



## GUIDE TO MEETINGS FOR PARTICIPANTS WITH LISTENING FUNCTION

### How to join a meeting as observer with the interprefy platform

For meetings with the *interprefy* platform, kindly use **the latest version of one of the following browsers: Google Chrome, Firefox, or Microsoft Edge.**



#### Registering for a meeting

Once you have registered with the Secretariat of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime (the organizing Secretariat) to participate in the meeting as observer, you will receive a link to the *interprefy* platform.

All registered email addresses for each meeting will be communicated in advance to the *interprefy* platform to be added to a list of approved participants, who will be granted access to the meeting. Kindly complete registration by the indicated deadline **so that your details can be timely transmitted to the *interprefy* platform.**

#### Joining a meeting

**Before** the meeting starts, you can click on the link you have received, and you will be asked to enter your email address (please enter the email address you have registered with). If your email address is on the list of approved participants for the meeting, you will receive a message in your inbox (please also check your spam folder) with a code to join the meeting for the **2-factor authentication**. Receiving this message should not take longer than a few minutes. The code is valid for 300 second. You will need to request a new code, should you have not received it within this time. Please enter the code and join the meeting.

Your event requires 2-factor authentication

1 ————— 2

Please add a valid email or phone number, so we could send you a passcode

Enter email or phone number here

SUBMIT ALREADY HAVE CODE

Your event requires 2-factor authentication

1 ————— 2

Please enter the passcode. If you haven't received it, you can [request a code](#)

Enter passcode here

Code have been requested to [gorica.vanovic@interprefy.com](mailto:gorica.vanovic@interprefy.com)

SUBMIT

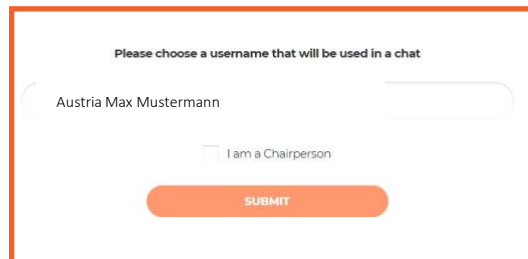
It is advisable to join the meeting 30-15 minutes in advance of the official meeting start, particularly if you are using Interpretify for the first time. A technical support staff will be online approx. 30-20 minutes prior to the meeting.

When you join, you will be asked to choose a username – which is the name which will be shown on the platform as your identification.

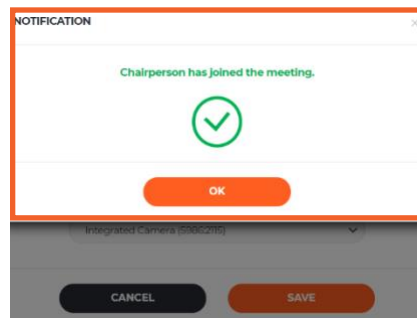
**Please always use the following format:**

**“Country, First Name, Last Name”** for representatives from Member States and the European Union.

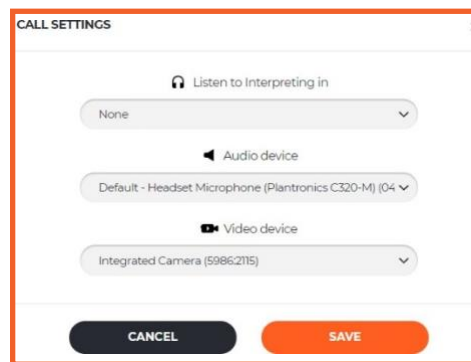
**“Organization, First Name, Last Name”** for representatives from IGOs.



You will receive a notification message once the Chair has joined the meeting.



You can now **select the language you wish to hear the interpretation in**. Select the proper audio device.



**It is strongly recommended that you connect your laptop through a cable to the network.** If this is not possible, find a location with a strong signal and stay close to the WIFI access point.

## Choosing full screen

Choose full screen (Hover the mouse over the video and icon will become visible)

