

STI FORUM



Science, Technology & Innovation for
the Sustainable Development Goals

4-5 May 2021

*“Science, technology and innovation for a sustainable and resilient
COVID-19 recovery, and effective pathways of inclusive action
towards the Sustainable Development Goals”*

Participant Guide

The Sixth annual Multi-stakeholder Forum on Science, Technology and Innovation for the Sustainable Development Goals ([STI Forum](#)) will be held from Tuesday 4 May to Wednesday 5 May. This year, the Forum will focus on Science, technology and innovation for a sustainable COVID-19 recovery and effective pathways of inclusive action towards the Sustainable Development Goals.

The STI Forum will be held over a period of two days, allowing for opening and closing sessions, and thematic sessions, and several special events. Thematic sessions will be panel discussions (to enable substantive presentations) or roundtables (to enable wider participation) followed by interactive dialogue. All meetings will be held in a virtual format.

Table of contents

1. Participation of Member States/IGOs/UN agencies	1
2. Participation of Science, Technology and Innovation (STI) stakeholders	4
3. Participation of media.....	4
4. General information	4

1. Participation of Member States/IGOs/UN agencies

Only the members of the delegation who intend to speak during the virtual meetings should log into the “Interprefy” virtual platform. Other members of the delegation may view the proceedings on the webcast ([UN Web TV](#)) and would not need to join the virtual platform.

Access to the virtual platform

The link to the virtual platform will be made available on the “ECOSOC meetings” page in the e-deleGATE Portal ([edelegate.un.int](#)). Since the capacity of the platform is limited, delegates should limit their participation on the platform to 1 or 2 delegates at a given time and should not share or forward the link.

IATT members or other representatives from UN entities, the 10 Member Group, and invited speakers and panelists (without access to e-deleGATE) should use the following form to register to participate in the Forum:

<https://forms.office.com/Pages/ResponsePage.aspx?id=2zWeD09UYE-9zF6kFubccEhp09rs9whOsa1iCcP6eRNURjFWMVM1RjRERjZDSlhNUIUyN0NTNVBBRS4u>

The Chrome browser is recommended when accessing the virtual platform link. Relevant documentation is attached. Please review the guidance for remote participants and the Interprefy guidelines prior to the meetings.

When connecting, delegates will be requested to enter their name and email address. In order to assist the presiding officer in identifying participants on the virtual platform, participants are requested to follow the naming convention:

Delegates should use the “FIRST NAME” field to enter the name of their delegation/organization/affiliation and the “LAST NAME” field to enter their full name (i.e. first and last names).

Failure to use the above name designation may impact access to the platform and ability to speak in the discussions.

Familiarization “onboarding” sessions

All participants who intend to take the floor during the virtual meetings are strongly encouraged to attend one of the familiarization sessions that will be organized in advance of the Forum and to test their equipment and connection from the location at which they intend to intervene. Registration for the sessions will be open in April.

On the days of the meetings, participants intending to speak are strongly encouraged to join the virtual platform up to one hour in advance of the start time of the meeting in order to confirm that their connection is working properly.

Please see below video guides on how to set up the equipment or use the platform as a delegate:

-Equipment setup: <https://youtu.be/V6Fllj35GNI>

-Speaker tutorial: <https://youtu.be/16GxvdQxzBY>

INSCRIPTIONS TO DELIVER A STATEMENT AT THE MINISTERIAL SESSION (5 MAY, 9-10 A.M.)

Delegations whose Ministers wish to express an interest to speak during the Ministerial Session should register through the e-speakers module on the e-deleGATE portal (edelegate.un.int). **Inscription will open on 28 March at 10 a.m. and will close on 22 April.** Delegations will be asked to confirm whether the delivery of the statements will be virtually (live) or through a pre-recorded video. In order to hear as many statements as possible within the limited time available, a time limit of three minutes for statements will be strictly implemented. A provisional list of Ministers that have expressed an interest in speaking during the Ministerial Session will be circulated prior to the opening of the Forum.

Delegations not delivering a statement at the Ministerial Session, including those represented below the Ministerial level, may choose to submit written statements to Ms. Lana Basneen Zaman (lana.zaman@un.org) with copy to Ms. Julie Powell (powellj1@un.org) for posting on the STI Forum’s website.

Virtual (live) statements

Requests to deliver virtual (live) statements at the Ministerial Segment through the e-speakers module **must be made by 22 April 2021**. Those delegations that indicate their preference to deliver a virtual (live) statement in their inscription on e-speakers will be provided with the details to connect to the virtual platform and to conduct a test of the connection prior to the meeting.

Submission of pre-recorded videos for the Ministerial Session on STI and COVID-19 recovery

The **deadline for the submission of a pre-recorded video for the Ministerial Session is by 27 April 2021**. For technical reasons, it will not be possible to accommodate requests to submit a pre-recorded video for the segment that are received after 27 April 2021.

Those delegations that indicate their preference to submit a **pre-recorded video** in their inscription on e-speakers will be provided with a dedicated link to upload the video file. The video file should be uploaded **by 27 April 2021** or as soon as possible after receiving the link from the Secretariat via email in order to ensure that technical arrangements are completed to display the video at the meeting. Delegations will also be asked to share the contact information of the technical focal point at their mission. **Video files received must adhere to the time limit of 3 minutes**.

Regarding video file specifications, standard video file formats (.MOV, MPEG-4) are acceptable with HD resolution of 1920x1080 or 1280x720pixels in an aspect ratio of 16:9.

Please use the following name convention: **[STI]_[DATE]_[Presenter_Name].[file_ext]**

All delegations submitting a pre-recorded video or delivering a statement (including virtually (live) at the Ministerial Session are requested to provide a written text of the statement (preferably in Microsoft Word, as well as in PDF format) by email to estatements@un.org well in advance of the meeting, but no later than two hours before delivery. The email should indicate the title and date of the meeting, and the name and delegation of the speaker.

SPEAKER REQUEST FORM FOR THE INTERACTIVE DISCUSSIONS

There will be **no advance inscription for participation in the interactive discussions** to be held from 4 to 5 May.

Requests to speak during the interactive discussions should be made through the dedicated speaker form **after the floor has been opened for a particular discussion**. THE FORM WILL ONLY BE ACTIVATED AT THAT TIME AND REQUESTS FOR ADVANCE INSCRIPTIONS TO FORTHCOMING DISCUSSIONS WILL NOT BE ACCEPTED. The link to the speaker form will be made available in the chat board of the virtual platform (it will also be circulated in advance through the e-deleGATE portal).

Please use the speaker form to request the floor during the relevant interactive discussions. **Interventions should be limited to 3 minutes or less. The time limit will be strictly implemented, including through the muting of microphones once the time limit is reached.**

IMPORTANT

Written copies of all statements delivered in the STI Forum should be sent to estatements@un.org at least two hours in advance of delivery in order to ensure proper interpretation. Interpretation for statements not sent in advance may be impacted or suspended given the additional difficulties related

to remote simultaneous interpretation. Statements submitted to estatements@un.org will be available in the entry for the relevant meeting in the UN Journal (<https://journal.un.org>).

Remarks that are in the form of talking points or drafts may be submitted to IS-UNHQ: is-unhq@un.org. Remarks sent to the IS email address will not be published or shared.

To enable accurate interpretation, please ensure the speaker speaks clearly and at a moderate pace.

2. Participation of Science, Technology and Innovation (STI) stakeholders

Representatives of STI stakeholders who wish to attend the STI Forum must register by completing a dedicated registration form **by 23 April 2021** (please click [here](#)). STI stakeholders will be able to follow the proceedings through the webcast ([UN Web TV](#)).

A selected number of representatives will be able to make interventions and access the virtual platform. More information will be posted on the [STI Forum website](#).

3. Participation of media

This is an entirely virtual event and journalists can follow the event via webcast ([UN Web TV](#)).

4. General information

Related events

The STI Forum and its sessions aim to be as interactive as possible, to explore user-friendly virtual conference facility (easily accessible by participants from developing countries), use of different media (videos, and visualizations) and to feature side events, innovations exhibits and affiliated events contributing to the discussions.

For more information on the STI Forum 2021 Call for Innovations please click [here](#).

For more information on side events please click [here](#).

Programme

The programme will be available on the STI Forum website: <https://sdgs.un.org/tfm/STIForum2021>.

For questions relating to the programme, please contact Mr. Wei Liu (liuw@un.org) and Mr. Olivier Combe (Olivier.Combe@unctad.org) .