

2021 Development Cooperation Forum

Development cooperation for the Decade of Action: Reduce Risk. Enable recovery. Build resilience.
6- 7 May 2021 (virtual)
Participants' Guide

The 2021 High-level Meeting of the Development Cooperation Forum (DCF) will be held virtually from **Thursday, 6 May to Friday, 7 May 2021**. The DCF will include an opening session, four panel sessions with moderated interactive discussion, and a closing session. The programme and all related material can be found on the meeting website [here](#).

For external participants and general attendees

The 2021 DCF will be live-streamed, recorded and archived on **UN Web TV** – freely open to participants worldwide. UN Web TV is the primary platform for participants without a formal role in the official programme.

For panelists and members of official delegations and stakeholder groups

The 2021 DCF will be hosted by a virtual interpretation platform, **Interprefy**. It is primarily intended for use by panelists and other speakers with a formal role in the official programme, as well as a member of delegation who would like to speak during the interactive discussion periods. Other members of the delegation are encouraged to view the proceedings on UN Web TV.

Access to Interprefy

The link to *Interprefy* will be made available on the “ECOSOC meetings” page in the **e-deleGATE** Portal. Delegations should limit their participation to *no more than 2 delegates* at a time, given the limited capacity of the virtual platform. Participants without access to **e-deleGATE** will receive the link through a separate communication prior to the meeting. Please do not share or forward the link widely.

Please use a desktop or laptop – and not an iPad or phone – to connect to the virtual platform. Google Chrome browser is recommended when accessing the virtual platform link.

Naming convention in Interprefy

Delegates will be requested to enter their name and email address in *Interprefy* upon logging in. For those listed in the programme, please use the following naming convention: “Role” (e.g. speaker/moderator/discussant), first name, last name. For all other participants, including for the interactive dialogue, please use the naming convention: “Affiliation” (e.g. name of delegation or organization), first name, last name. All participants logging on to *Interprefy* must use this naming convention. Failure to do so may impact access to the platform and ability to speak in the discussions. Video guides/self-tutorials for using **Interprefy** may be found here: [equipment setup](#) and [speaker tutorial](#).

Familiarization “onboarding” sessions

Familiarization sessions will be held in advance of the Forum for panelists and other speakers in the official programme to test their equipment and connection from the location at which they intend to intervene during the live event. You are strongly encouraged to take part in one of these very brief onboarding sessions.

On the day of the meeting

Participants intending to speak should join the virtual platform up to one hour in advance of the meeting start time, in order to confirm that their connection is working properly. All speakers listed in the programme are requested to log on no later than 30 minutes before the start of their session.

How to share a question or comment during the interactive discussion periods

There will be no advance inscription for participation in the interactive discussion periods. Requests to speak should be made through the speaker form, which will be accessible to participants through the chat box in *Interprefy*.

Interventions should be limited to **3 minutes or less**. The time limit will be strictly implemented by the moderator in order to ensure time for other interventions. In the spirit of inclusion, concise and focused interventions will be highly appreciated!

Written statements and remarks

Written copies of all statements and official remarks delivered during the DCF High-level Meeting should be sent to estatements@un.org at least two hours in advance of delivery, in order to ensure proper simultaneous interpretation during the live event. Interpretation for statements not sent in advance may be impacted or suspended.

Remarks that are in the form of talking points or drafts may also be submitted to is-unhq@un.org, in order to facilitate simultaneous interpretation. These will not be published or shared.

To enable accurate interpretation, speakers should ensure to speak clearly and at a moderate pace.

Should participants have any further questions, please do not hesitate to contact the DCF Team at dcf@un.org.