

OSCE-Wide Cyber/ICT Security Conference 2021

“Building confidence and trust in an interconnected cyberspace”

4th May 2021
Virtual Meeting

ORGANIZATIONAL MODALITIES

The OSCE-Wide Cyber/ICT Security Conference 2021 on “Building confidence and trust in an interconnected cyberspace” will be held online on **4 May** and is organized by the Swedish Chairpersonship of the OSCE with the support of the OSCE Transnational Threat Department’s Co-ordination Cell.

The conference is co-hosted by the Stockholm International Peace Research Institute (SIPRI) and will form part of the 2021 Stockholm Forum on Peace and Development. The Forum will run 4-7 May and participants are welcome to also attend sessions which are not included in the OSCE cyber conference program. Please see the annexed recommendations on sessions of relevance.

PARTICIPANTS

The Swedish Chairpersonship envisages a diverse participation of stakeholders dealing with cyber/ICT security on the level of senior civil servants and policy experts from governments, as well as experts from civil society, academia and the private sector. Participating States and Partners for Co-operation are invited to nominate delegation members accordingly.

Given that the conference is held in a new format and in cooperation with external partners, the panels – including moderators and speakers – are full and finalized. In line with the practice set by the 2020 Albanian Chairpersonship, interactive engagement on the topic is encouraged through targeted questions to the speakers. Statements from the floor are not foreseen.

Please note that Session 3 “New frontiers in peacebuilding: The role of social media” will be live streamed. In addition, Session 1 and 3 may also include media representatives, at the discretion of the Stockholm Peace Research Institute (SIPRI).

REGISTRATION

Please register for the conference by **1 May**. Only registered participants will be granted access to the conference.

For the **opening session** and **session 2**, please click [HERE](#) to register. Virtual participation via Zoom is limited to four accounts per delegation due to technical reasons. Delegations are therefore encouraged to share accounts and consider rotation of their members. The link to access the sessions will be sent after the registration deadline to all participants who have signed up.

Participants are requested to register with the abbreviated name of their country (in case of national delegations) or organization, followed by a functional identifier and personal name. Example: *DEU Ruediger Maier PolAdv* for Germany, Ruediger Maier, Political Advisor.

For **session 1** and **session 3**, please click [HERE](#) to access the registration page. There is no limitation on the number of accounts per delegation. Once you have registered, you will receive an email with an access link to the Stockholm Forum meeting platform. On the day of the event, please log in and enter the sessions by clicking on the respective calendar item under “Agenda Overview”.

LOGISTICS

Opening session and session 2

Interpretation in English and Russian will be provided during these two sessions.

When logging in to the sessions, participants must use the same reference name as the one indicated upon registration (cf. *DEU Ruediger Maier PolAdv*). Participants who do not follow the naming convention will not be let into the meeting.

Participants are encouraged to log in 15 minutes ahead of time to ensure that they will be admitted from the virtual lobby before the sessions start. We kindly ask participants to keep their microphone muted and camera disabled throughout the meeting. A guide on how to use the meeting software Zoom is annexed below.

Please ensure that the Zoom application is downloaded to/available on a respective device for the possibility to use the interpretation function (which the web version does not provide):

- Zoom desktop/laptop client
 - o Windows: 5.2.1 (44052.0816) or higher
 - o Apple macOS: 5.2.1 (44040.0816) or higher
- Zoom mobile app (smartphone or tablet)
 - o Android: 5.2.1 (44042.0816) or higher
 - o Apple iOS: 5.2.1 (44038.0816) or higher

In case of technical problems, participants should email ICT-meeting-support@osce.org.

During the conference, targeted questions to speakers should be submitted through the chat function to “Questions for Speakers”. The moderator will pose the questions to the speakers.

Session 1 and session 3

During the conference, targeted questions to speakers should be submitted through the chat function. The organisers will receive these and forward to the moderators and speakers.

POINTS OF CONTACT

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Zoom Meetings Quick Reference

Connecting to a Zoom meeting

You have basically two options to connect to a Zoom meeting

- 1) Click the link in the **invitation e-mail** you received and the connection will open in your default Internet browser.
Alternatively, you can right-click the link in the invitation e-mail and select **Copy Hyperlink**, then open the browser of your choice and insert the hyperlink in the address bar (URL area).
- 2) On OSCE devices, the Zoom application was rolled out and you should have the following icon on the desktop.



When you open the Zoom application you see the dialog asking you to join a meeting on top.



An invitation to a Zoom meeting contains the following details:

<Name> is inviting you to a scheduled Zoom meeting.

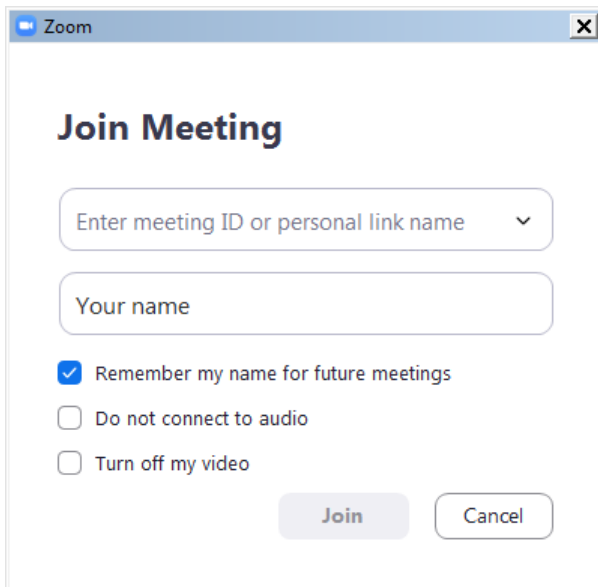
Topic: *<Meeting title>*

Time: *<date> <time> <timezone>*

Link: <https://zoom.us/abcdefgh1234> *<meeting link to click or copy>*

Meeting ID: *111 222 333*

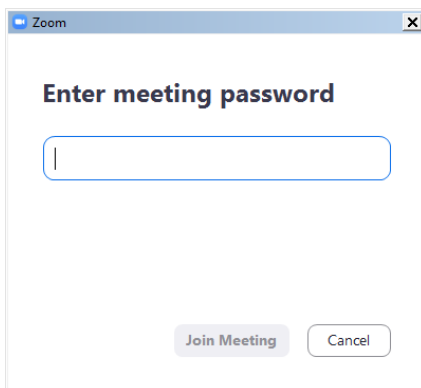
Password: *<6-digit password>*



Enter the meeting ID from the invitation e-mail.

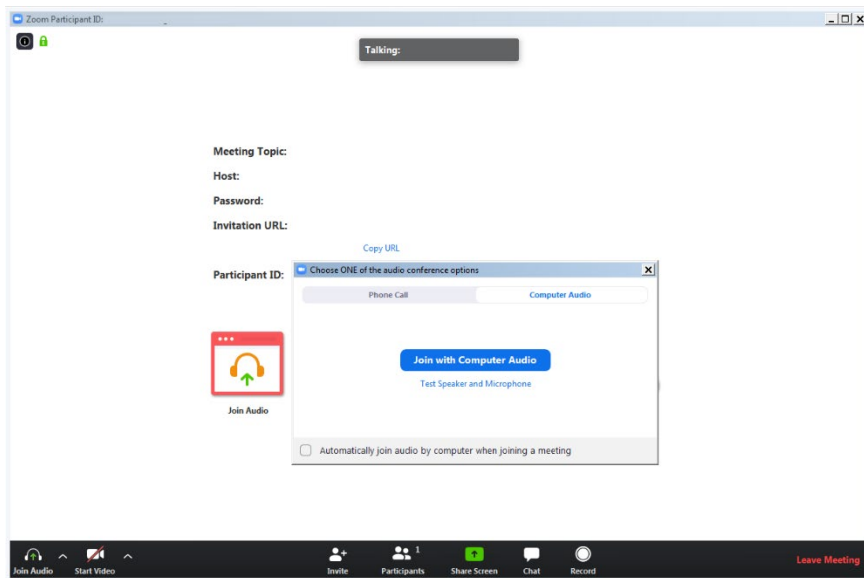
Enter your display name for the meeting.

If you have the Zoom application pre-installed you can **change your name** by editing it in Settings/Profile prior to joining a meeting to match the required naming convention of each meeting.

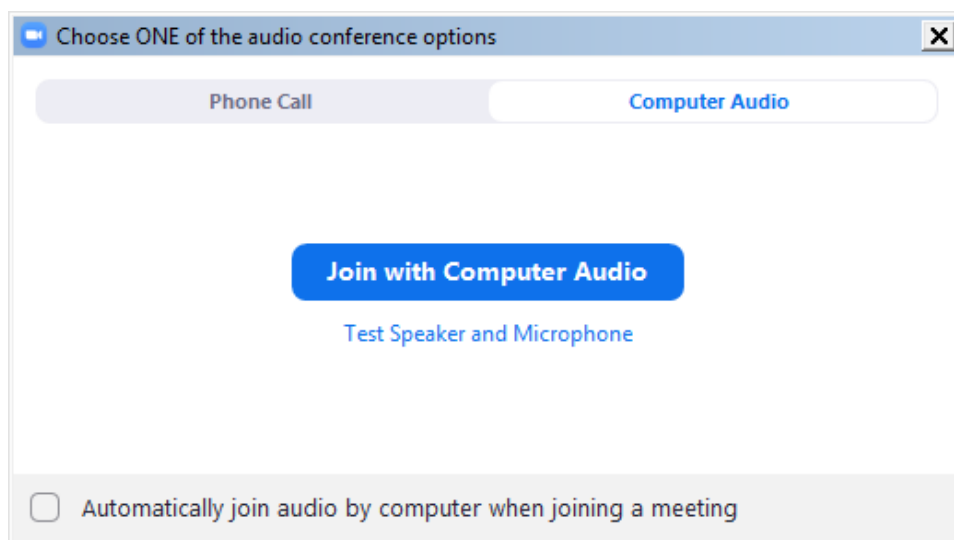


You might get the following dialog asking for a meeting password. It is also contained in the invitation e-mail.

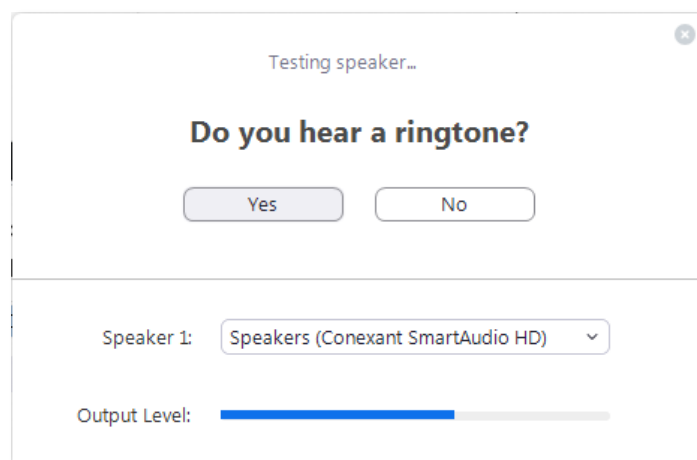
If the meeting has been set up with a **waiting room** function, you will be placed in the waiting room upon clicking on the meeting link and the meeting host will grant access via a waiting room to each participant individually. Please note that your participant name must follow the naming convention described in the procedural guide (i.e. country name + either your functional identified or your name) in order to be admitted to the meeting. Participants with names not in line with the naming convention (e.g. personal name only without a country name, or 'user123', or 'guest'...) will be removed from the waiting room and will have to rename themselves before entering the waiting room again.



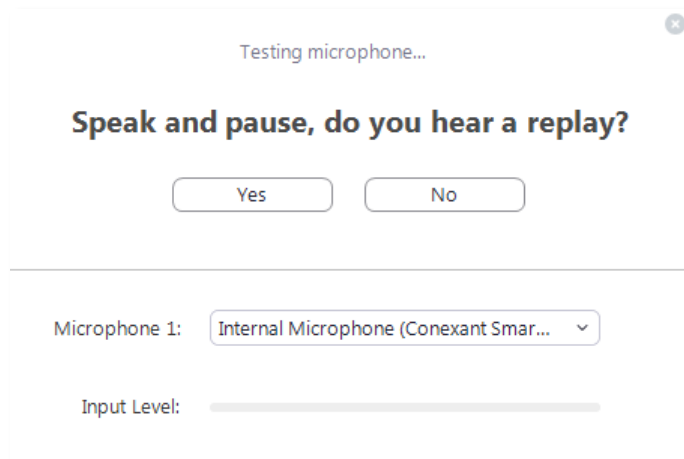
The next dialog displayed consists of the prompt to Join with Computer Audio and the Zoom control application in the background.



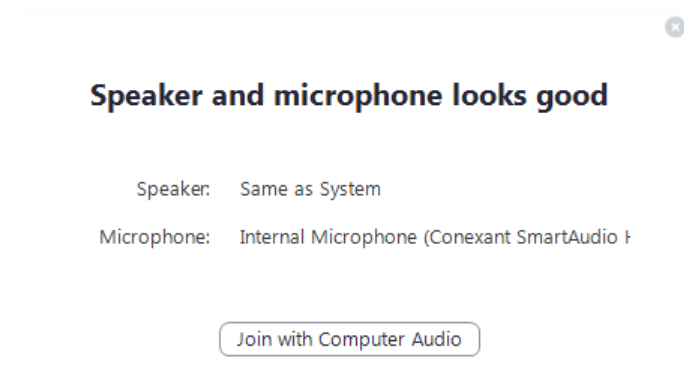
You may click **Join with Computer Audio** and if the hardware has been detected properly you have already joined the meeting with your audio equipment. You may alternatively first try your sound equipment clicking **Test Speaker and Microphone** below.



You should then immediately hear a ringtone; if not, answer with 'No' above and the program will continue to test the next audio speaker hardware found on the system until you confirm with Yes.



Immediately after the speaker test, you are prompted to speak and pause. You should hear your own recording right after you paused. If you can confirm with Yes you will see the following dialog after both tests.



Proceed with Join with **Computer Audio**.

If you experience sound issues you can also switch from the Computer Audio tab to the Phone Call tab in the **audio conference options** dialog shown on the previous page.

The Meeting ID, Participant ID and Password are displayed next to phone numbers for your country.

The Zoom control window should finally display the message **You are using the Computer Audio**.

Please note that your meeting host may have specified that your microphone is muted when you enter the virtual meeting room. Typically your camera will also be turned off at the beginning. In the next steps you will see the controls enabling you to send your video and unmute your microphone.

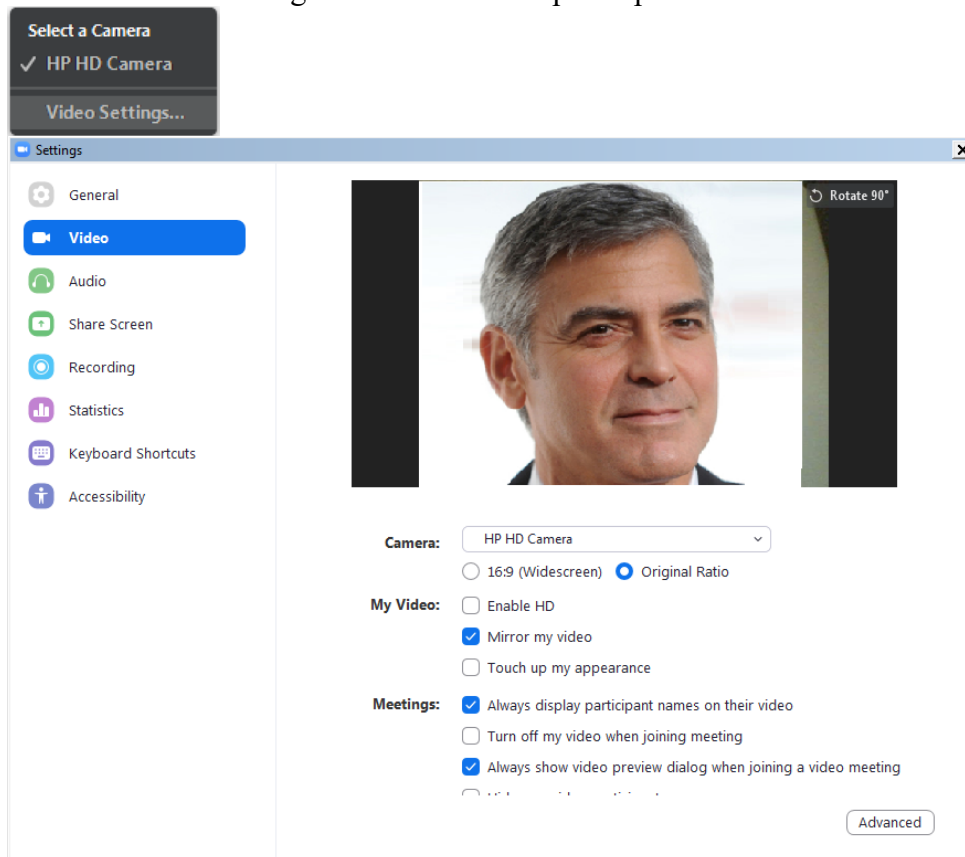
Controlling audio and video in the Zoom application window

In the lower left section of the Zoom window you can locate the controls for the microphone and the video camera. If the tools are not displayed move the mouse inside the Zoom window.



By default these controls may be crossed out, click on them to activate the microphone and to enable the video.

The video image will immediately be visible to the whole audience of the meeting. It is therefore recommended to try the video privately first. To do this click on the arrow next to Start Video while this control is still crossed out. Select **Video Settings** from the menu. There you can preview your camera image and make adjustments. It is not recommended to use Enable HD for meetings with more than 5 participants.



When ready, close the dialog and activate the camera by clicking Start Video. There is also a large set of audio settings and other categories available in this dialog window.

Conference features in Zoom

The following features are available via the Zoom toolbar:



Invite additional participants.

Show a list of **Participants** next to the Zoom window.

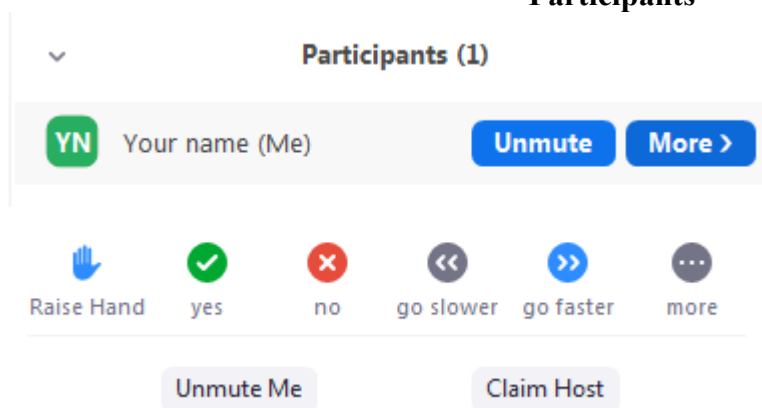
Share Screen contents to the audience.

Chat with everyone or individual participants during the meeting.

Record the Zoom meeting.

End or Leave Meeting.

Participants



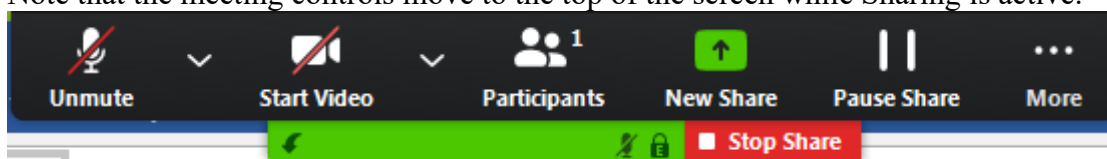
There are several tools available when you display the Participants pane. A chat message will be displayed visibly to the targeted audience even if the chat area is not observed by some participants.

Please note that the meeting host can mute and unmute participants. Also note the 'Claim Host' function in the lower section of the Participants dialog. In sessions run by OSCE ICT, the host role will be transferred according to the agreed procedure.

Share Screen

This function will display a list of all open applications including the desktop to select from. Every activity in an application will be visible to the audience.

Note that the meeting controls move to the top of the screen while Sharing is active.



End Screen Sharing with **Stop Share**. Check Pause and further options under More.

Chat

Click this function to display a Chat pane. Notice that the default audience for chatting is Everyone, but individual participants can also be selected for chatting by pointing with the mouse on their image or name area in the meeting window. Make sure you select the correct target audience from the list.

To: Everyone ▾

Type message here...

Record

You must be the meeting host or you must request the permission from the host to record a meeting. To watch recorded meetings stored in the cloud, the desktop Zoom application and a Zoom subscription is required.

Leave Meeting

At the end of a session you can use this command to disconnect from the meeting. If you experience technical issues or would like to add additional hardware, e.g. a second camera, you may opt to disconnect and reconnect with the equipment attached to your computer.

Link to an overview of features of Zoom meetings

The following link on the Zoom webpage offers more information about Zoom features:

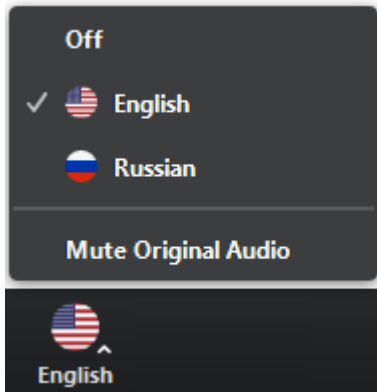
<https://support.zoom.us/hc/en-us>

Zoom – Interpretation feature

This document briefly describes the Interpretation feature available during Zoom meetings. After you have successfully connected to a Zoom meeting with Interpretation you can find an additional function on the toolbar showing the meeting controls.



Depending on the setup chosen by the meeting host there are several language channels to choose from as shown below.



In the example above the meeting host has enabled the interpretation of English and Russian. The Original Audio (the so-called “floor language”) is available as a separate channel when you select “Off”.

The default setting for listening to a channel with interpretation is that the original audio is decreased in volume to 20% and the interpreter’s voice is heard at a volume of 80%.

- To increase the audibility of a chosen language channel you can use **Mute Original Audio**, which is strongly recommended.
- To switch back to floor language (original audio) you can use the **Off** switch.
- Unlike in a physical meeting in OSCE premises you will hear the original audio in its full volume only if you don’t choose a language channel (**Off**).
- Due to possible issues with the sound quality, we strongly encourage all delegations to provide their speaking points in advance by email to documents@osce.org , which will then be provided to the interpreters only.