



Inter-Parliamentary Union

For democracy. For everyone.

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## Technical arrangements for the virtual IPU – UN Women Parliamentary Meeting at the occasion of the 66th session of the Commission on the Status of Women (CSW)

**Monday, 14 March 2022, 10:00 to 12:30 ET (15:00 to 17:30 CET)**

For the Parliamentary Meeting, the IPU will be using the services of a well-established company called [Interprefy](#) that specializes in videoconferencing and remote interpreting and is already working with other international organizations, including United Nations agencies.

As meeting participants, you connect to an online platform where you can see and hear the other participants, speak and be seen when you are given the floor by the Chair, and choose the language you wish to listen to: Arabic, English, French or Spanish. You will need a computer with the **Chrome web browser** installed, a **reliable internet connection (preferably using an ethernet cable to connect to the router)**, a **webcam** and a **microphone**. More detailed information will be included in the User Guide that will be made available in the four aforementioned languages.

Interprefy provides technical support before and during the meeting. Their technical support team will organize a quality test session to check that you or your office has the technical capacity to connect to the platform and that your webcam and microphone are working. This quality assurance step will take place on appointment to be scheduled on **Tuesday 8 March, from 10 to 12noon and from 3 to 5 p.m. (Geneva time)**. Only if you have problems will the technician need to connect to your computer remotely in order to troubleshoot. It is therefore recommended that you use a computer that does not have any sensitive information stored on it. During the actual meeting the technical support team will be monitoring the audio and video feeds from the delegates and interpreters and will intervene if there are any problems.

### Important to note for the meeting:

- Connect the computer to the network using an ethernet cable.
- Isolate and redirect the meeting feed directly to the internet without going through proxy servers.
- Use a high-speed internet connection, preferably a symmetrical connection of 100 Mbps.
- Please **log in to the meeting at least 30 minutes in advance** so that any last-minute troubleshooting can be carried out, and certainly no later than 10 minutes before the session begins. Interprefy will open the platform one hour prior to the meeting start.
- During the meeting, **you will need to speak directly into your microphone** so that you can be heard properly, and **particularly for the purposes of interpretation**. Use a good quality headset, e.g. a Logitech headset.
- Like in a face-to-face meeting, the Chair(s) will be able to control who takes the floor. The Chair(s) have had a dedicated training session with Interprefy in advance. On your screen, you will see whoever is speaking and you can also see any documents or presentations being shown. As a delegate, you can raise your hand virtually to ask for the floor by clicking on the hand icon



In these exceptional times, with the short time frame and people unable to go out and buy equipment, the usual technical standards for delegates and interpreters will be relaxed, but that means that there may be technical glitches and occasional problems with the feed – we will all need to be understanding and temper our expectations accordingly.

Please rest assured that Interprefy will walk you through the use of their platform when they contact you for the set-up session on **Tuesday 8 March** to perform their quality assurance checks. If you require any additional information, please do not hesitate to contact us at this email address: [mgn@ipu.org](mailto:mgn@ipu.org).