



Inter-Parliamentary Union
For democracy. For everyone.



REPUBLIC OF AUSTRIA
Parliament

Fifth World Conference of Speakers of Parliament

Virtual meeting, 19 and 20 August 2020
In-person conference, 2021 in Vienna

Technical information note

Accessing the meeting

This is the first time that the Speakers' Conference will take place virtually, which poses some technical limitations.

Following an in-depth independent review of platforms and other technical aspects, it has been decided that the Fifth World Conference of Speakers of Parliament (5WCSP) will be broadcast via a dedicated portal. This entails integrating the audio feed from a remote hub (via Interpretrefy) with the video feed (WebEx) of all persons who have a role to play in the 5WCSP, together with the IPU studio in Geneva where the Conference's anchor/MC will be based.

Depending on a registered delegate's role, their access point will vary:

1. Speakers of parliament who will either make a conference report, be a lead Speaker in one of the panel discussions, or have registered to take the floor in a panel discussion, will receive individual WebEx links for the relevant session.

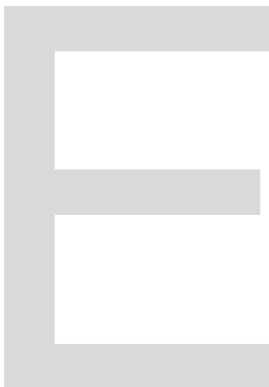
A technical test will take place on Wednesday, 12 August, between 12 noon and 6 p.m. (CEST) to check lighting, sound and connection, with the guest speakers, panelists and Offices of the Speakers concerned. The test should take between 10 and 15 minutes, and a WebEx link valid only for 12 August will be issued on 11 August.

On 19 and 20 August, these Speakers will join the event via the dedicated WebEx link, according to the Conference programme.

Please note that for the duration of their active participation, a second device – smartphone (with headset or ear buds) – will be required should the Speaker need to listen to the interpretation via the Interpretrefy app.

Speakers may choose to make their address in one of the official Conference languages (six UN official languages (Arabic, Chinese, English, French, Russian or Spanish; plus German as the language of the Host Parliament).

2. All other delegates, without a speaking role, registered through the [online registration system \(https://www.ipu.org/event/fifth-world-conference-speakers-parliament\)](https://www.ipu.org/event/fifth-world-conference-speakers-parliament), which closes on 12 August, will receive the weblink to the dedicated 5WCSP portal on 17 August. To gain access, they should enter the email address provided during online registration.



Once on the portal, the language can be chosen simply by clicking on the language widget and choosing the preferred language.

3. Observer delegations will be limited to a maximum of two individual links.

More information – **joining instructions** – will be provided at the same time as the WebEx links.

Asking questions and making comments

Due to the technical limitations of the virtual event, as well as the short time available for each session, if a Speaker wishes to ask a question, there are two possibilities:

1. Use the Q&A function on the 5WCSP (wtv) portal;
2. Use the IPU twitter feed (<https://twitter.com/IPUparliament>) and dedicated hashtag ([#5WCSP](https://twitter.com/5WCSP)).

Interpretation

Should Speakers who have registered to take the floor during a panel discussion (1 to 2 minutes maximum) wish to make their contribution in their national language, there are two options:

1. Their interpreter (or diplomat) goes to the United Nations Office in Vienna (UNOV), location of the remote interpretation hub, at the time of the Speaker's address, and s/he will be given temporary access to the English/French booth.

In this case, please let the IPU Secretariat know by 14 August (ts@ipu.org), at the latest, so that the necessary arrangements can be made with UNOV.

2. The Speaker's comments or questions are translated into one of the six official UN languages and sent, by 17 August, to the IPU Secretariat (ts@ipu.org) which will ensure that they are transmitted to the interpreters. In this case, the **Speaker must not deviate** from the written statement. It would also be important to let us know the approximate duration of the speech.

Interpreters who will work into their national language should be registered as such for the Conference. They can then take the language feed directly from the 5WCSP (wtv) portal and interpret into their national language.

Registration and list of participants

The 5WCSP event registration system (<https://registration.ipu.org/d/wngcd5/>) was launched on 22 April and closes on 12 August 2020. As the 2020 event will be held in virtual format, parliamentary delegations are limited to the Speaker and four other persons (per parliamentary chamber), whose names will be included in the list of participants. Observer delegations may register a maximum of two representatives.

In the week of 17 August, each delegation coordinator will receive their data sheet from the list of participants, which should be returned by 20 August, so that the final list of participants can be published after the close of the Conference.