UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION

UN-OHRLLS
United Nations Office of the High Representative for
the Least Developed Countries, Landlocked Developing
Countries and Small Island Developing States

LDC5
5TH UNITED NATIONS
CONFERENCE ON THE
LEAST DEVELOPED COUNTRIES

Modalities for Participation
9th Ministerial Conference of the Least Developed Countries
Vienna International Centre, Vienna, Austria / 25-26 November
The Next Decade of Action: Accelerating ISID in LDCs

The 9th Ministerial Conference of the Least Developed Countries (LDC MC9) will be held on 25 and 26 November 2021 in Vienna, Austria. The Conference will be a hybrid event, involving both in-person and virtual participation. The event's overarching theme is "The Next Decade of Action: Accelerating ISID in LDCs". Furthermore, the event is co-organized by the United Nations Industrial Development Organization (UNIDO), the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UN-OHRLLS), and the Organization of African, Caribbean and Pacific States (OACPS). The Ministerial Conference will be held immediately prior to the nineteenth session of the UNIDO General Conference, taking place from 29 November to 3 December 2021 under the overarching theme "Building a Better Future". It will also serve as the last global pre-event leading towards the 5th United Nations Conference on Least Developed Countries (LDC5) that will adopt a Ministerial Declaration for the LDCs in line with the Doha Programme of Action 2022-2031, as an outcome document.

Contents

CONFIRMATION OF PARTICIPATION AND REGISTRATION

Ministers of Industry/Economy/Trade/Commerce (as designated by the country) in LDCs are invited to participate in the LDC MC9. In addition, all UNIDO Member States can participate at the Conference. Other international organizations, partners and stakeholders are also invited for some sessions of the agenda (i.e. as special guests or panellists). The wider public may only participate at the Conference's side events, scheduled to take place virtually on 25 November 2021.

- **In-person** attendees can, in line with the limitations outlined below, participate in the Ministerial Conference at the Vienna International Centre (VIC), Wagramerstrasse 5 1220, Vienna, Austria. The plenary sessions will be held in Board Room-A (BR-A), M building.

- For **virtual attendees**, login details for the online platform Interprefy will be shared with registered participants. In-person attendance cannot be exchanged for additional virtual attendees. Guidance on the use of Interprefy is provided in **Annex 1**.

- **Both in-person and virtual** attendees are required to confirm their participation at LDC@UNIDO.org and to register for the nineteenth session of the Conference using the online platform INDICO, which can be accessed via the following link:

REGISTRATION AT: https://indico.un.org/event/1000310/

Participants who do not have an INDICO profile are requested to create a user profile once and to then complete the registration for the Conference. The deadline for registration is Monday, 22 November 2021. Please find the user guide here. The registration system will automatically send an email to the specified address of delegates registered as in-person participants, requesting the delegate to upload an ID photograph in jpeg format (less than 2 MB in size). Participants who did not upload photographs until 22 November 2021, 23:59 CET, must have a photograph taken upon their arrival at the Gate 1 of the VIC where their conference access cards will also be issued. In-person participants registered by Monday, 22 November 2021 will be able to pick up their pre-printed conference access cards from the designated area for the LDC MC9 at the Pass Office located at Gate 1 of the VIC, on 25 November 2021: from 08:00 am until 9:30 am CET and on 26 November 2021: From 07:00 am until 9:00 am CET. If you arrive outside those registration hours, please proceed towards the registration desk at the Gate 1.

Due to the COVID-19 related restrictions, and the consequent limited space availability for the in-person Conference sessions at the VIC, delegations may participate in person and/or assign delegates to attend virtually, as follows:

SUMMARY TABLE OF PARTICIPATION		
Delegations	**Plenary Sessions**	
	In-person	**Virtually**
Delegations of co-organizers, Chair, and Vice-Chair	Maximum 3 seats per delegation	Maximum 5 registrations per delegation
Delegations of LDC UNIDO Member States headed by the Minister	Maximum 2 seats per delegation	Maximum 5 registrations per delegation

SUMMARY TABLE OF PARTICIPATION		
Delegations of LDC UNIDO Member States not headed by the Minister	Maximum 1 seat per delegation	Maximum 5 registrations per delegation
Delegation of non-LDC UNIDO Member States	Maximum 1 seat per delegation	Maximum 5 registrations per delegation
Delegations of International Organizations, partners and stakeholders	Maximum 1 seat per delegation	Maximum 3 registrations per delegation
Others (panellists, special guests, keynote speakers, etc.)	Maximum 1 seat per delegation	Maximum 3 registrations per delegation

SIDE EVENTS

There are seven side events organized by UNIDO Departments and relevant stakeholders and/or partners which will be held virtually at the Conference, on 25 November 2021, responding to the six thematic priorities of Doha Programme of Action 2022-2031. The allocated time and connection links for each side event will be reflected on UNIDO Website and the annotated agenda. Online participation will be subject to a successful pre-registration until the start of the event.

Registered in-person participants can also follow the side events streamed in BR-A. There will be two side events streamed simultaneously, each one connected to an audio channel (1 and 2) to allow delegations to switch from one side event to another. In-person participants may also address questions via the function of the "Chat Box" from designated laptops placed in BR-A.

REGISTRATION TO THE LIST OF SPEAKERS FOR DESIGNATED SESSIONS

There are designated Conference sessions for statement delivery. Delegations may wish to register for the following speaking slots at the Conference:

- **25 November 2021:**

09:30am - 12:00pm, CET - Informal debates on the Ministerial Declaration for the LDCs
The draft Ministerial Declaration for the LDCs will circulate prior to the Conference to LDC Member States via their Permanent Missions to UNIDO. **Only LDCs delegations** can participate to the informal debates and may also issue statements of support in their national capacity to be taken into consideration by the Vice Chair and Rapporteur of the Conference. After the informal debates, the Ministerial Declaration for the LDCs will be finalized as an outcome document and will be presented for adoption at the Conference on 26 November 2021 (during session 3).

• 26 November 2021:

**09:40am - 12:00pm, CET - Session 1: Unpacking Doha Programme of Action Priorities to
address the needs of LDCs, Ministerial Dialogues**
During Session 1, **LDCs and non-LDCs delegations** may engage in an interactive dialogue with OACPS and UN-OHRLLS on the topic of the Conference's session. At this occasion, delegations may issue statements in their national capacity and/or ad-hoc interventions.

**15:45pm - 16:30pm, CET - Session 2: The Next Decade of Action:
Accelerating ISID in LDCs, Ministerial Dialogues**
During Session 2, **LDCs and non-LDCs delegations** may engage in an interactive dialogue with the Davos-style panellists on the theme of the Conference's session. At this occasion, delegations may issue statements in their national capacity and/or ad-hoc interventions.

Modalities for the statement delivery
Pease note that priority for statements will be given to LDC delegations. Non-LDC delegations may intervene, if time allows, on a first-come first-served basis.

Delegations can intervene via several modalities:

• In-person
Delegations must confirm in-person participation and submit relevant documentation via LDC@UNIDO.org for logistical arrangements.

• Virtual (live) via Interprefy
Delegations must confirm participation at LDC@UNIDO.org for logistical arrangements (kindly follow the connection guidelines in the **Annex 1**)

• Pre-recorded video
If considered relevant, delegations may submit a pre-recorded video message in English or French along with a transcript of the statement latest by Monday, 22 November 2021 at LDC@UNIDO.org. The length of the video should be no longer than 4 minutes (kindly follow the technical procedures presented in the **Annex 2**).

• Written statements to be published on the UNIDO Website
For written statements submitted for publication in lieu of a speaking slot in the session, no word limit is imposed. Written statements will not be translated.

All requests for registration for a statement delivery should be addressed to UNIDO, via the email address: LDC@UNIDO.org. Delegations wishing to deliver a statement during the Conference are asked to confirm the preferred session (as indicated above), and indicate the modality of their statement (in-person, virtual, pre-recorded, written). All oral statements shall be limited to a duration of 3 minutes.

At the Conference, ad-hoc requests for speaking will be allowed for in-person participants if name plate/hand is raised. For those connected virtually wishing to speak at one of the mentioned slots, and who have not already signed up to the relevant list of speakers, can be accommodated by sending a message directly in the "Event Chat" on the Interprefy online platform specifying the slot where they would like to speak and the name, function and title of the speaker, as well as by using the "raise hand" function. Please note that all participants will be able to see your comments when you use the "Event Chat".

INTERVIEWS

Through LDC@UNIDO.org, the LDC Ministers registered for in-person participation at the Conference can express interest in holding interviews, in English or French, with the Moderator Ms. Folly Bah Thibault, Principal Presenter, Al Jazeera English.

Interviews can be conducted during coffee breaks, lunch breaks, or reception, depending on prior agreement with the moderator and the interviewee. All interviews will be conducted in MoE 12, M building, VIC.

HEALTH AND SAFETY MEASURES

The current health and safety measures related to the COVID-19 pandemic effective at the VIC require that indoor meetings and gatherings be organized with the necessary physical distancing and health precautions in place. Seating shall be designated for in-person participants. All participants will be required to maintain a distance of at least one meter from other participants at all times. No changes of seats will be allowed.
Participants are asked to note that the health and safety instructions currently in force at the VIC require in-person meeting participants to wear an FFP-2 mask at all times.

- Information concerning the rules at the Vienna International Centre premises is available [here](#).

- Information on how and where you can undertake a COVID-19 test in Vienna is available [here](#).

- Latest information from the Austrian and Viennese authorities is available [here](#).

Delegates who are not already present in Vienna, Austria, and who will be traveling from another country to attend the Conference in-person are invited to consult the relevant entry regulations for Austria, available under the sub-heading "Entering Austria" [here](#), as well as for any other transit countries, where applicable. Delegates may also wish to consult the relevant measures and regulations in place when traveling back to their respective countries.

To ensure effective contact tracing of COVID-19 cases, all participants entering the Board Room-A (BR-A) are required to fill in a contact tracing form available at their designated seat, indicating the time of their arrival and departure. Separate forms will have to be filled out on 25 and 26 November 2021.

COORDINATION MEETINGS

(applicable only to certain groups)

Coordination written exchanges with the Chair and the Vice-Chair of the Conference, the moderator and the panellists will be carried prior to the Conference. **On the day of the event, in-person coordination meetings will be organized as follows:**

The Chair of the Conference and the delegation members are expected to participate in a virtual internal coordination meeting from 08:00 am – 09:00 am CET on 26 November 2021.

The Vice-Chair of the Conference and the delegation members are expected to participate in an internal coordination meeting on 25 November 2021, in BR-A, M building, VIC, during 08:30am - 09:30am CET.

The panellists and the moderator are expected to participate in an internal coordination meeting on 26 November 2021, in M6, M building, VIC, during 08:00am - 09:00am CET.

FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS

UNIDO will cover the travel costs to and from Vienna and provide a daily subsistence allowance for sponsored participants, i.e. LDC ministers or their designated representatives, panellists and speakers. All financial and administrative arrangements for sponsored participants will be made in accordance with UNIDO's rules and regulations, as follows:

Travel arrangements:

UNIDO will pay for a round-trip air fare for the sponsored participants. To arrange the necessary travel details, the organizer of the event will contact sponsored participants upon receipt of a confirmation of participation. Ministers, panellists and speakers are therefore requested to confirm their participation as soon as possible.

Itineraries proposed by UNIDO's Travel Office or received from sponsored participants will be subject to UNIDO's rules on official travel for participants invited to its Conferences. The itinerary will be sent to them for their approval. Upon their approval, if possible, e tickets will be issued and the sponsored participants will be informed accordingly. Sponsored participants are kindly requested to send a copy of their boarding passes to UNIDO by email to LDC@unido.org for administrative purposes.

Daily Subsistence Allowance (DSA):

To cover the costs of boarding and lodging in Vienna, UNIDO will provide sponsored participants with a Daily Subsistence Allowance (DSA) of around 280 EUR/day for the duration of the Conference, subject to currency variations and UN rates, in accordance with UNIDO rules and regulations and with the travel schedule approved by the Travel Unit.

Ministers, panellists and speakers will be contacted for more details regarding the receipt of the DSA payment. Upon registration at the VIC, sponsored participants can pick-up their DSA in-person, at Austrian Bank, C-building, 1st floor. Participants are responsible for reservation and payment of their own accommodation. Recommended hotels for consideration are presented in **Annex 3**.

Airport pick-up and drop-off transportation for the LDC Ministers participating at the Conference can be arranged upon request at LDC@UNIDO.org upon after the issuance of the travel ticket.

Costs not covered by UNIDO:

Sponsored participants will cover the costs of their travel and all other related expenses incurred by them in their home country, e.g. passports, visas, required medical examinations, inoculations and other such miscellaneous expenditures.

UNIDO will not assume any responsibility for any costs, including the following expenditures, which may be incurred by sponsored participants:

· Compensation for salary and any related allowance during the period of the Conference, apart for relevant contractors;
· Travel and other costs incurred by dependents who might accompany sponsored participants;
· Costs incurred in respect of travel and accident insurance, as well as medical and hospitalization bills in connection with attending the Conference;
· Compensation in the event of death, disability or illness;
· Loss or damage to personal property while attending the Conference;
· Purchase of personal belongings and compensation in the event of damage caused by climatic or other conditions;
· Other unforeseen costs.

VISA ARRANGEMENTS

Participants are requested to make their own arrangements for entry visas or travel permits that may be required for the entire travel (including for the countries in transit) to Vienna and are strongly advised to seek information on requirements applicable in their case from the local or nearest Austrian Embassy or consular mission.

Participants are urged to keep in mind that issuing visas usually involves many stakeholders and might require advance preparations. The visa procedure itself may require 2 to 3 weeks, depending on the nationality of the participant. Upon request, UNIDO can provide participants with a note verbale supporting the visa application process as soon as participants provide UNIDO's contact persons with filled in Registration Forms and a copy of their travel document. Request for visa facilitation can be sent to LDC@UNIDO.org.

OTHER

· The working days in Austria are from Monday to Friday. Saturday and Sunday are considered to be weekend days. Pharmacies, majority of shops and stores are closed on Sundays, although the emergency pharmacies and shops at the gas stations remain open.

· The local currency in Austria is the EURO (EUR). Foreign currencies can be exchanged in licensed exchange offices, banks and hotels with a valid passport.

CONTACT DETAILS

- Any query regarding the modalities for participation in the 9th Ministerial Conference of the LDCs should be addressed to the LDC@UNIDO.org.

- More information and all Conference's documents are available on UNIDO Website: https://www.unido.org/ninth-ministerial-conference-ldcs.

Annex 1

USING INTERPREFY - USER GUIDE FOR REMOTE DELEGATES

Connect User Guide for Speakers
How to log into Interprefy Connect on your computer and navigate the platform as a speaker

Before you begin

- Internet connection - Recommended bandwidth of 4mbps up/down or higher. Ethernet connection is recommended.
- Recommended browser - Latest version of Google Chrome, Firefox or Edge
- Ensure optimal sound quality - Interpreters need high-quality audio input to interpret your message without skipping a beat. Choose a quiet environment without background noise and use a quality plugged-in microphone or headset.

How to log in

- Open your internet browser, enter the Interprefy link you've been provided, and click "to my session" to confirm.
- Alternatively, visit https://interpret.world, enter your provided event token and click "to my session" to confirm.
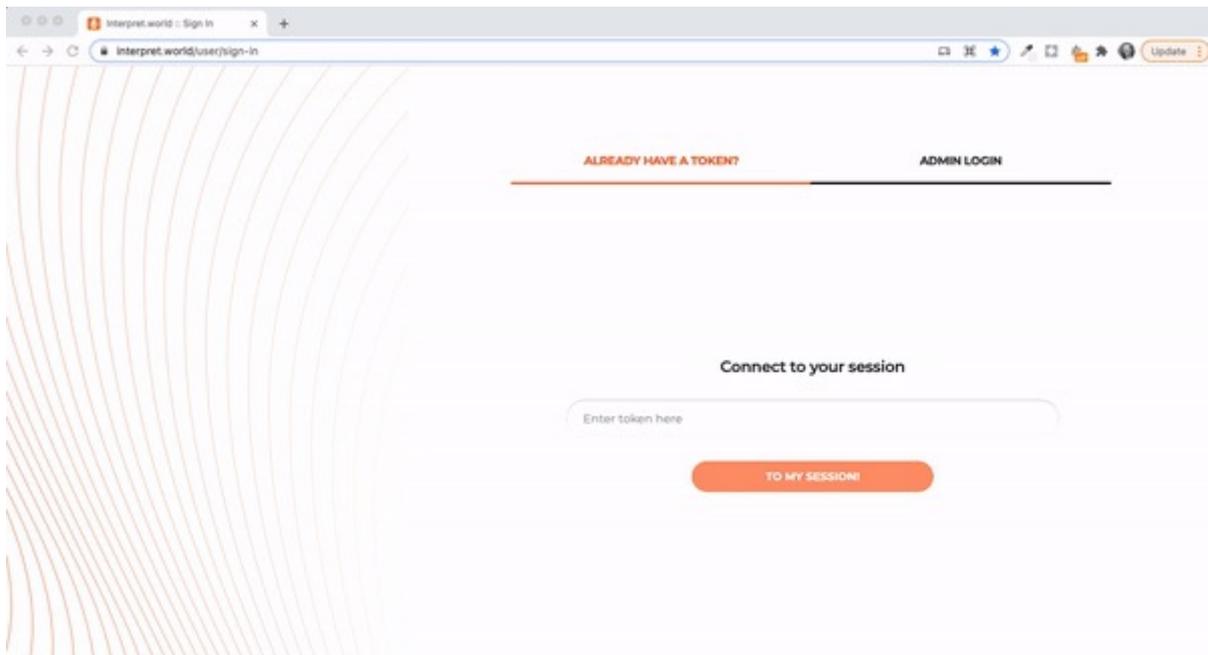
If two-factor authentication is activated for your event

- Enter your registered email address or mobile phone number (format: +41 79 1234567) to receive a verification code:
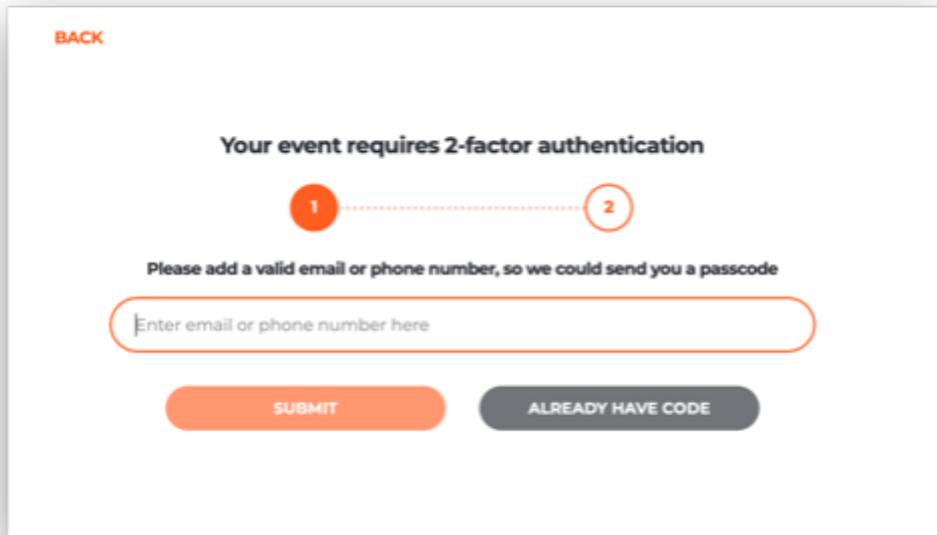
- Enter the verification code that you have received either via email or text message (SMS) and click "submit":

- If the pre-call test is activated
  If activated for your meeting, you will next be prompted to set and test your audio and video settings on a pre-call test page
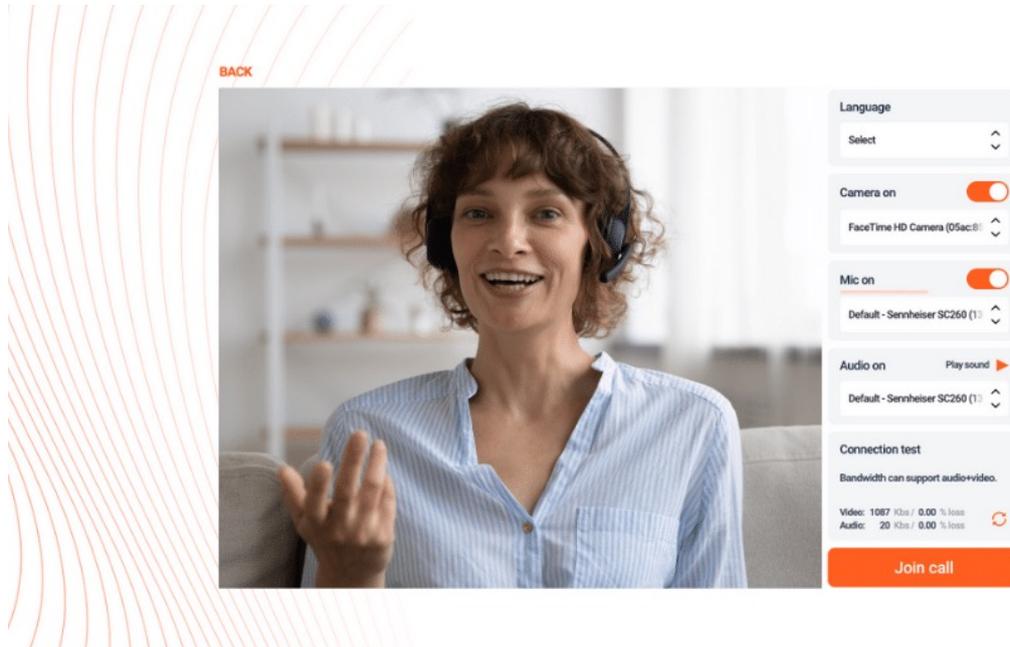

1. **Language** - Select your preferred interpretation language. To hear the floor language, select "none".
2. **Camera on** - Select your webcam, turn on/off the camera.
3. **Mic on** - Select and test your headset or microphone. Turn mic on/off.
4. **Audio on** - Select your audio output device. Click "play sound" to test the correct audio output.
5. **Connection test** - Test if your internet bandwidth can support audio and video streaming.
6. Click "Join call" to enter the meeting.

Browser pop-up

As first-time user, you will need to allow your browser to access your microphone and camera for the session, by clicking "allow" in the browser pop-up.
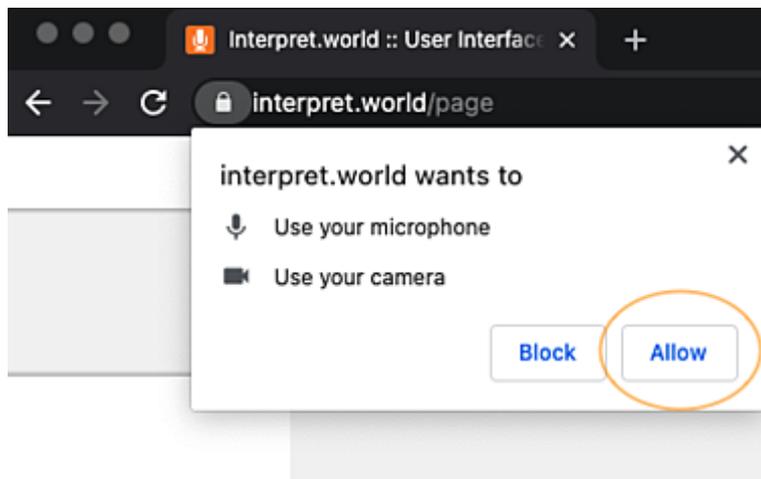
Call settings

After successful login, a pop-up window will ask you to adjust your call settings for the meeting.

1. Choose your audio interpreting language
2. Select your audio device
3. Select your video device
4. Click "save" to join the meeting.
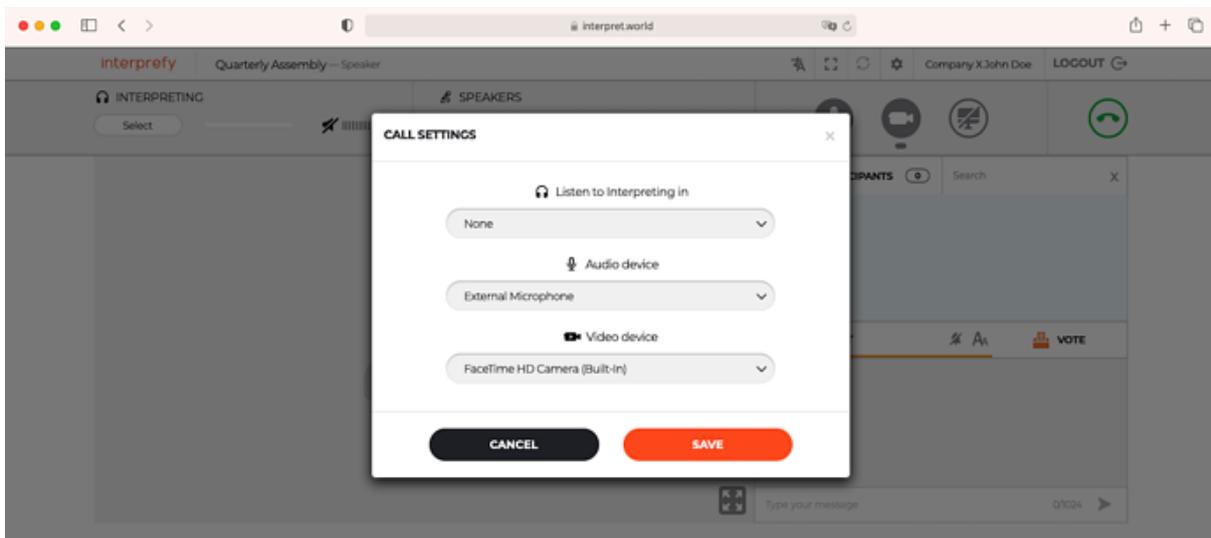
# Platform Features Overview

In default view:
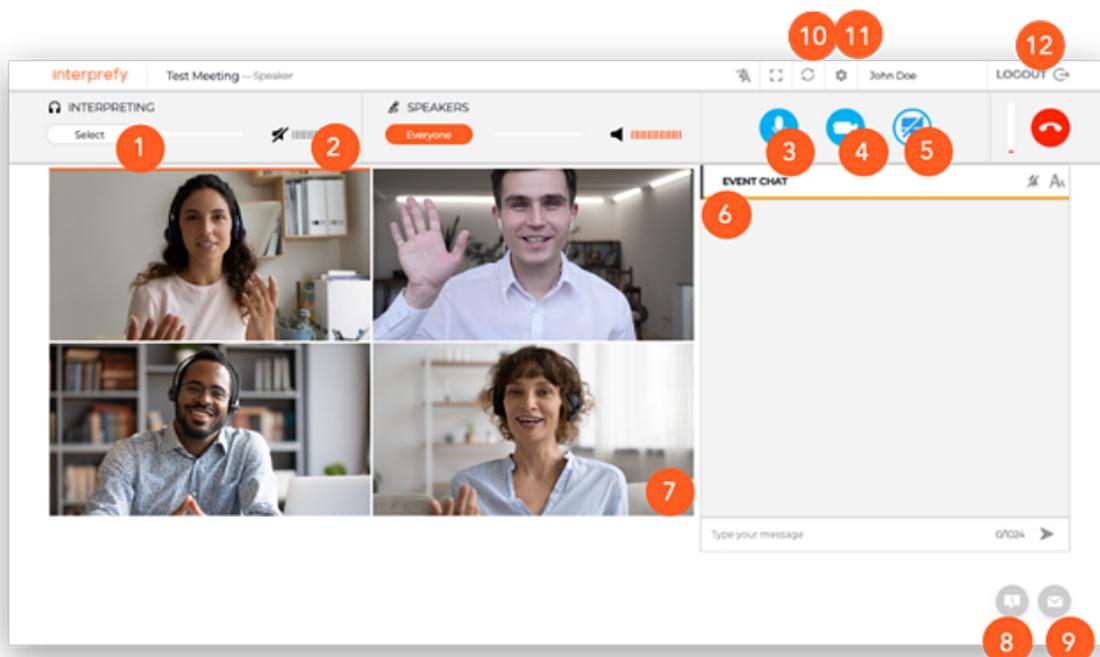
1. **Select your preferred language** - Or select „none" to hear the floor language
2. **Volume** – Adjust audio volume
3. **Mic** - Turn on/off the microphone
4. **Webcam** - Turn on/off the webcam
5. **Screen sharing** - Share the entire screen, application window, or browser tab
6. **Event chat** - Use, if available, to address all event participants
7. **Full-screen mode** - Enter/exit full-screen mode
8. **Support (moderator) chat** - Report technical issues to the moderator directly
9. **Private chat** - Send a private message to individual participants
10. **Restart All Lines** - Refresh your connection, when experiencing audio/video issues (will disconnect and reconnect within approx. 2 seconds)
11. **Settings** – Change audio and video settings
12. **Log out** – Disconnect from the meeting

In full-screen view:
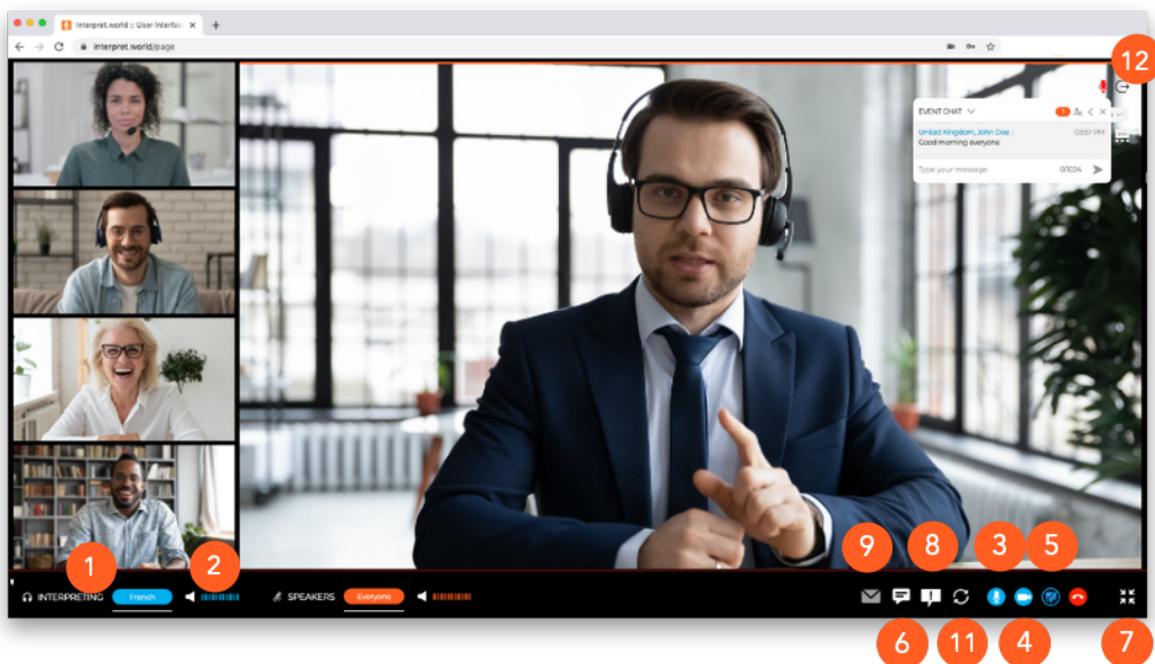
Technical support

If you require any technical support during the meeting, click on the support chat icon (8) to send a direct message to the technical support team:

ADDITIONAL INFORMATION

DURING THE SESSION:

Whenever accessing Interprefy with the email address provided during the registration, the system will automatically send an email to the email address with a unique code to access the meeting virtually. All participants are therefore requested to indicate an individual email address when registering through INDICO (see "Registration", below), and to ensure access to this email account when logging on to the platform.

When joining the session on Interprefy, participants are asked to indicate their name using the following format:
 (COUNTRY/ORGANIZATION) LAST NAME First name, Title

4 STEPS TO PARTICIPATING IN A MEETING WITH REMOTE SIMULTANEOUS INTERPRETATION

Interpreters need optimal sound in order to do their job properly and safely. What is often perceived as passable sound for meeting participants is actually unacceptable for those working in the booths. Please follow these four steps in order for your intervention to be interpreted and understood in all six UN official languages.

1. Use an Ethernet cable to connect your computer to your router. Wifi internet connections are not stable enough for meetings using an interpretation platform.
2. Use a USB headset with a built-in microphone or a USB unidirectional table microphone (See list of recommended equipment below)

SB headset with built-in mic: Unidirectional table microphone:

Please plug in your USB headset or USB mic before logging in and select your USB headset or USB mic.

This is very easy. Just go to settings and select your USB audio device. If you logged in before plugging in your USB audio device, just log out, plug in device and log in again. For a screenshot on how to enable your USB device, see second page.

Your computer's built-in microphone will not deliver the sound quality required for interpreters to do their job. Also, please note that no matter how good your unidirectional microphone or headset is, your sound will not be good enough for interpretation purposes if you are still using Wifi.

1. Participate from a quiet room.
2. Turn your camera on.

Interpreters rely on the visual cues to do their job properly.
If you are experiencing connectivity issues, these are best solved by following steps 1 and 2 above, rather than by turning off your camera.

LIST OF RECOMMENDED EQUIPMENT

1. Ethernet cable
2. Microphone

The following table microphones and headsets or their equivalent are recommended:

Table microphones

Manufacturer	Model
RODE	Studio USB Microphone
RODE	NT-USB Mini Microphone
BLUE YETI	USB Microphone
FIFINE	Gooseneck USB Microphone

Headsets

Manufacturer	Series	Model
Cyber Acoustics	AC	6012
HAMA	AH	100
HAMA	Black	Desire
HAMA	Urage Soundz	113737
Logitech	G	332
Logitech	Zone	Wired
Sennheiser	GSP	350

HOW TO ENABLE YOUR USB HEADSETS WITH BUILT-IN MIC OR USB MIC ON THE INTERPREFY PLATFORM
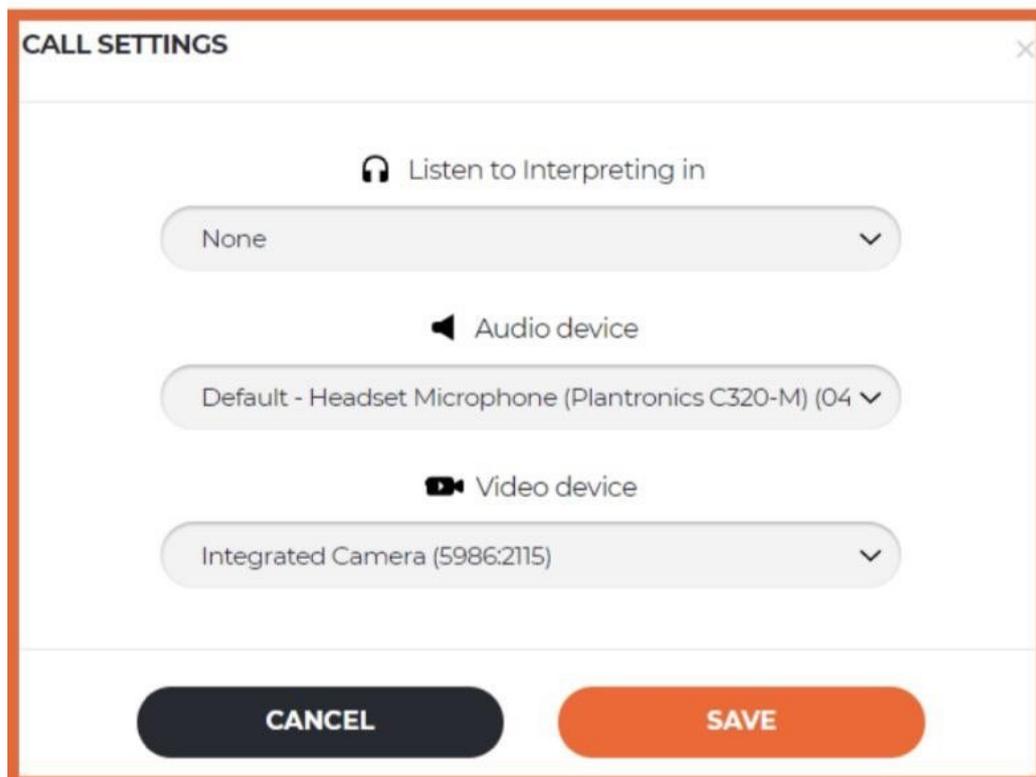
Annex 2

Technical and procedural requirements for submitting a pre-recorded video statement

Specifications
· 16:9 aspect ratio;
· Media file format: mov or mp4. Web-type compressed video file formats
· cannot be used (wmv, flv, asf);
· Native size (16:9) and frame rate (e.g. 1920 x 1080 or 1280 x 720);
· Statements should be provided in a single media file with no editing required;

Video
· There should be no fade in or fade out at the beginning or end of the statement;
· Background should be plain and not distract from the speaker;
· Framing: medium close-up (waist-to-head);
· Speakers should address the camera;
· No captioning, subtitles, graphics or text should be used.

Audio
· A microphone should be placed close to the speaker or attached to the
· speaker's clothing;
· Speakers should be prompted to begin reading their message after a two second video pre-roll.

Annex 3

HOTELS NEARBY THE VIENNA INTERNATIONAL CENTER

Hotel NH Danube City**

Few minutes walking distance from VIC, U1/Alte Donau

Address: Wagramer Strasse 21, 1220 Vienna

For reservations call: 0820 40115536

E-mail: reservierungen.at@nh-hotels.com

Park Inn by Radisson Uno City **

Few minutes walking distance from VIC, U1/VIC

Address: Wagramer Strasse 16, 1220 Vienna,

Tel: (43-1) 260 400,

Fax (43-1) 260 40-699

E-mail: reservation.vienna@rezidorparkinn.com

AustriaTrend Hotel Donauzentrum**

In the Shopping Centre nearby, U1/Kagran (two stops
with the underground only from VIC)

Address: Wagramer Strasse 83-85, 1220 Vienna,

Tel: (43-1) 203 55 45-113,

Fax: (43-1) 203 55 45-183

E-mail: reservierung.donauzentrum@austria-trend.at

Internet: www.austria-trend.at

Hotel Melia

350 m from VIC

Address: Donau-City-Strasse 7, 1220 Wien

www.melia.com

Tel. +43 (0) 1 90 104 – 2041

HOTELS IN THE CITY CENTRE OF VIENNA

Hotel Ambassador****

In the centre of Vienna, underground U1/Stephans-
platz

Address: Neuer Markt 5, 1010 Vienna

Tel: (43-1) 961610

Email: office@ambassador.at

Grand Hotel Wien***

U1/Karlsplatz

Address: Kaerntner Ring 9, 1010 Vienna

Tel: (43-1) 515 80-1700,

Fax: (43-1) 515 80 10

Email: reservation@grandhotelwien.com

The Ring**

U1/Karlsplatz

Address: Kärntner Ring 8, 1010 Vienna

Tel: +(43-1) 515801818 or 1819,

Email: vbukovics@jjwhotels.com

Hotel am Opernring **

Address: Opernring 11, 1010 Vienna

Tel: +(431) 5875518

E-mail: hotel@opernring.at

Hotel Astoria **

Near U4 and U1, few stops from VIC Kärntner Strasse
32, 1010 Vienna

Tel: (43-1)51577-88

E-mail: reservierung.astoria@austria-trend.at

Hotel Europa Wien**

U1 Stephansplatz

Address: Kärntner Strasse 18 Tel: (43-1)51577-300

E-mail: reservierung.europa.wien@austria-trend.at