

“Ministerial Conference on Marine Litter and Plastic Pollution”

Guidance Note for Participants

Hybrid, 1 – 2 September 2021

The Ministerial Conference on Marine Litter and Plastic Pollution is jointly convened by the Governments of Ecuador, Germany, Ghana and Vietnam, with technical and logistical support from the United Nations Environment Programme (UNEP), and hosted at the World Trade Organization (WTO).

The Ministerial Conference will be opened at 2 p.m. (CET) on Wednesday, 1 September 2021.

Participants are welcome to attend the Ministerial Conference, either in-person, at the **WTO premises in Geneva** (Rue de Lausanne 154, 1202 Geneva, Switzerland - **Room S1 and Room W**), or virtually, via the **Interprefy** platform. Both modes of participation will enjoy the same participation privileges. Simultaneous interpretation into all six United Nations official languages will be provided.

All delegates wishing to attend the meeting, including capital-based officials, must, beforehand, register through the event webpage <https://conferencemarinelitterplasticpollution.org/registration/> by:

In- person participation:

13 August for participants eligible for travel support.

20 August for self-funded participants.

Online participation:

25 August

With regard to in-person attendance:

1. For the health protection of delegates and to respect the social distancing measures in place in Switzerland, **only 2 persons per delegation** will be able to attend the meeting in-person.
2. Delegates will have their **body temperature measured** by WTO security personnel when entering the WTO premises and those with a body temperature above 37.8 degrees Celsius will be invited to seek medical advice and attend the Ministerial Conference virtually.
3. Delegates will be expected to wear a **face mask** at all times within the WTO premises (participants will be required to disinfect their hands and masks will be provided upon arrival at the WTO premises). Participants taking the floor can remove their mask to deliver their intervention and should wear their masks immediately after taking the floor.
4. The meeting rooms are thoroughly cleaned and disinfected at the end of each day. During the course of the day, each participant is encouraged to clean their own surface areas; wipes and disinfectants are available in each room.
5. It is recommended to allow enough time to enter the WTO premises. A meeting badge will be provided to persons registered in exchange for an official ID (passport, legitimation card or driving license) allowing them access to the security perimeter after a temperature and safety check. WTO or UN delegates (D orange, grey, yellow or red badges only) won't be concerned by the safety check (temperature check only) and they will be allowed to park onsite. However, registration is mandatory for all participants who wish to participate in the meeting.
6. Attendance signatures for all participants present in person will be collected daily. The attendance list will also be used for contact tracing should this be required.

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7. There will be signs to assist participants to the meeting rooms **S1 and W**. Participants will receive a map of the WTO premises upon arrival at the WTO Welcome Pavilion. Ushers and signage will also help participants find the meeting rooms. Kindly be informed that no food or beverages, except water, are allowed in meeting rooms.
8. Rooms for bilateral meetings can be booked by sending an email to Roxana Mocanu: Roxana.mocanu@giz.de. Please note that there are limited rooms available and due to Covid restrictions capacity is at 50% which is applicable to all WTO meetings.
9. A High-Level reception will be hosted by the Swiss Government at on 1 September at 17:00 CET. We kindly ask participants to register for the reception during their check-in at the WTO premises on 1 September. More information on the High-Level reception will be made available through: <https://conferencemarinelitterplasticpollution.org/home/>
10. Due to Covid restrictions the Cafeteria at the WTO premises is currently closed. However, the Atrium Coffee shop at the WTO premises, where participants can purchase drinks, coffee, sandwiches, and heated pre-packed meals, will be open throughout the two days.
11. No smoking, including vaporizing, is allowed at the WTO premises, there are designated areas for smoking outside.

With regard to virtual attendance:

12. Testing sessions will be organized ahead of the Ministerial meeting.
13. Any delegation experiencing **technical difficulties** during the two days of the Ministerial meeting may call +41 22 739 6824 (for those who will be intervening during the meeting) or email vcsupport@wto.org (for those who will be listening and viewing).
14. If technical difficulties result in delegations being **unable to intervene virtually** under a given agenda item, delegations may contact unep-gpmarinelitter@un.org during the course of the conference and send their statements.

ANNEX

Technical Arrangements:

- Delegations are kindly requested to review and take note of the instructions for in-person registration and the technical arrangements for virtual attendance as set out further below, respectively.
- Delegations' patience and efforts in following these arrangements and understanding for the requirements and limitations imposed by these are highly appreciated.

Technical arrangement for virtual participation:

Before the meeting

- It is recommended that delegates **log-in one hour before** the start of the meeting to have an opportunity to test the connection and familiarize themselves with the functionalities of the system.
- Device:** Please do not use smartphones nor iPads/tablets if you wish to take the floor during the meeting.
- Browser:** To connect to the meeting, please use the latest versions of either:

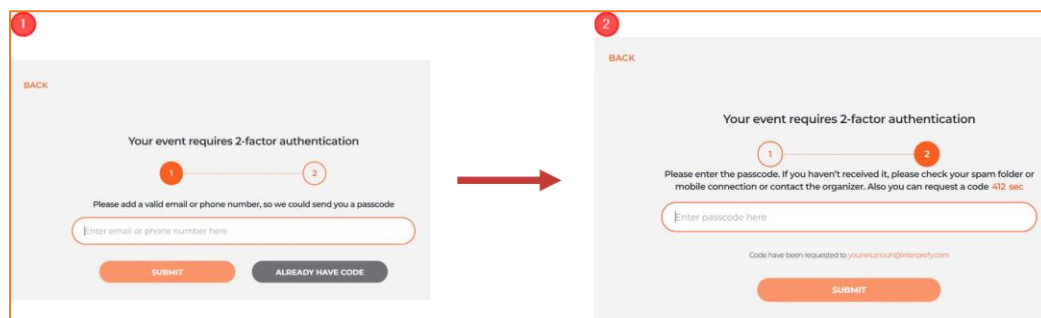


Safari and Internet Explorer will not work.

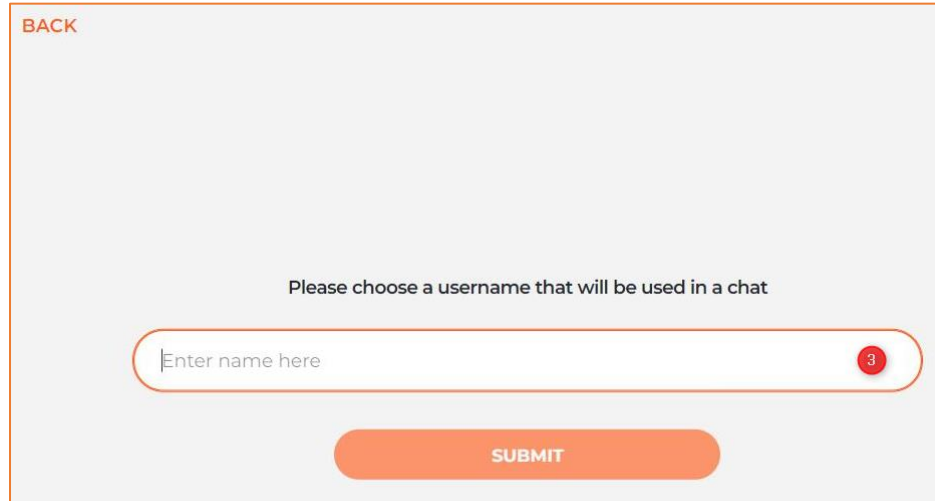
- Location:** Please stay in a fixed location once successfully connected to the meeting. If you have conducted a successful test with the vcsupport team prior the meeting, please remain in the same location, use the same equipment and the same internet connection as during the test.
- Headset:** A plug-in is the preferred option. Avoid Bluetooth devices if you wish to take the floor.

Joining the meeting

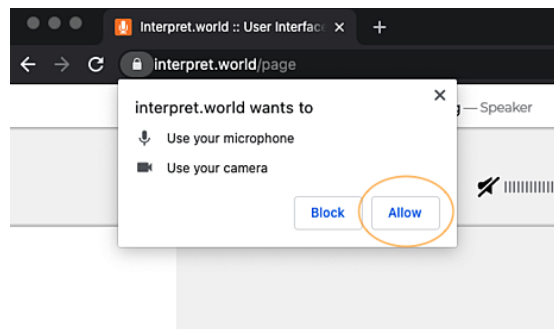
- Click on the **meeting link that you will have received from the event organizer**. This will open a new page informing you that the event is reachable through a 2-factor authentication. To register, please enter a valid email address on which you will receive a passcode to access the session (as shown in step 1 in the picture below). Then check your email inbox (and spam folder) to find the passcode and enter it in the "Enter passcode here" field of the webpage (as shown in step 2 in the picture below).



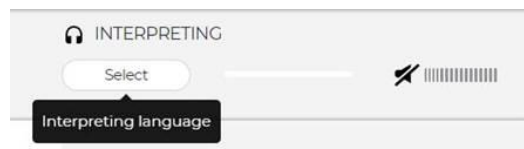
23. Type in the username in format AFFILIATION - NAME (MANDATORY) which will be shown on the platform as your identification. If naming standards are not adhered to, the meeting organizers reserve the right to disconnect you from the meeting.
24. Click on "**submit**" and you will automatically enter the meeting.



25. **Allow** the system to access the microphone and camera.



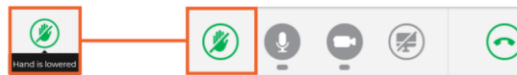
26. Simultaneous interpretation in all UN official languages will be provided. **Choose your preferred language** (Please note: "**None**" means listening to the floor, without interpretation). If you do **not** hear sound on the "None" channel, try switching to one of the language specific channels.



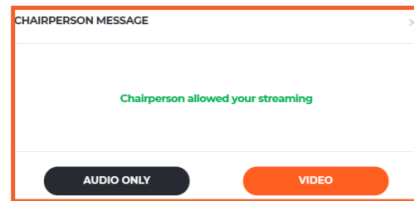


During the meeting

27. To request the floor, **press the green "Raise Hand" button**. The Chair will be able to see delegates requesting the floor.



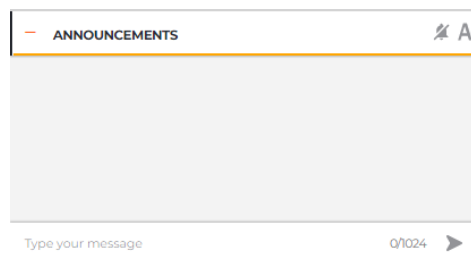
28. When the Chair gives you the floor, you will see the following message. **Please select VIDEO**. Only if your internet connection is slow, please select "Audio Only".



29. Please allow a few seconds of streaming before starting your intervention, to ensure your statement is heard in full. Remember to **speak at a moderate pace** to facilitate simultaneous interpretation.
30. Once you have completed your intervention, click on the **Disconnect** button. **This will not disconnect you from the meeting** – it will only stop transmitting your voice and image. Red means you are streaming, green means that you are not streaming.

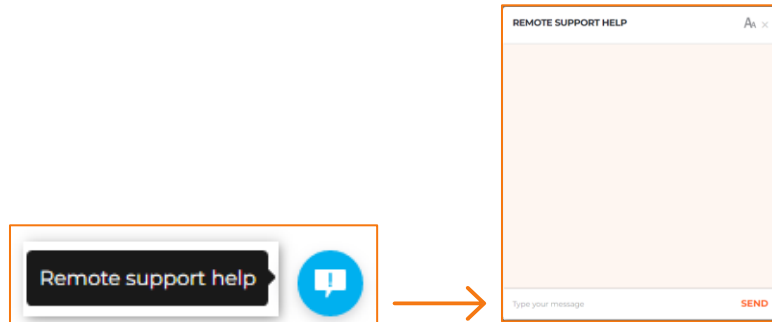


31. Use **ANNOUNCEMENTS** to communicate with other participants and moderators. Please note that messages posted in this section are visible to all participants.

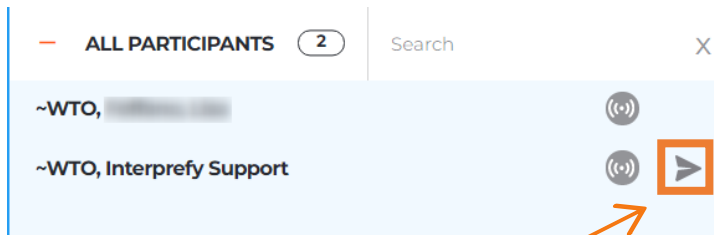


32. You can also **contact the support team** directly on the platform through one of the below processes:

- By using the "**Remote support help**" button located at the bottom right of the platform. This will open a chat box in which you can discuss with the technical support team.



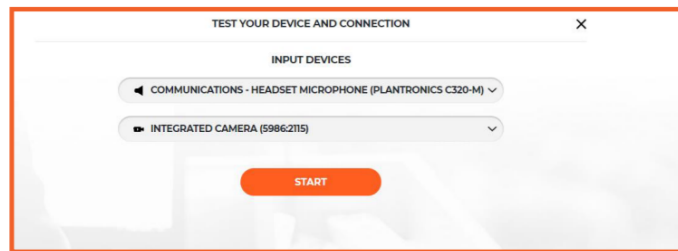
- By sending a "**Private chat**" to "Interprefy Support" in the "All participants" list



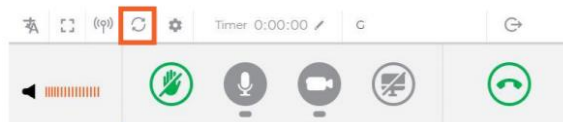
Click on the arrow to send us a message for technical support

Troubleshooting

33. Use the following link if you are not able to connect or if you are getting any error messages when trying to stream your audio and video <https://interpret.world/test>.



34. If facing any problem with audio and video during the meeting itself, use the button **restart all lines** (above hand icon). If the issue persists - reload your browser.



Meeting Tips

- Video**
- Turn on an overhead/front light and face a window if possible.
 - Avoid backlight and frame your image and check the background – simple/neutral is best.
 - If you are speaking keep any visual distractions to a minimum and replicate eye-contact by looking to the camera.

- Sound**
- Choose a quiet environment and reduce background noise (indoors in an echo-free place).
 - Use only one device at a time.
 - Adjust the headset (do not put the microphone too close to your mouth) and the volume of your headphones.
 - When taking the floor, talk directly into the microphone, without turning your head away and moving the microphone.
 - Speak clearly with a normal voice when you take the floor, at a moderate pace.

Map of the WTO

