Non-speaker Participants' Guide

Global Roundtable on Extractive Industries
Financing for Development in the Era of COVID-19 and Beyond

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➢ **Meeting Date/Time:** Tuesday, 25 May 2021; 09:00 a.m. to 12:00 p.m. (New York, EDT)

➢ **Meeting link (webex): (Please see ANNEX A for technical guide)**

1. Please copy and paste this event address into the browser of your device with high speed internet:
   https://unvc.webex.com/unvc/onstage/g.php?MTID=e45f93886b72a0209d40576f25678e218

2. You will be taken to the sign-in page. When connecting, you will be requested to enter your name. When entering your information, **kindly include your delegation/affiliation before your full name as follows: Please enter your "(DELEGATION, AFFILIATION NAME in the "FIRST NAME" field. Then, please put YOUR FIRST NAME and LAST NAME in the "LAST NAME" field. Each field has a thirty-two (32) character limits.]**

3. The event password field will already be filled in and can be retyped if needed. Reference the meeting password is below:
   Event number:129 266 0646
   Event password: SESD2021
   For participants connecting via VC system:
   Video address: *1292660646@unvc.webex.com* *Password: 120366*

4. If you are experiencing technical difficulties, please send an email to unvc@un.org with reference to **Webex Event#129 266 0646** along with your phone number. A technician will contact you immediately. You can also call us at +1 212 963 8648.

➢ **Interpretation Service: (Please see ANNEX B for technical guide)**
   Interprefy link and token:
   - ✓ From mobile App, enter the token: q0xmEf3w
   - ✓ From web, click link: http://un.interpret.world/login=q0xmEf3w

The Event will be available in all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) through the Interprefy platform.

✓ **For this event, two internet enabled devices will be needed - one for WebEx (Video and original language) and one to access Interprefy for interpretation.** **To connect to the WebEx platform** please use a computer, using the latest operating system with a strong internet connection. It is best to have your computer physically plugged in to a wired network to avoid connectivity issues. **To connect to Interprefy** please use a secondary computer or mobile device.

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✓ **Non-speaker participants will be muted all times.** Participants who are willing to take the floor should contact with organizers through sdgfinancing@un.org to grant panelist access authorization. If such authorization is given, you will then be shared a speakers' guide.

➢ **The High-level Event may also be viewed via:**

UN WebTV [http://webtv.un.org/]; Facebook [@UNwebTV]; Twitter [@UNwebTV]; YouTube [@UNwebTV]

➢ **Preparation Guidelines for Virtual Meetings with Interpretation**

As you have experienced, remote meetings are very different from physical meetings. Adhering to the guidelines below will help achieve an effective experience, will facilitate remote interpretation, as well as help prevent some of the most frequent problems from occurring.

1. **Use two devices (desktops, laptops) to physically connect to the meeting**. To connect to the WebEx platform please use a computer, using the latest operating system, e.g., Windows 10 or Apple Catalina. It is best to have your computer physically plugged in to a wired network via an Ethernet cable, Wi-Fi connections are not completely reliable. Please make sure your internet connection is strong and stable: min download/upload: 10Mbps. To connect to Interprefy please use a secondary computer or mobile device.
2. **The two devices should be fully charged, freshly rebooted** and attached to a power source. Laptops and other devices when reaching 50% battery life will sometimes reduce processor speeds reducing video performance.
3. **During the event, the devise should be solely dedicated desktop/laptop to the meeting. All other applications should be signed out and closed.** Use a third device to review documents, chat, email, etc.
4. **Make sure that you join from a compatible browser.** The platform works best on Chrome and Firefox (Safari for Macs).
5. **Participate from indoors, in a quiet room** with the doors and windows closed to avoid reverberation and echoes. Eliminate background noise and interference (turn off air conditioning, etc.). Turn off all sound notifications on all devices before the video conference starts.
6. **In the Meeting**
    a. Please be reminded that via the Cisco WebEx platform you will have visual connection with the meeting and be able to hear the original language of the meeting.
    b. Interpretation is only available via the Interprefy platform. To hear interpretation, activate Interpefy following the guide in Annex B.
    c. Please do not use external speakers to listen to the interpretation. It is important to use an earpiece/earshell when listening to the interpretation.

Additional information

For any further information or if you have any questions related to the Event, please email **sdgfinancing@un.org**.

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Annex A: Participation Guide to Webex

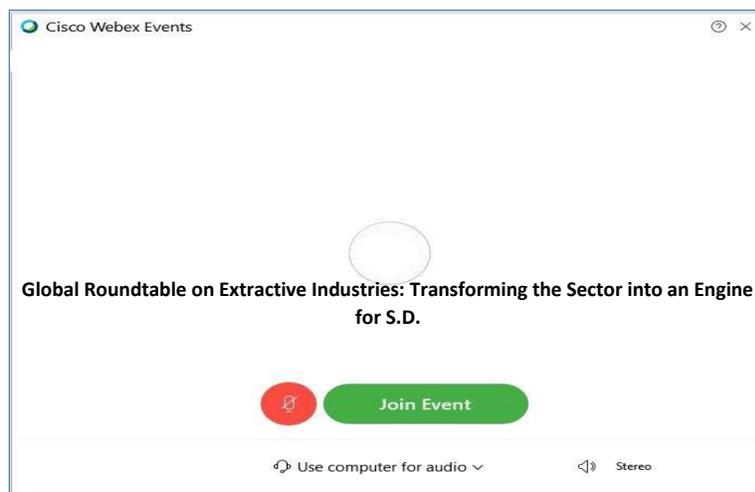| Important notices |
|---|
| If this is the first time you are joining a WebEx meeting, you will be prompted to download the temporary app or browser add-on. Click the installer file to install the app.
 Please ensure to mute your microphone before you join. All participants should keep their mics muted when not speaking.
 When connecting, you will be requested to enter your name and email address. Please enter your "(Country name, Title of participant)" in the "FIRST NAME" field and your first and last name in the "LAST NAME" field. Each field has a thirty-two (32) character limit. |

Signing into the meeting

DOWNLOAD: If you do not have the Webex software on your computer please click the "Run a temporary application" option at the bottom of the page for full functionality.

On Chrome the download will appear at the bottom left corner, click and open

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You will then be taken to the screen to join the meeting

You will initially have your microphone muted while you await admission by the meeting host.

After admission, you will have full functionality. Please **turn on your camera to participate** in the meeting. Controls are provided at the bottom of the window, including audio mute, video mute, participant list and chat as enabled by the meeting organizers.

With a mobile phone

Please click the link for the Webex meeting on your invitation.

Meeting will take place on Cisco Webex platform.

Event address for attendees: https://unog.webex.com/unog/onstage/g.php?
MTID=e48ee757b720815bec061286199e926662

Cisco Webex Meetings
Simple, modern video meetings for the global
workforce. Join from anywhere, including your desktop,
browser, mobile device, or video room device.
unog.webex.com

Those joining will add their name and email.

You will then be taken to a page containing a JOIN button. Kindly click the button.

If you have <u>not</u> previously installed the Webex app, click "Download" to do so. You will then be taken to your app store to complete the download. (NOTE: If you have downloaded the app previously, click "Join via installed app" instead.) You will next be asked to give a series of permissions to allow the app to have temporary access to your camera and audio for use during the meeting. Click "Allow" for all.

Annex B: Participation Guide to Interprefy

Mobile Interface:

interprefy   Anytime. Anywhere.

Audience USER GUIDE

Download free
Interprefy App
From App store
Or Google Play

interprefy

Enter token here

CONNECT

CLIMATE CHANGE ROUNDTABLE

interprefy

CHOOSE LANGUAGE
ENGLISH

DISCONNECT

SELECT IN LANGUAGE

ARA - Arabic
ZHO - Chinese
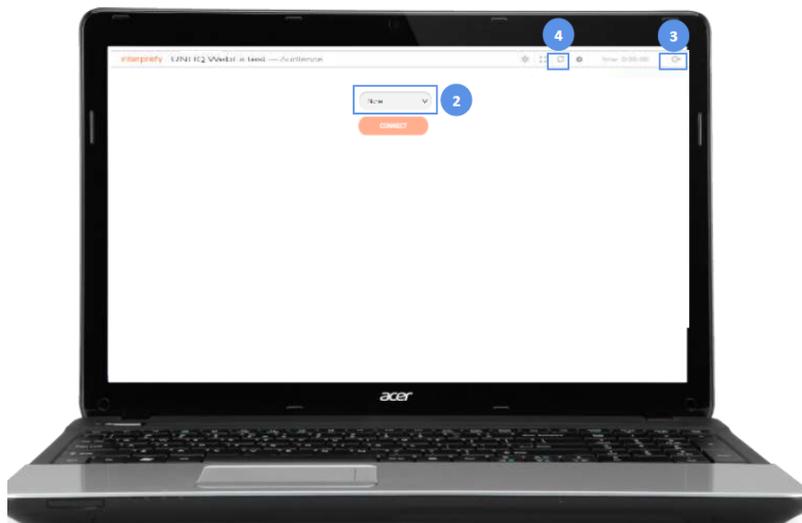ENG - English
FRA - French
RUS - Russian
SPA - Spanish

✓ Bring your smartphone and earphones with you. Connect to Wi-Fi.

✓ Connect your earphones to your smartphone and open the Interprefy App.

✓ Enter the token: q0xmEf3w

✓ Choose your language. Then press CONNECT.

✓ If disconnected, please press CONNECT again.

Enjoy live simultaneous interpretation of the event

Web Interface:

interprefy   Anytime. Anywhere.

acer

1 Open

Go to: http://un.interpret.world/login=q0xmEf3w

2 Select the Language you wish to listen to.
If disconnected press CONNECT.

3 Log out

4 If audio or video degrades, please click this button (RAL Restart All Lines)

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