

Information Note on Online Participation, Meeting Badges, and Secondary Access Cards

In-person participation

If joining in-person for the INC-1 or the Forum, delegates are requested to not log onto the Interactio platform. Delegates will be able to request for the floor, take the floor and listen to interpretation through the audio-visual system in the meeting room.

Remote/online participation

Full interactive **online access with speaking rights** will be provided to participants in the following circumstances:

- In case Member State delegations are not able to be represented physically in Punta del Este, online speaker access will be provided.
- In case a Member State representative is required to self-isolate due to a positive COVID-19 testing, and the delegation is not represented in person, such delegate would have speaker access for the duration of the quarantine.
- In case a delegation is represented by only one delegate in Punta del Este, and sessions are held in parallel. Online speaker access would be allowed and used only when contact groups are held in parallel, and only one delegate will exercise speaking rights at any time.
- The meeting will be accessible through a streaming link, which will be shared ahead of the meeting.

For delegations represented fully online, they will have equal participation rights as in-person delegations. Simultaneous interpretation of all UN languages will be provided during plenary meetings. Remote participation will be available through Interactio, a Remote Simultaneous Interpretation (RSI) platform.

If a delegate is unable to access the meeting premises, kindly follow the instructions below.

To join the INC-1 meeting online:

1. Please use a desktop computer or laptop to participate in the meeting.
2. You will be receiving an invitation from Interactio into your email box, which you registered for the event (check the Spam folder too).
3. Please follow the link in the invitation email to create your account on Interactio. If you already have your account, please use your credentials to log in:
<https://un.interactio.com>.
4. If you want to access the event later, please follow this link <https://un.interactio.com> and enter your Interactio account credentials (use this link if you have forgotten your password or want to change it too).
5. When joining for the first time, allow your browser to access your Microphone and Camera. Select devices and background on the self-preview step and press "Join".
6. You can refer to the quick guide (attached) or video guide here for easy step-by-step instructions for joining a meeting from your computer
<https://www.youtube.com/watch?v=vyqpKz3-2PM>

7. If you have not received the invitation or cannot access the meeting, please reach out to support@interactio.io.

Please note that the video and instructions do not explain registration flow (steps 2 to 4), however, it is still very useful to get familiar with the platform.

Online participation to the Forum

- Participants are invited to connect to the two **plenary segments** of the Multi-stakeholder Forum (at 9:30-11:00 and 16:30-18:30 GMT-3) via the link sent to the individual emails.
- Participants that have registered to join the **virtual roundtables** of the Forum will receive a personal connection link confirmation via Zoom.

INC-1 meeting badges

Access to the meetings is subject to the presentation of a valid meeting badge. Meeting badges will be issued at the entrance of the venue, upon presentation of the UN EVENT PASS resulting from the online pre-registration and a valid passport or identification card with a photograph. Issuance of meeting badges will start on 25 November 2022, at 09:00. **All accredited participants will have their badges valid from 26 November, including for those accredited participants who have registered to participate in the multi-stakeholder forum taking place on 26 November 2022.** Participants are strongly recommended to collect their badges from 25 to 27 November 2022 to avoid any possible congestion on the morning of the opening plenary on 28 November 2022. For security reasons, the display of meeting badges is mandatory at all times to gain access to the meeting venue and meeting rooms. Any loss of a conference badge should be reported immediately to the registration counter.

Access to INC-1 Plenary meeting room

Access to the plenary meeting room will require a secondary access card, in addition to a meeting badge.

For the plenary meeting room, each government delegation, as well as the European Union, will be provided with four (4) secondary access cards. Each delegation of accredited intergovernmental organizations, specialized agencies and related organizations, United Nations system, and non-governmental organizations will be provided with two (2) secondary access cards. Please note that standing in the meeting room will not be permitted. Should the number of in-person participants exceed maximum capacity of the plenary room, an overflow room will be available for participants to follow the proceedings.

Multi-stakeholder Forum secondary access cards

Due to the high number of participants and to meet health and security guidelines, **secondary access cards** will be provided to join the Multi-stakeholder Forum (plenary and Roundtable rooms). The **overflow room** will be made available if the plenary room has reached full capacity. Based on the preferences received and to ensure balanced stakeholder representation, participants/organizations have been allocated specific types of access cards.

The secondary access cards to join the Forum can be collected at the **badging center** at the conference venue – Punta del Este Convention and Exhibition Center. The **badging center opens at 9:00 (GMT-3)**. Participants are only allowed to access the rooms indicated on their access cards. The following **types of access cards** will be issued:

- MSF (to access the plenary only of the Multi-stakeholder Forum)
- A (to access plenary and Roundtable A)
- B (to access plenary and Roundtable B)
- C (to access plenary and Roundtable C)

The overview of secondary access badges per person to the Multi-stakeholder Forum will be made available on 23 November and can be consulted through this link:

https://drive.google.com/file/d/1d5UjY2wBkBzGEqgzUWL1qadISxJMDV7d/view?usp=share_link

Collection of the secondary access cards for the INC-1 plenary room and the Forum

Please be informed that the secondary access cards for the INC-1 plenary room and the Forum can be collected from the badging center **from 25 November 2022, at 09:00 a.m.**

Kindly note that delegations from Member States and observer groups should allocate one person to collect the secondary access cards on behalf of their delegation. Secondary access cards can be collected upon presentation of a valid passport or identification card with a photograph.