Q&A

Last updated: 9 September, 17:00 EDT

General Information

Q: How can I find the latest information and announcement regarding the event?
A: The event webpage continues to be updated on a regular basis. It includes the latest concept note, registration link, etc. A logistics note will be shared on the webpage soon. We encourage colleagues to check the webpage regularly for updates. The webpage is available here: https://bit.ly/3h6MeKy

Q: Will an additional invitation be sent directly to Ministers to join the event?
A: Secretary-General Guterres's invitation shared with all Member States serves as the primary invitation to the event. Participation is at the ministerial level. It is not envisaged that there will be additional invitation letters at this time.

Q: Can my Head of Delegation provide a statement in a language other than English?
A: Yes. Interpretation services will be available in the six official UN languages (Arabic, Chinese, French, English, Russian and Spanish). Delegations registered to deliver statements are asked to submit these statements in writing by Thursday, 9 September COB New York (EDT) in any of the six UN official languages. Statements can be submitted to Mr. Karim Saba (saba@un.org), copying Ms. Chunyao Yi (yi1@un.org) and Mr. Justin Dittmeier (justin.dittmeier@un.org).

Q: Will a recording of the event be available after its closing?
A: Yes, a recording will be available. Please check the event website.
Registration

Q: How do I register for the event?
A: Registration is a two-part procedure:


PART II: All speakers and in-person participants should register individually (i.e. one registration per person) via the UN Office in Geneva’s INDICO system. ([https://indico.un.org/event/36679/](https://indico.un.org/event/36679)). Registration must be submitted by Thursday, 9 September COB New York (EDT).

Q: Are there special instructions for in-person participation?
A: In-person participants in Geneva may join in Room XIX, Palais des Nations in accordance with the latest UN guidelines on COVID-19 available [here](https://indico.un.org/event/36679/). All speakers and in-person participants should register individually (i.e. one registration per person) via the UN Office in Geneva’s INDICO system ([https://indico.un.org/event/36679/](https://indico.un.org/event/36679)).

Q: Do I need to download / bring a copy of the QR code that INDICO sends to me once my registration is approved?
A: Showing your QR code at the security entrance of the Palais des Nations will facilitate the process of badge issuance and entry.

Q: How many delegates can I register?
A: Each delegation may register a maximum of 4 delegates, of which only 2 delegates may attend in person.

Q: Is registration needed to access documentation or for any other purpose, apart from gaining access to the meeting?
A: Additional information regarding the technical aspects of connecting via the virtual platform will be sent directly to registrants. The event webpage includes the latest concept note, registration link, etc. and will continue to be updated. The event webpage is accessible here: [https://bit.ly/3h6MeKy](https://bit.ly/3h6MeKy).

Q: I have colleagues who will not have a speaking role and will not be attending in-person. Do they need to register?
A: No. They may follow the event in its entirety via UN Web TV. The link will be provided prior to the event on the event webpage.

Q: Is the event public?
Yes, this is a public event, and anyone may follow the proceedings via UN Web TV. The event will be live streamed in the six official UN languages. Anyone who does not have a speaking role is strongly encouraged to watch the event on UN Web TV to avoid overloading the virtual platform.

Q: I already have a badge to access the Palais? Do I need to register in INDICO?
Yes, any person wishing to access Room XIX needs to register in INDICO to comply with COVID-19 and adhere to security measures.

Q: How can journalists participate in the event?
A: To comply with current health measures, access to the conference room will be limited and media representatives are invited to follow the event on UN Web TV. For those in Geneva who are not permanently accredited to the UN Office, it is possible to request accreditation. For enquiries, please contact accreditation-media@un.org or visit: Temporary Press Accreditation 2021 / Accréditation temporaire Presse 2021 (September 1, 2021 - December 30, 2021) (un.org)

Technical

Q: What are the technical details for the virtual platform?

A: The link to the virtual platform and detailed instructions will be shared from the OCHA Partnerships email address in due course with registered participants.

Q: Will you conduct virtual connection testing?

A: Virtual connection testing is scheduled on Friday 10 September 2.30-3.30 p.m. Geneva (CET)/8:30-9:30 a.m. (EDT). The virtual platform will be open one hour prior to the start of the meeting, which is another opportunity for registered speakers to test the virtual connection. The link and detailed instructions will be shared from the OCHA Partnerships email address in due course with registered participants.

Statements

Q: Is there a time limit for live or pre-recorded statements?

A: Statements are limited to a maximum of three minutes. Delegations who register to give statements in person are asked to submit these statements in writing by Thursday, 9 September COB New York (EDT) in any of the six UN official languages. Statements can be submitted to Mr. Karim Saba at (saba@un.org), copying Ms. Chunyao Yi (yi1@un.org) and Mr. Justin Dittmeier (justin.dittmeier@un.org).

Q: May I provide video/pre-recorded message?

A: Delegates are encouraged to provide live statements, either in person or virtually. If this is not possible, video statements are permitted, as long as they meet the required video specifications and are sent by the submission deadline. Pre-recorded messages (maximum 3 minutes) must be submitted by Thursday, 9 September, COB New York time (EDT).

Q: What are the video specifications required for pre-recorded statements?

A: The following video technical specifications should be followed for the pre-recorded statements:

- MPEG4 format, HD resolution of 1920 x 1080 pixels, interlaced, frequency 50Hz, 1080i/29.97
- Aspect ratio of 16:9

Please send pre-recorded statements in a zipped file (via WeTransfer) or uploaded via any drive you prefer (Dropbox or Google Drive) to Mr. Karim Saba at (saba@un.org), copying Ms. Chunyao Yi (yi1@un.org) and Mr. Justin Dittmeier (justin.dittmeier@un.org).

Pre-recorded messages must be submitted by Thursday, 9 September, COB New York time (EDT).

Q: Is it necessary for participants that will deliver statements during the event to test the on-line virtual connection in advance?

A: It is highly recommended that all speakers delivering statements connect to the platform in advance. The platform will be open for testing 1.5 hours before the event begins.
Q: Will delegates be able to make pledges?
A: Statements of financial support for the Flash Appeal and humanitarian action in Afghanistan are strongly encouraged.

Participation
Q: Will NGOs have a role in the event?
A: The UN recognizes the enormous contribution of NGOs to delivering support for the people of Afghanistan. NGOs are encouraged to register for the event and to indicate interest in taking floor.

Q: Which Ministers has the SG invited?
A: Ministers of all UN Member States are invited to the event.

Q: What are the COVID rules and regulations for entering Switzerland?
A: The Government of Switzerland’s most current regulations can be found here.

Speakers’ list
Q: Can I get an earlier speaking slot on the speaker’s list?
A: Speaking order will be determined in accordance with UN protocol. We will take into consideration on a case-by-case requests for early speaking slots due to logistical reasons (e.g. earlier live statement from a virtual connection from a capital in a later time zone) and will determine whether such requests can be accommodated.

Q: What time will my Head of Delegation take the floor?
A: Interventions are currently scheduled to take place from 3:30 p.m. – 4:55 p.m. CET on the day of the meeting. We are unable to determine exactly when delegations will take the floor at this time. Approximate times will be sent along with dial-in details and will come from the OCHA Partnerships email address.

Q: May UN entities and NGOs provide statements from the floor?
A: Yes. UN entities and NGOs are encouraged to register their Heads of Delegation and indicate that they wish to provide a statement. The speakers’ list will be determined in accordance with UN protocol.

Q: What is the format/procedure to be used to grant the floor?
A: The floor will be granted to speakers based on a speakers’ list in accordance with UN protocol. The speakers’ list will be prepared based on information provided in the registration form.