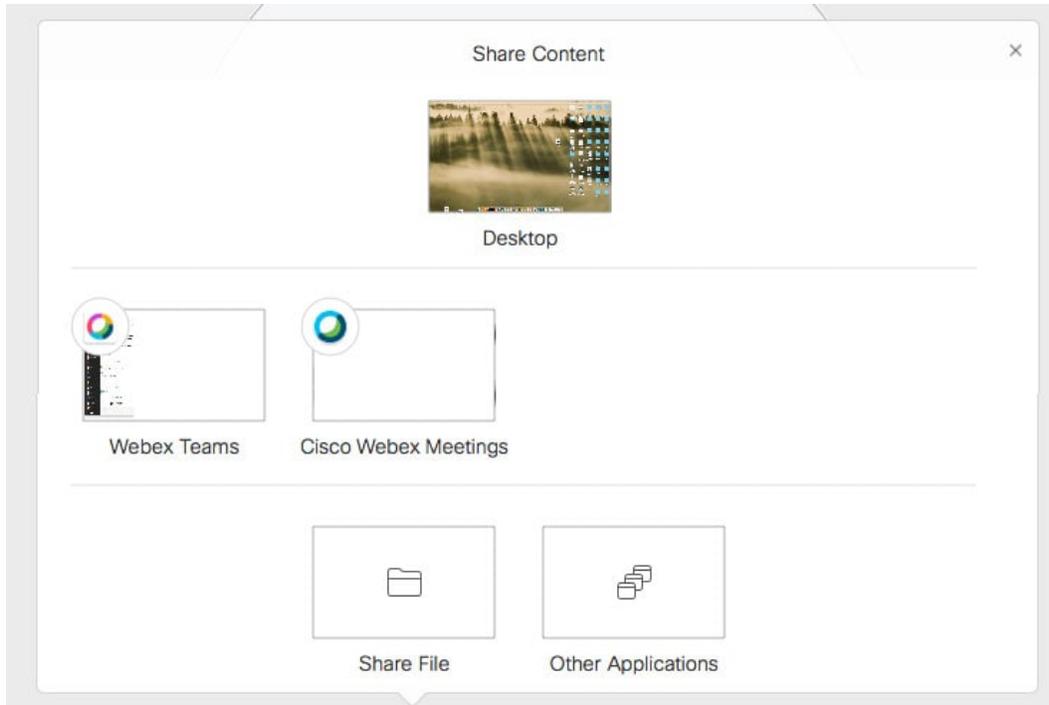
- To use the Grid View, select



Hosts can allow **Panelists** to be able to share their screen during the event by assigning them as **Presenter**.

As **Presenter**, they can select **Share content** .

To share a file, such as a Microsoft PowerPoint presentation, under **Share content** , and select **Share File**.



Your sharing option (screen, file, or application) is saved for you for the next time you select **Share content**.

Troubleshooting

If you are experiencing difficulties, please send email or call BCSS VNOC:

- unvc@un.org
- [212-963-8648](tel:212-963-8648)

System requirements

A computer (PC or Mac) or mobile device (iOS or Android):

- equipped with a camera and microphone
- video and audio communication ready and connected to a high-speed internet connection (a minimum 25 Mbps)

Get **Cisco WebEx** Meetings on your device*. Desktop apps for Windows, Mac iOS, as well as mobile apps for iOS and Android, are available in the links below:

DESKTOP	MOBILE (WEBEX MOBILE APP)
Windows 64-bit / Windows 32-bit	Apple iOS
Mac	Android

* For firewall issues, participants should contact their mission technical focal points to allow downloading of **Cisco WebEx application**.

