



**Fifty-sixth session of the Economic Commission for Africa and the  
Conference of African Ministers of Finance, Planning and Economic  
Development**

**28 February -5 March 2024**

**Registration and meeting access for participants to the Committee of Expert Meeting**

**Virtual meeting information**

The meeting will begin at 9 a.m. (Victoria Falls, Zimbabwe time, GMT+2) on Wednesday, 28 February 2024, and is expected to end at 6.30 p.m. on Tuesday, 5 March 2024. All sessions of the Commission and Conference of Ministers will be held on the Zoom platform and conducted in Arabic, English and French.

**Registration**

All delegates must register for the Conference through the dedicated link:

<https://indico.un.org/event/1008656/registrations/13701/>.

**In-session documents**

As part of the secretariat's overall sustainability efforts, all session documents will be made available electronically to reduce the Conference's carbon footprint. Delegates can access all session documents either through the Conference's dedicated webpage: <https://www.uneca.org/eca-events/cfm2024>

**Meeting access**

The meeting will be conducted using the Zoom platform. Please note that you must have a Zoom account to be able to join the meeting. All virtual participants should register to receive their unique link through this: [https://zoom.us/webinar/register/WN\\_1fHmLtReQ966-JRZ31DLSA](https://zoom.us/webinar/register/WN_1fHmLtReQ966-JRZ31DLSA)

Following your registration, you will receive your unique Zoom link.

Registered delegates should join the meeting 20 minutes in advance of the start time to ensure the functioning of equipment/connectivity and to resolve any last-minute technical issues. The moderator will start the meeting 15 minutes in advance in order to brief participants on organizational arrangements. Those who have not registered will be able to follow the deliberations via [www.youtube.com/user/unecaVideo](http://www.youtube.com/user/unecaVideo). Delegates are kindly requested to connect only to one platform at a time, since opening both the Zoom and YouTube platforms at the same time will introduce an echo when one takes the floor.



The Conference is a statutory meeting of the Commission. To avoid delays in accessing the platform, and to ensure the appropriate identification of heads of delegation and ministers, delegates are kindly requested to sign into the platform using the following format:

#### **MEMBER STATES DELEGATIONS:**

*To avoid delays in accessing the platform, and to ensure the appropriate identification of heads of delegation and ministers are kindly requested to register on the platform using the following format to be properly identified*

**First name: COUNTRY, MINISTRY**

**Last name: FULL NAME**

#### **ALL OTHER ATTENDEES:**

*Delegates are kindly requested to register on the platform using the following format for proper identification.*

**First name: AFFILIATION (e.g. Name of the organization)**

**Last name: FULL NAME**

In case of technical difficulties, please contact: [eca-servicedesk@un.org](mailto:eca-servicedesk@un.org) or [eca-vc-coordination@un.org](mailto:eca-vc-coordination@un.org), with copy to [eca-uncc-aa@un.org](mailto:eca-uncc-aa@un.org) or call +263 781 428 438.

#### **Platform testing sessions**

With a view to providing invited speakers and delegates an opportunity to familiarize themselves with the onboarding process and to rehearse the use of the virtual meeting platform, the organizers have scheduled testing sessions from 2.30 to 3.30 pm [GMT+2] on Tuesday, 27 February 2024. Invited speakers and delegates are encouraged to attend one of the sessions, which will last approximately 10–15 minutes. You may connect to the testing platform using this link:

[https://zoom.us/webinar/register/WN\\_1fHmLtReQ966-JRZ31DLSA](https://zoom.us/webinar/register/WN_1fHmLtReQ966-JRZ31DLSA)

Please contact [eca-vc-coordination@un.org](mailto:eca-vc-coordination@un.org) should you have any queries regarding accessing the testing platform.

#### **Guidelines for delegates speaking**

Remote meetings are very different from physical meetings. Having to communicate through a virtual interface platform adds an extra layer of complexity to the interaction. It is particularly important that participants in remote events are mindful of the need to speak at a

reasonable and measured pace to ensure that the message is clearly heard and understood by the interpreters and by other remote participants.

1. Remote participants are encouraged to use a wired network connection unless their WIFI connection has been proved to be reliable and have good throughput. To verify the capacity of your Internet connection, download the “Speed test” tool or go to [www.speedtest.net](http://www.speedtest.net) and test it using the default host (or use another network testing tool that can be found easily through a Google search). To test your computer for Zoom compatibility, please go to <https://zoom.us/test> and connect through the application or the browser.
2. For an acceptable virtual meeting experience, the minimum connectivity requirements are:
  - Maximum 50 millisecond ping and maximum 15 millisecond jitter
  - Download/upload minimum 4 megabit/second.
3. Even if you manage to successfully connect to the virtual event, it is good to know who to contact in case you encounter connectivity issues during the event. Check the event website in advance to find out how to contact IT support for the event.
4. Avoid backlighting or a very bright background and sit in a quiet place if you are a presenter or if you are going to take the floor at some stage.
5. Use a headset with an earpiece and a microphone. Wire connected headsets tend to be more reliable than wireless ones. The position of the microphone will greatly affect the quality of sound transmitted; experiment prior to the event to identify the best configuration. External speakers may create an echo; only use them if you are familiar with integrating audio equipment with IT equipment. It is important that you test your setup before the call, including the audio input/output hardware, the camera and their configuration in the computer or device you will be using to connect to the event. This is often overlooked by participants and is frequently a source of problems.
6. Always mute your microphone and disable your camera when you are not presenting.
7. To facilitate interpretation, please read clearly and at a moderate speed (3 minutes  $\approx$  1 page)
8. Connect at least 20 minutes before the start of a meeting. If you are going to take the floor, connect even earlier and do some tests with the hosts.
9. Each time you take the floor, identify yourself. If you have not spoken in a while, do not hesitate to ask for feedback to ensure that your voice is getting through (e.g., “Can you hear me?”); allow some time for reaction, as others may need to unmute themselves to do so. When finished, it helps to say “Over” (or “The floor is open” if you are the Chair).

### **How to take the floor during the proceedings**

- Delegates wishing to take the floor may request to do so either by using the “raise hand” button or by typing their request in the Q&A window.

- Wait to be announced or called by the Chair to take the floor.
  - Verify that your microphone is on and unmuted, and ensure that your camera is on.
  - If necessary, verify that you can be heard.
  - Position the microphone at a reasonable distance from your mouth (i.e., not so close that your breathing is picked up, but close enough to avoid picking up room reverberation) and speak directly into the microphone without turning your head away.
  - Speak or read clearly and at a moderate speed (100–120 words/minute).
  - Turn off your microphone and camera once you have finished speaking.
-