



## Organization for Security and Co-operation in Europe

Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings

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### **TECHNICAL NOTE** **20<sup>TH</sup> ALLIANCE AGAINST TRAFFICKING IN PERSONS**

## Ending Impunity *Delivering Justice through Prosecuting Trafficking in Human Beings*

**20-22 July, 2020**

Hofburg (Vienna, Austria) and via teleconference (upon registration)

### **VENUE**

Due to the COVID-19-related restrictions, the 20<sup>th</sup> Alliance against Trafficking in Persons Conference will have reduced on-site participation, limited to members of delegations accredited to the OSCE in Vienna as well as the OSCE personnel. Other participants will be invited to join the conference via VTC (Zoom).

### **Participation via Zoom:**

The link to access the different sessions of the 20<sup>th</sup> Alliance conference via Zoom will be sent after the registration deadline to all participants who have signed up. Participants will be requested to log in with their country (in case of delegations) or organization name, followed by a functional identifier and/or name (e.g. DEU Ruediger Maier PolAdv, for Germany, Ruediger Maier, Political Advisor). Participants, who are not following the naming convention, will not be able to access the meeting.

A guide on how to follow meetings via Zoom is annexed hereto. Please ensure that Zoom application is downloaded to/available on a respective device for the possibility to use interpretation function, which web version does not provide.

The sessions can be joined 30 minutes before the indicated starting time. Participants are requested to log in early or at least 15 minutes in advance in order for their credentials to be checked prior to the start of the respective session.

All participants should ensure that their microphone is muted and their camera disabled at all times, except when taking the floor.

Designated moderator will deliver brief introductory remarks at the beginning of each session. Following this intervention, Moderator will invite speakers to deliver their presentations.

Following the presentations of speakers, Moderator opens the floor for contributions by participant

In case of technical problems (e.g. unmuting function not working), participants should email to all three e-mail addresses: [Christian.ruehrig@osce.org](mailto:Christian.ruehrig@osce.org), [Juergen.weilguny@oce.org](mailto:Juergen.weilguny@oce.org), [Gerald.kosobud@osce.org](mailto:Gerald.kosobud@osce.org) so necessary action can be taken.

### **Physical attendance and video/audio access information:**

The meeting will be held in Neuer Saal. The format will be 1+1 for each delegation. Detailed information for a special seating arrangement, taking into account the need for physical distance, is annexed to this note. Ratsaal will allow up to 2 additional participants from each delegation to follow the proceedings in Neuer Saal.

Physical participants located in Neuer Saal and remote participants will be able to request the floor and deliver their statements. Remote participants will have full audio and visual access to the Neuer Saal. Participants in Ratsaal will have video access to and listen to proceedings in Neuer Saal, but would not be able to make statements/interventions. Participants in Ratsaal could also use their own laptops, connect to OSCE Wifi and the meeting via zoom.

Participants in both Neuer Saal and Ratsaal as well as remote participants, following the meeting via Zoom, will be able to listen to interpretation of the six official OSCE languages (English/French/German/Italian/Russian/Spanish). Participants in both Neuer Saal and Ratsaal are encouraged to bring their own headphones and use the provided handsets to select language.

### **LIST OF SPEAKERS/SPEAKING AT SESSIONS**

Participants who wish to take the floor at sessions, may send their request in advance to [info-cthb@osce.org](mailto:info-cthb@osce.org) until 20 July at 13:30 (Vienna time, GMT+2). Participants should indicate whether their statement will be delivered from Neuer Saal or via Zoom.

If a delegation participating via Zoom wishes to make an impromptu intervention (e.g. right of reply), it can use the Chat function to request to take the floor. A moderator will then give the floor to the delegation. Participants in the Neuer Saal may request the floor by approaching responsible representative.

Maximum duration of each statement should be up to two minutes

### **SOCIAL MEDIA**

Follow the Alliance Conference on Twitter with **#CTHB20** and watch video content through the OSCE YouTube channel / Facebook page. Ahead of the Conference, please use **#AskOSCEAlliance** to send questions related to the Conference's topic.

### **DOCUMENTS**

Participants who wish to make documents available to participants are requested to send these materials in electronic format to the OSCE Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings < [info-cthb@osce.org](mailto:info-cthb@osce.org) >, by **Wednesday, 15<sup>th</sup> July, 2020**.

## **REGISTRATION/ACCREDITATION**

Please note that only registered participants will be granted access to the different sessions, either through physical presence of delegation members accredited to the OSCE or virtual attendance. Each participant is requested to **register online** before the **deadline of 13 July 2020 via following link:**

<https://events.osce.org/2020-aat/registration>

**Or QR code:**



**This link will only be accessible during the registration period from 10 June until 13 July 2020.**

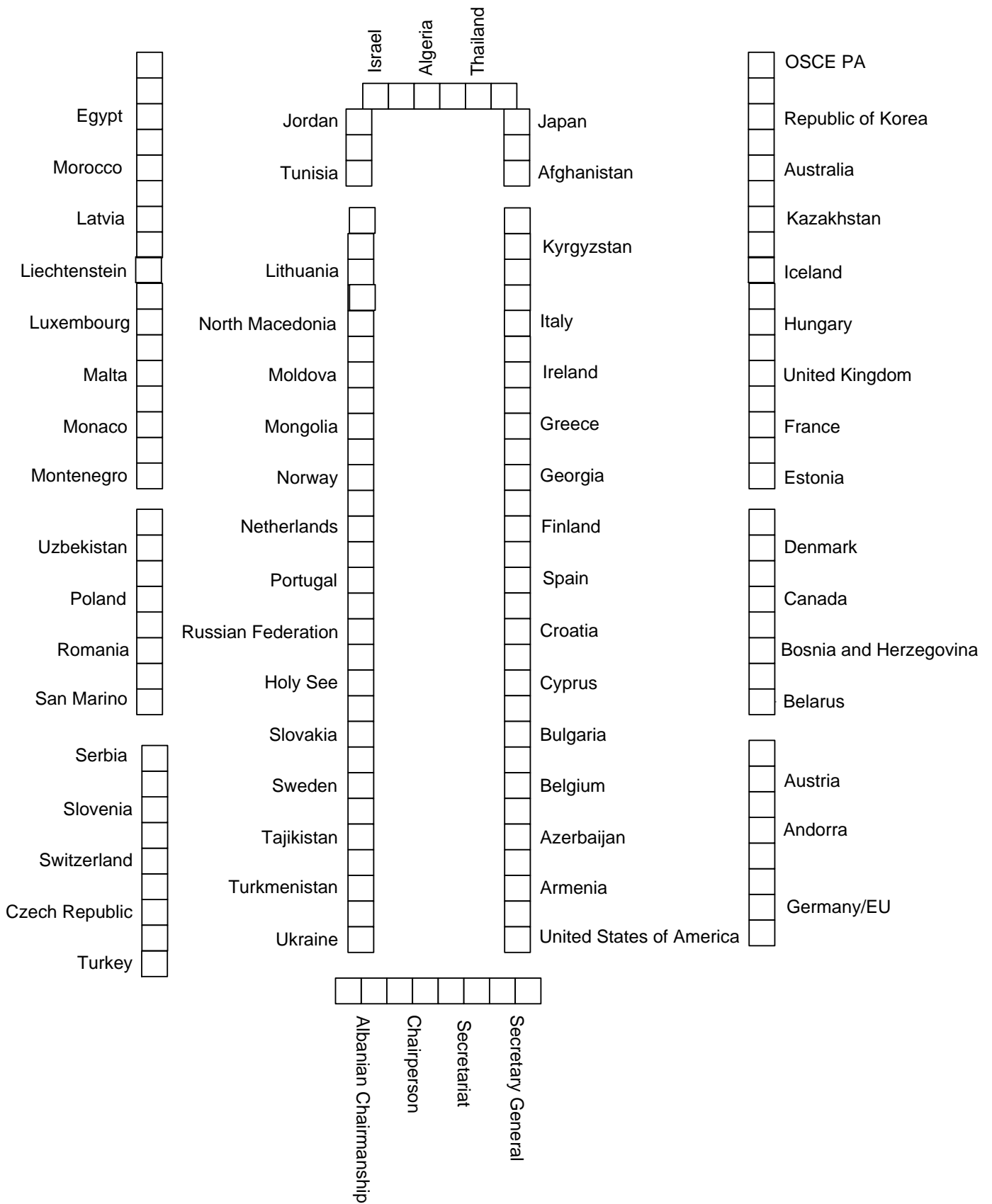
As registrations are subject to approval, participants must provide some personally identifiable information, including an email address, when submitting an online registration request. Please note that it is possible for one person to register several participants using the same account. To log-in persons who have registered for other OSCE events may use the same password. It is not necessary to create a new account.

Upon submitting a registration form, you will be informed that data has been successfully submitted, which should not be confused with approval of a given registration request. Upon approval by the organizers, a separate email will be sent to the indicated e-mail confirming physical participation or the meeting access details for virtual participants.

## **CONTACT FOR GENERAL QUESTIONS**

**Ms. Jeyran Shafiyeva**

Administrative Assistant,  
OSR/CTHB  
[info-cthb@osce.org](mailto:info-cthb@osce.org)



## Zoom Meetings Quick Reference

### Connecting to a Zoom meeting

You have basically two options to connect to a Zoom meeting

- 1) Click the link in the **invitation e-mail** you received and the connection will open in your default Internet browser.  
Alternatively, you can right-click the link in the invitation e-mail and select Copy Hyperlink, then open the browser of your choice and insert the hyperlink in the address bar (URL area).
- 2) As you will need to use interpretation function, please ensure that Zoom application is downloaded to/available on a respective device. Interpretation button does not appear in a Web version.



When you open the Zoom application you see the dialog asking you to join a meeting on top.



An invitation to a Zoom meeting contains the following details:

*<Name> is inviting you to a scheduled Zoom meeting.*

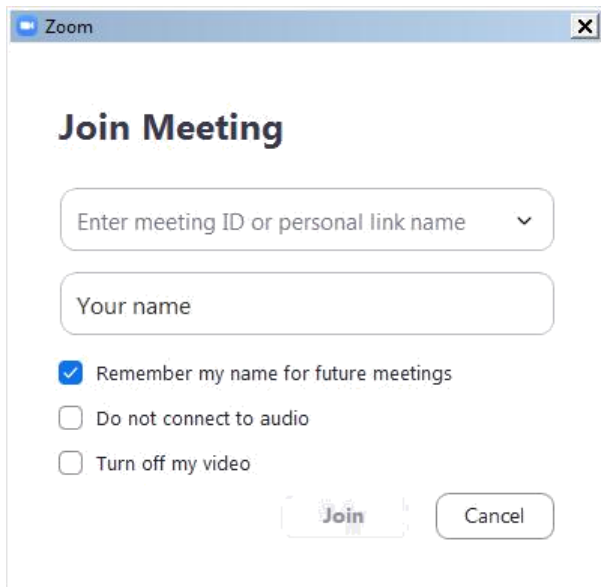
**Topic:** *<Meeting title>*

**Time:** *<date> <time> <timezone>*

**Link:** <https://zoom.us/abcdefgh1234> *<meeting link to click or copy>*

**Meeting ID:** *111 222 333*

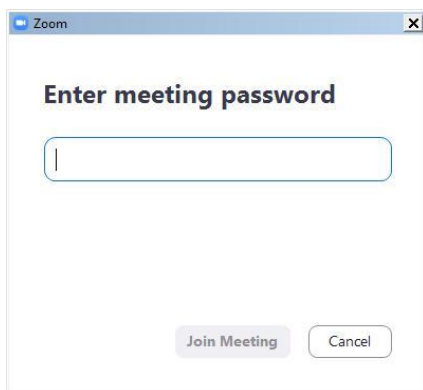
**Password:** *<6-digit password>*



Enter the meeting ID from the invitation e-mail.

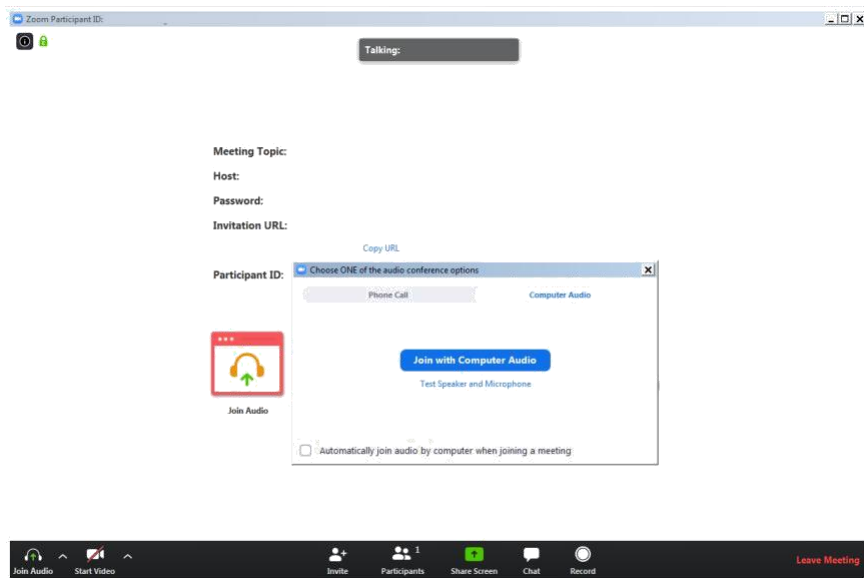
Enter your display name for the meeting. Please use the naming convention in order to be granted access (described on page 1 and in the end of this page).

If you have the Zoom application pre-installed you can **change your name** by editing it in Settings/Profile prior to joining a meeting to match the required naming convention of each meeting.



You might get the following dialog asking for a meeting password. It is also contained in the invitation e-mail.

If the meeting has been set up with a **waiting room** function, you will be placed in the waiting room upon clicking on the meeting link and the meeting host will grant access via a waiting room to each participant individually. Please note that your participant name must follow the naming convention described in the procedural guide (i.e. country name/ organization name + either your functional identified or your name) in order to be admitted to the meeting. Participants with names not in line with the naming convention (e.g. personal name only without a country name, or 'user123', or 'guest'...) will be removed from the waiting room and will have to rename themselves before entering the waiting room again.

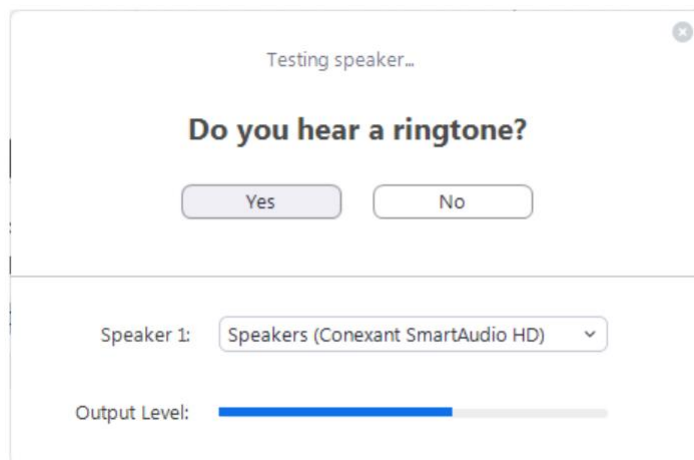


The next dialog displayed consists of the prompt to Join with Computer Audio and the Zoom control application in the background.

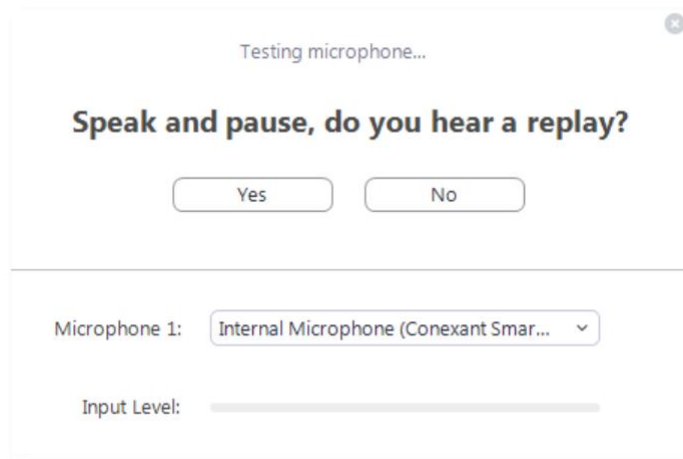


You may click **Join with Computer Audio** and if the hardware has been detected properly you have already joined the meeting with your audio equipment.

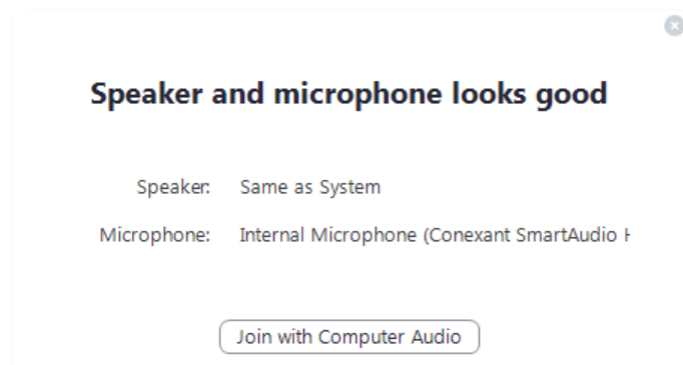
You may alternatively first try your sound equipment clicking **Test Speaker and Microphone** below.



You should then immediately hear a ringtone; if not, answer with 'No' above and the program will continue to test the next audio speaker hardware found on the system until you confirm with Yes.



Immediately after the speaker test, you are prompted to speak and pause. You should hear your own recording right after you paused. If you can confirm with Yes you will see the following dialog after both tests.



Proceed with Join with **Computer Audio**.

If you experience sound issues you can also switch from the Computer Audio tab to the Phone Call tab in the **audio conference options** dialog shown on the previous page.

The Meeting ID, Participant ID and Password are displayed next to phone numbers for your country.

The Zoom control window should finally display the message **You are using the Computer Audio**.

Please note that your meeting host may have specified that your microphone is muted when you enter the virtual meeting room. Typically your camera will also be turned off at the beginning. In the next steps you will see the controls enabling you to send your video and unmute your microphone.

### Controlling audio and video in the Zoom application window

In the lower left section of the Zoom window you can locate the controls for the microphone and the video camera. If the tools are not displayed move the mouse inside the Zoom window.

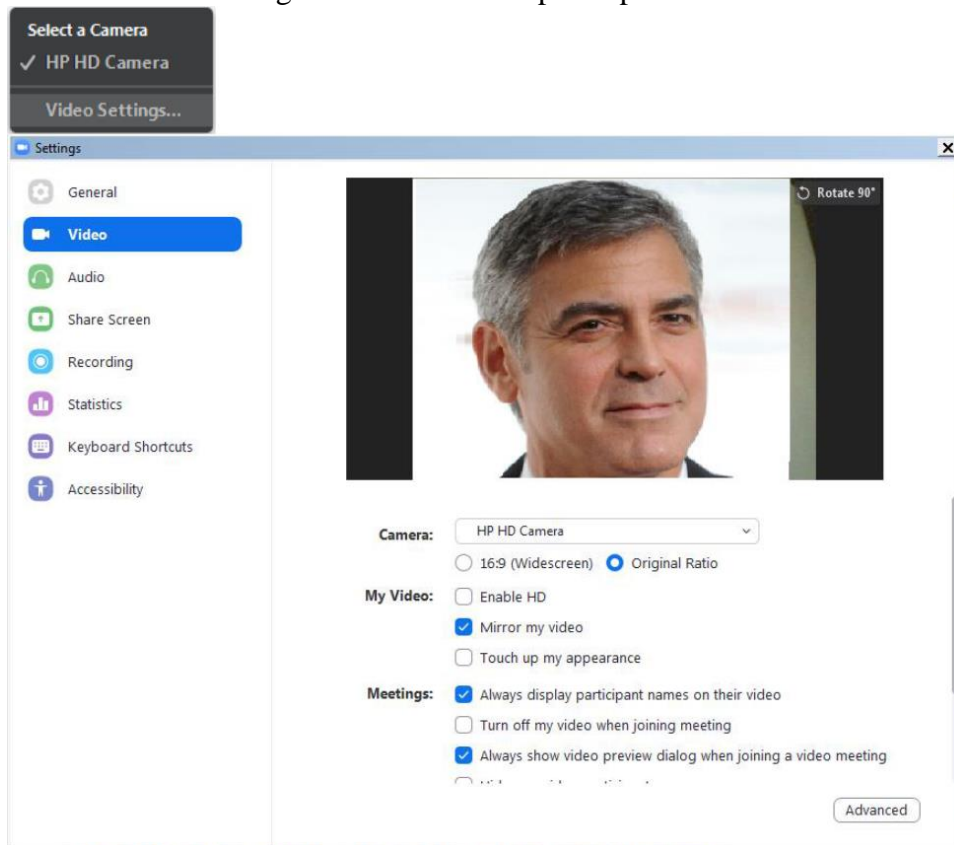


By default these controls may be crossed out, click on them to activate the microphone and to enable the video.

The video image will immediately be visible to the whole audience of the meeting. It is therefore recommended to try the video privately first. To do this click on the arrow next to



Start Video while this control is still crossed out. Select **Video Settings** from the menu. There you can preview your camera image and make adjustments. It is not recommended to use Enable HD for meetings with more than 5 participants.



When ready, close the dialog and activate the camera by clicking Start Video. There is also a large set of audio settings and other categories available in this dialog window.

## Conference features in Zoom

The following features are available via the Zoom toolbar:



**Invite** additional participants.

Show a list of **Participants** next to the Zoom window.

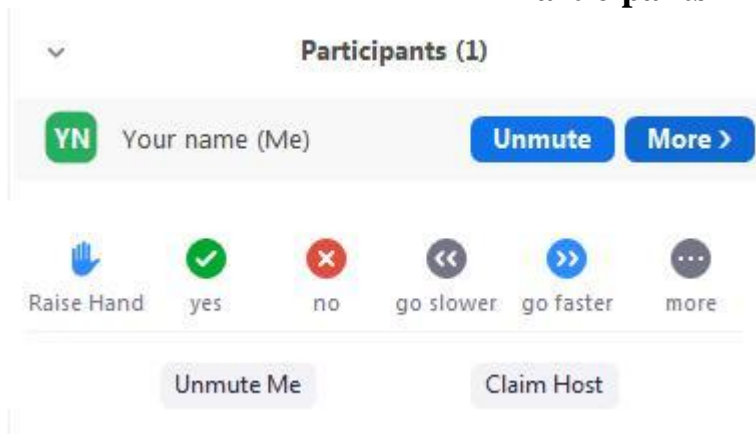
**Share Screen** contents to the audience.

**Chat** with everyone or individual participants during the meeting.

**Record** the Zoom meeting.

**End or Leave Meeting.**

## Participants



There are several tools available when you display the Participants panel. A chat message will be displayed visibly to the targeted audience even if the chat area is not observed by some participants.

Please note that the meeting host can mute and unmute participants.

## **Record**

You must be the meeting host or you must request the permission from the host to record a meeting. To watch recorded meetings stored in the cloud, the desktop Zoom application and a Zoom subscription is required.

## **Leave Meeting**

At the end of a session you can use this command to disconnect from the meeting. If you experience technical issues or would like to add additional hardware, e.g. a second camera, you may opt to disconnect and reconnect with the equipment attached to your computer.

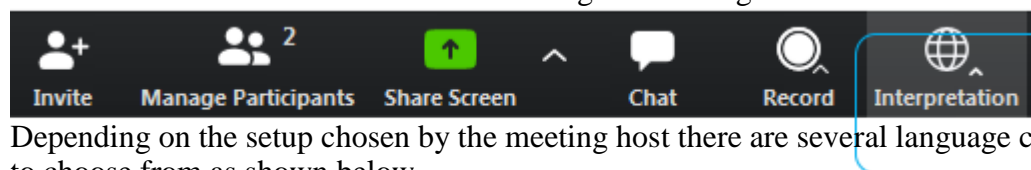
### **Link to an overview of features of Zoom meetings**

The following link on the Zoom webpage offers more information about Zoom features:

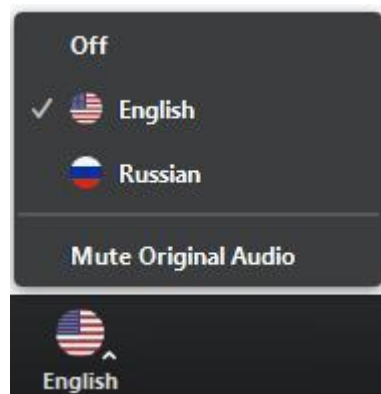
<https://support.zoom.us/hc/en-us>

## Zoom – Interpretation feature

This document briefly describes the Interpretation feature available during Zoom meetings. After you have successfully connected to a Zoom meeting with Interpretation you can find an additional function on the toolbar showing the meeting controls.



Depending on the setup chosen by the meeting host there are several language channels to choose from as shown below.



In the example above the meeting host has enabled the interpretation of English and Russian. The Original Audio (the so-called “floor language”) is available as a separate channel when you select “Off”.

The default setting for listening to a channel with interpretation is that the original audio is decreased in volume to 20% and the interpreter’s voice is heard at a volume of 80%.

To increase the audibility of a chosen language channel you can use **Mute Original Audio**, which is strongly recommended.

To switch back to floor language (original audio) you can use the **Off** switch.

Unlike in a physical meeting in OSCE premises you will hear the original audio in its full volume only if you don’t choose a language channel (**Off**).

Please note that **Italian** is not offered as an interpretation language option in Zoom (as you can only use languages from a predefined list), therefore to listen to Italian interpretation, participants will have to select **Portuguese**.

This is due to the technical parameters of Zoom and we apologize for this.

**Due to possible issues with the sound quality, we strongly encourage all delegations to provide their speaking points in advance by email to [documents@osce.org](mailto:documents@osce.org) , which will then be provided to the interpreters only.**

### **Information on access procedures and routes in the Hofburg**

- The revolving doors at the entrance should not be used to enter or exit the premises. Badges will be checked manually by security staff, who will seek to ensure that the concentration of those waiting to enter the premises is kept to a minimum. In this regard, delegates are requested to arrive at the Hofburg as far in advance of the meeting as possible.
- Entry to and exit from the meeting premises will be the spiral staircase, delegates should maintain an appropriate distance and proceed always in single file, keeping to the outside of the staircase when ascending and to the inside of the staircase when descending.
- The use of the lift by delegates is prohibited, unless explicitly requested, including by those with limited mobility.
- Delegates feeling sick or showing suspected COVID-19 symptoms are asked to not enter the OSCE meeting premises.
- Face masks should be worn at all times in common areas of the OSCE meeting premises. Masks will not be required in the meeting rooms. Delegates are encouraged to bring their own face masks. Masks and gloves will also be available for delegates upon request.
- Hand sanitizer will be available at various locations on the premises, including at the entrance on the ground floor, the entrances to meeting rooms and outside rest rooms.
- The cleaning of all common rooms, surfaces and objects will be carried out at regular intervals.
- Physical distancing (preferably two meters) should be respected in all areas. Handshakes and other physical contact is strongly discouraged. Delegates are asked not to use the seating areas for large meetings.
- Delegates and OSCE staff in the Hofburg are requested to wash their hands frequently, especially upon entry on premises and after touching objects that may have been used by others. Delegates are to observe coughing/sneezing etiquette at all times.
- Anyone feeling unwell while in the OSCE meeting premises should immediately contact Conference Services staff or security personnel. A health worker will be on call to provide assistance as necessary and to advise on appropriate action to be taken.
- Delegates are encouraged to bring their own ear phones for use in the Neuer Saal and Ratsaal.
- Water and glasses will not be available in the meeting rooms.
- The ventilation will be turned on in the Neuer Saal and Ratsaal to enable the circulation of fresh air from outside the premises.