

**CONFERENCE OF THE PARTIES TO THE UNITED NATIONS CONVENTION
AGAINST TRANSNATIONAL ORGANIZED CRIME**
**CONSTRUCTIVE DIALOGUE FOLLOWING THE CONCLUSION OF THE
TEENTH SESSION OF THE WORKING GROUP ON FIREARMS**

VIENNA, AUSTRIA – 5 MAY 2023

INFORMATION NOTE FOR PARTICIPANTS

Online participants

The meeting will take place on the Interprefy platform. Participants are kindly asked to access the platform using one of the following browsers: Google Chrome, Firefox or Microsoft Edge.

Link to connect to the meeting

States Parties and Signatories, non-signatories, entities and intergovernmental organizations. Representatives of States parties and signatories, non-signatories, entities and intergovernmental organizations, who already attended online on Interprefy the relevant Working Group session, can use the same link to attend the constructive dialogue online.

Other relevant stakeholders, including non-governmental organizations, private sector and academia. Registered participants, invited by the Secretariat in line with paragraph 53 of the UNTOC Review Mechanism's Procedures and Rules, will receive a link to the Interprefy platform 1 day prior to the meeting.

Setting up before the meeting

1. Check the audio and video settings before joining the videoconference. Get familiar with audio/video equipment to determine the best placement and learn how to operate it successfully.
2. Control the light. Do not have a bright light source (e.g. window, lamp) behind you (this will make your face very dark while the background blinds viewers). Try to have sufficient but indirect lighting from the front. Check this before joining the meeting.
3. Placement of camera. Try to have the camera at the same level as your head, not far below or above. Find a stable place for your camera and avoid moving it around.
4. Framing and background. Check what you see in your frame, try to have your head and upper body within the frame. Remember that other participants can see what is behind you in the image.
5. Always use headphones and a stand-alone microphone or a headset with a microphone in order to eliminate echoes. Avoid the use of Bluetooth headphones.
6. Cut out the background distractions. If conducting your video conference from home, consider using a quiet space. Turn off televisions, radios and any other audio-visual distractions, including other browsers that might be open.
7. It is strongly recommended to 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 access point for WIFI.

Joining a meeting

In order to join the meeting, click on the link you have received through email prior to the meeting, 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. 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

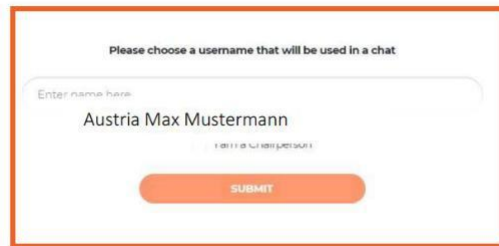
Code have been requested to gonna.suenow@interprefy.com

SUBMIT

It is advisable to join the meeting 15 minutes in advance of the official meeting start, particularly if you are using Interpretify for the first time.

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 and Civil Society**



Check if access to the microphone or camera is allowed. Click “allow” in the pop-up window reflected below to enable Interpretify to use your microphone and camera when you are given the floor to speak.

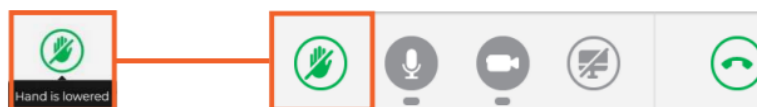


In order to test your settings, you can use the following link <https://interpret.world/test>

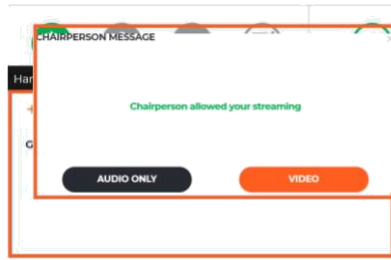


Requesting the floor and making an intervention

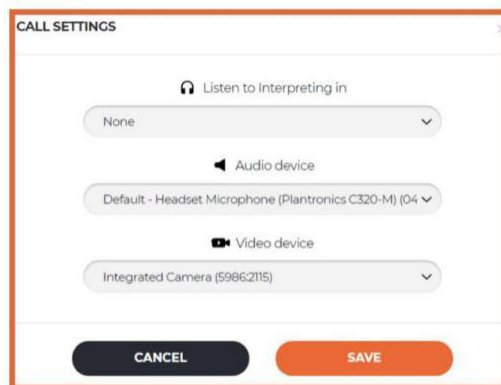
To request the floor, ask for a permission to speak by clicking the green hand icon to raise your hand



When the Chair gives you the floor, you will receive the following message. Please select video in order to turn on both audio and video streams.



Please always use a headset with a built-in microphone or a unidirectional table microphone while making an intervention. In order to enable your headsets with built-in mic on the Interpretify platform, please use the following settings:



Once you have finished your intervention, please use the disconnect button (red button) to stop your streaming.



Troubleshooting

If you are facing any problem with audio and video during the meeting itself, please use the button RESTART ALL LINES (above hand icon). If issue persists - reload browser.

