

Virtual meeting participation guidelines and information

Information on the 11th GRVA session

This session is conducted as per the rules and recommendations of EXCOM. (A silence procedure involving the representatives of Contracting Parties led to the confirmation of the proposed proceedings.)

This session is supported by Interprefy (with interpretation) and by the webex platform provided by UNOG, without interpretation services.

The decisions taken during the session will be submitted after the session to the permanent representations of the Contracting Parties for formal decision via a silence procedure.

Requests from the secretariat

1. Registration

1. Register early to the session
2. Indicate the proper affiliation (it is used for the list of participants)

2. Document submission and copyrights

1. Make sure that any submission to the secretariat does not represent a copyright breach.
2. When submitting a document to the secretariat, you authorize the secretariat to modify it, translate it when relevant and post it on the UNECE website.

Annex

- Details on how to connect to the webex platform
- Decisions
- Other information

*Prepare and check your equipment **at least 2 days before meeting***

Device: Preferred options - **PC:** Window 7, 8, 10, Vista, XP or **MAC:** macOS X with macOS 10.7 or later.

Other options: Mobile phone, Tablet (iOS, Android). Plug your device into a power source to avoid interruptions.

Browsers: *options: Safari, Firefox, Chrome, Internet Explorer, Microsoft Edge.*

Internet connection: Preferred option - Broadband **wired connection**.

Other options: wireless (WIFI, 3G or 4G/LTE).

Location: Please stay in a fixed location.

Headset: Preferred option: USB or jack plug. *Other options: wireless / Bluetooth.*

Webcam: Preferred option: External USB HD webcam. *Other option: built-in webcam.*

Configuration: Use a quality, validated configuration if you have to intervene in an official meeting. Avoid as much as possible using the PC's integrated speakers and microphone.

For more information about requirements and device compatibility, click [here](#).

Test your connection to Webex at least 2 days before meeting

- Run a Webex live test by connecting to **<https://www.webex.com/test-meeting.html/>**
- In case of problem, please liaise with your IT support team.
- Use the same IT environment and equipment for testing and connecting to the meeting.
- If you will be contributing content to the session, you should coordinate with the secretariat to ensure your content abides by relevant document exchange, content sensitivity or privacy matters.

Join the Webex meeting at least 10 minutes before the start of the meeting

- Select your preferred option to connect by clicking on the appropriate link in the email invitation.
- Click **[here](#)** to find detailed information about how to connect to a Webex session.

Best practices

Video



- **Only use video when speaking**
- Turn on an overhead/front light and face a window if possible.
- Avoid backlight.
- Frame your image.
- Check the background – simple/neutral is best.

Sound

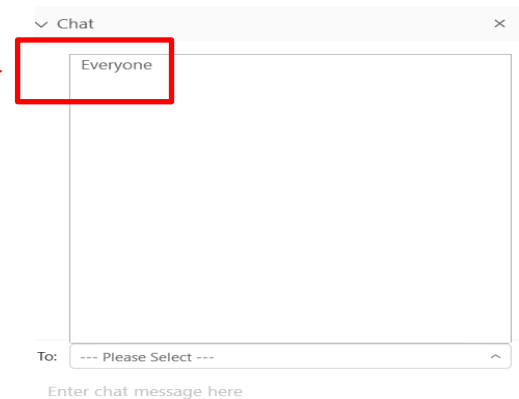
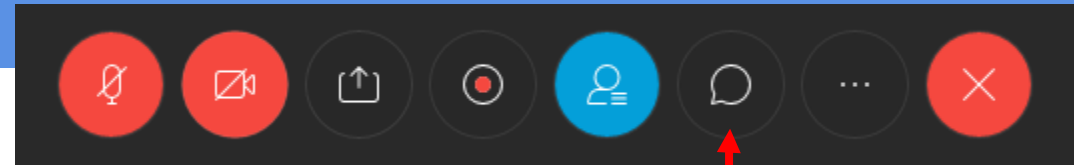


- Choose a **quiet** environment and reduce background noise.
- Adjust the headset (do not put the microphone too close to your mouth).
- Adjust the volume of your headphones.
- Use only one device at a time.
- **Always mute your microphone when you are not speaking.**
- Speak clearly with a normal voice when you take the floor.

Interacting with GRVA

If you want to ask a question or take the floor

- Get into the chat feature (please do not use the raise my hand button, the Chair won't see it)
- Select Everyone
- Request for the floor by typing "Floor"
Or type your question : eg. "can you please clarify..."
- Wait for the Chair to give you the floor
- Unmute yourself before speaking, and if you want, turn on the video
- If urgent and you want to react to a specific statement, unmute yourself and ask the chair directly for an intervention.
- Mute yourself after your intervention.



Decisions

- Endorsement of working / informal documents will take place orally, with the Chair asking for abstention / objection:
 - Abstention / objection can be sent via the Chat or by requesting the floor;
 - In addition, about 10 seconds of reaction time will be given by the Chair to Contracting Parties before endorsement of the document(s) from the GRVA.
- Following the meeting, the list of decisions will be circulated to delegations and their permanent missions in Geneva for final confirmation by the established silence procedure.

Additional information

- There will be a short, 10-min, comfort break during each session
- If documents shown are too small on your screen, please try the combination **Ctrl+Shift+H** to hide non video participants and pin the participant that is displaying the documents/presentations
- Information regarding the Interprefy platform are provided via email.