

## **ORGANIZATIONAL MODALITIES**

The 2021 OSCE-Wide Conference on Combating the Threat of Illicit Drugs and the Diversion of Chemical Precursors titled “Addressing Drug Trafficking and Related Organized Crime by Following the Money” will be held **online** on **1 June 2021** and is organized by the Swedish Chairpersonship of the OSCE with the support of the OSCE Transnational Threat Department’s Strategic Police Matters Unit.

Due to the COVID-19 pandemic, the conference will be organized in an online format via Zoom Conference Tool.

Interpretation in English and Russian will be provided during the conference.

## **PARTICIPANTS**

The conference is intended for experts from national drug control structures, OSCE delegations, representatives of relevant international and regional organizations, practitioners from pertinent government ministries and local institutions, as well as civil society, including youth, from the OSCE participating States and Partners for Co-operation to discuss collective measures and exchange best practices and lessons learned on the meeting’s subject matter. Participating States and Partners for Co-operation are invited to select delegation members accordingly.

Active exchange and interactive discussion will be considered a very beneficial aspect of this meeting. Interventions should, therefore, focus on the actual topic of the conference through concrete examples, lessons learned and recommendations, and be as concise as possible, **not exceeding 2 minutes**. Delegations, international and regional organizations as well as NGOs are kindly requested to register their intention to make a brief statement by sending an email to [jeni.dimitrova@osce.org](mailto:jeni.dimitrova@osce.org) and copy [else.wallén@gov.se](mailto:else.wallén@gov.se) **by Friday 21 May**.

During the three thematic sessions of the conference, participants are welcome to pose targeted questions to the speakers. Requests to pose questions should be submitted through the chat function to “**Questions for Speakers**”. The organisers will receive these requests and forward them to the moderators.

## **MODERATORS AND SPEAKERS**

### **Moderators**

Each session will be chaired by a moderator who will introduce the speakers, and will ensure that speakers and participants limit their presentations and contributions to substantive issues only. Moderators are expected to serve as rapporteurs in the sense of summarizing the presentations and discussions.

## **Speakers**

Each working session will have a limited number of speakers, selected by the Chairpersonship. Speakers will limit their presentations to concrete examples, good practices and lessons learned that enrich conference discussions. Each presentation should be of maximum 10 minutes. Speakers should then be ready to engage in discussions following their presentations. The presentations should be sent to the conference contact points at the OSCE Transnational Threats Department (see below) one week prior to the meeting, i.e. **before Tuesday 25 May**. Speakers are expected to agree that their remarks will be circulated to all participants. The institutional background of each speaker will be introduced by the moderator allowing the speaker to devote his/her presentation fully and only to the topic itself.

## **SIDE EVENTS**

Participants will have the opportunity to request and organize relevant side events delivered in an online format, either in the lunch break or on the following day. Requests will be processed upon receipt of the side event request form (see Annex 1) **by Tuesday 25 May**. A limited number of side events is possible and will be subject to the availability of support staff as well as the approval of the conference organizers. Interested participants are encouraged to consider partnering with each other, civil society actors, international/regional organizations (including field operations) or other stakeholders in the development of such side events.

## **REGISTRATION**

Please click [\*\*HERE\*\*](#) to register for the conference **by 31 May**. Only registered participants will be granted access to the conference. Please note that it is possible for one person to register several participants using the same account by using the option “group registration”.

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.

Upon submitting the registration form, you will be informed that the data has been successfully submitted, which should not be confused with approval of a given registration request. Upon approval by the organizers, a separate email will be sent to the registered participant with the zoom link to access the conference.

## **LOGISTICS**

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

The sessions can be joined 30 minutes before the indicated starting time of the event. Participants are encouraged to log in 15 minutes ahead of time to ensure that they will be admitted from the virtual lobby (waiting room) before the sessions start. We kindly ask participants to keep their microphone muted and camera disabled throughout meeting. A guide on how to use the meeting software Zoom is annexed below.

Participants are requested to log in 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. Participants who do not follow the naming convention will not be let into the meeting.

In case of technical problems, participants should email [ICT-meeting-support@osce.org](mailto:ICT-meeting-support@osce.org).

Please be informed that OSCE Conference Services will offer a Zoom test session **for all speakers and moderators** ahead of the upcoming conference.

The **test session** will take place  
on **31 May from 15.00 – 15.30** Vienna time (CEST).

The test session is voluntary. It will demonstrate to speakers and moderators the functionality of the platform, as well as testing their connection ahead of the conference itself. The organizers will send the link and the password for the test run to all speakers and moderators **on 31 May in the morning**.

## LIVE STREAM

The opening session 9:00-9:30 will be live-streamed at: [www.osce.org/live](http://www.osce.org/live).

## DOCUMENTS

Participants who wish to make documents available to participants are requested to send these materials in electronic form to [eduard.lokotunin@osce.org](mailto:eduard.lokotunin@osce.org) and [jeni.dimitrova@osce.org](mailto:jeni.dimitrova@osce.org) by **Tuesday 25 May**.

## POINTS OF CONTACT

### **Permanent Delegation of Sweden to the OSCE**

Ms. Else Wallén, Advisor  
Politico-Military Dimension  
E-mail: [else.wallen@gov.se](mailto:else.wallen@gov.se)  
Tel.: +43 664 859 09 23

### **OSCE Secretariat Transnational Threats Department**

Mr. Eduard Lokotunin, Police Affairs Officer  
on Combating Illicit Drugs  
E-mail: [eduard.lokotunin@osce.org](mailto:eduard.lokotunin@osce.org)  
Tel.: +43 676 457 58 02

Ms. Jenni Dimitrova, Administrative Assistant  
E-mail: [jeni.dimitrova@osce.org](mailto:jeni.dimitrova@osce.org)  
Tel.: +43 664 884 74 872

## 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.*

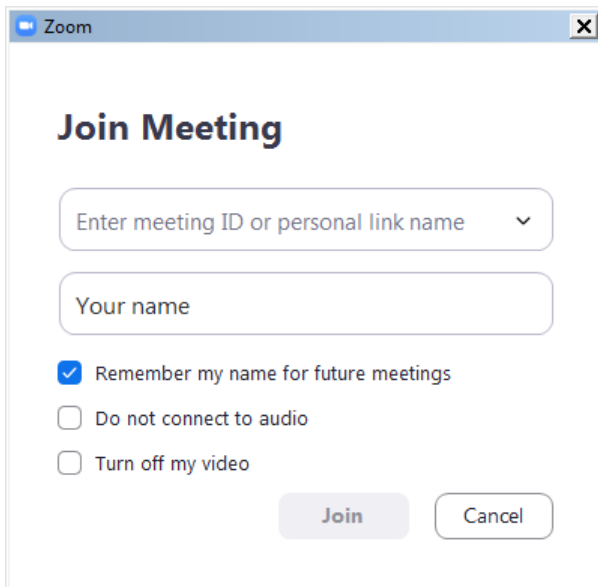
**Topic:** *<Meeting title>*

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

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

**Meeting ID:** *111 222 333*

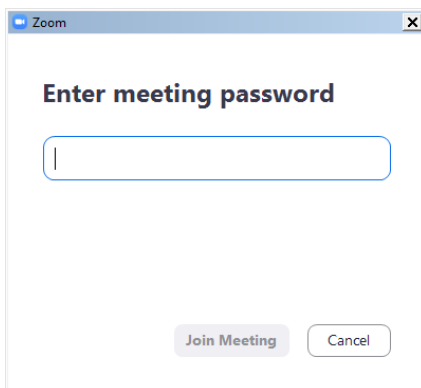
**Password:** *<6-digit password>*



Enter the meeting ID from the invitation e-mail.

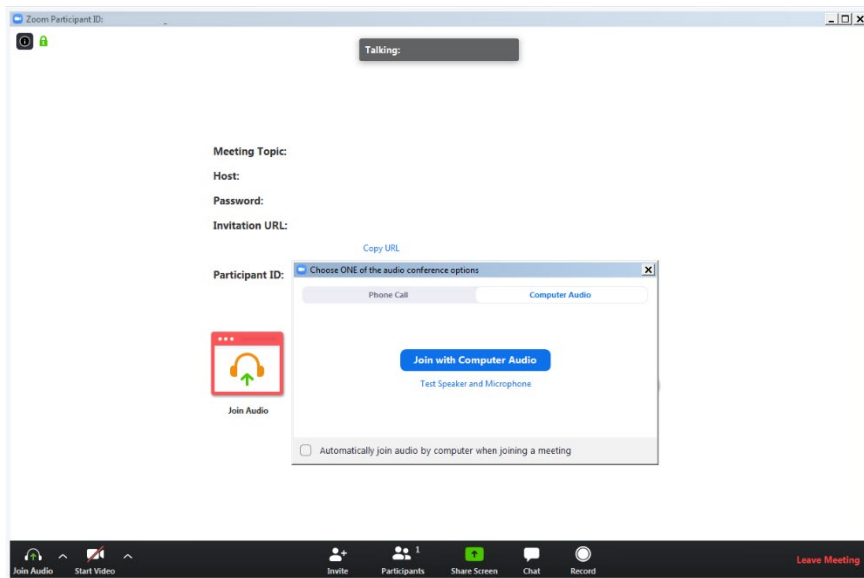
Enter your display name for the meeting.

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.

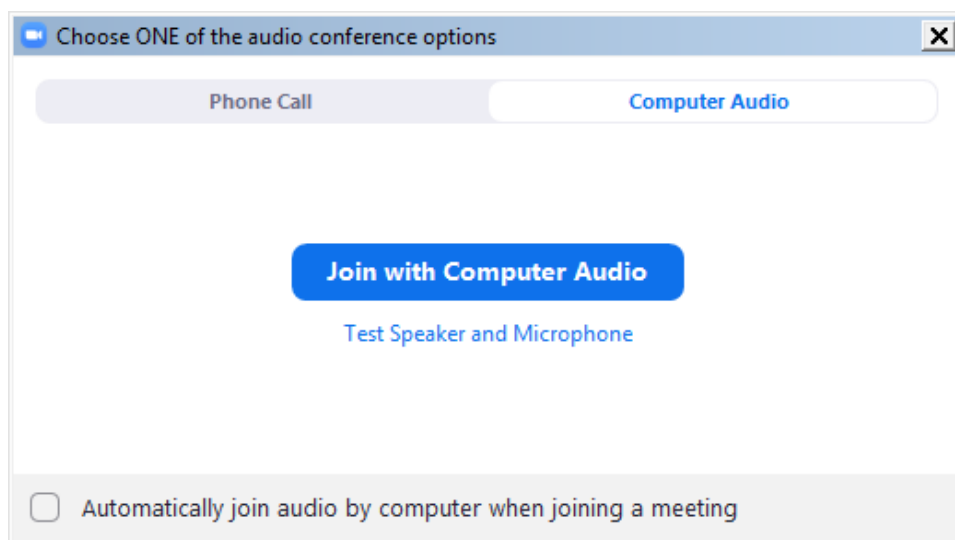


You might get the following dialog asking for a meeting password. It is also contained in the invitation e-mail.

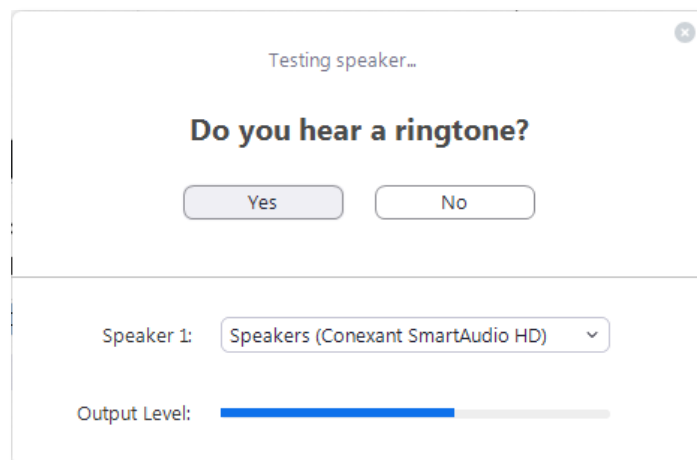
If the meeting has been set up with a **waiting room** function, you will be placed in the waiting room upon clicking on the meeting link and the meeting host will grant access via a waiting room to each participant individually. Please note that your participant name must follow the naming convention 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.



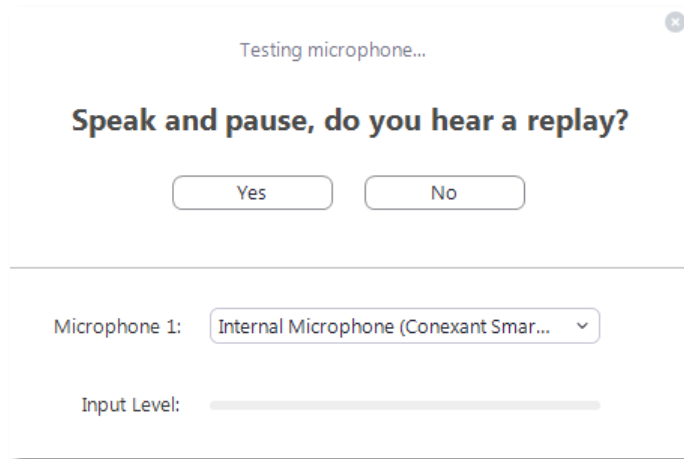
The next dialog displayed consists of the prompt to Join with Computer Audio and the Zoom control application in the background.



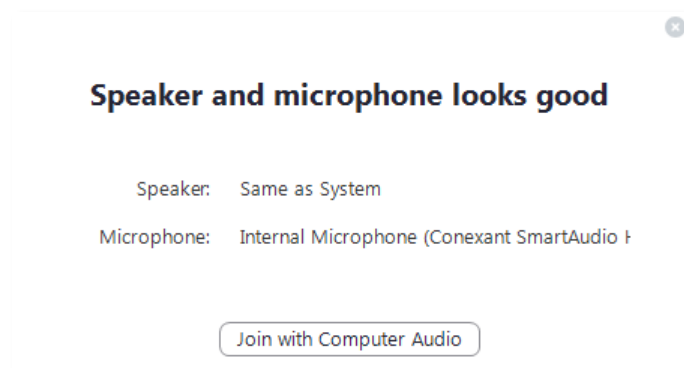
You may click **Join with Computer Audio** and if the hardware has been detected properly you have already joined the meeting with your audio equipment. You may alternatively first try your sound equipment clicking **Test Speaker and Microphone** below.



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

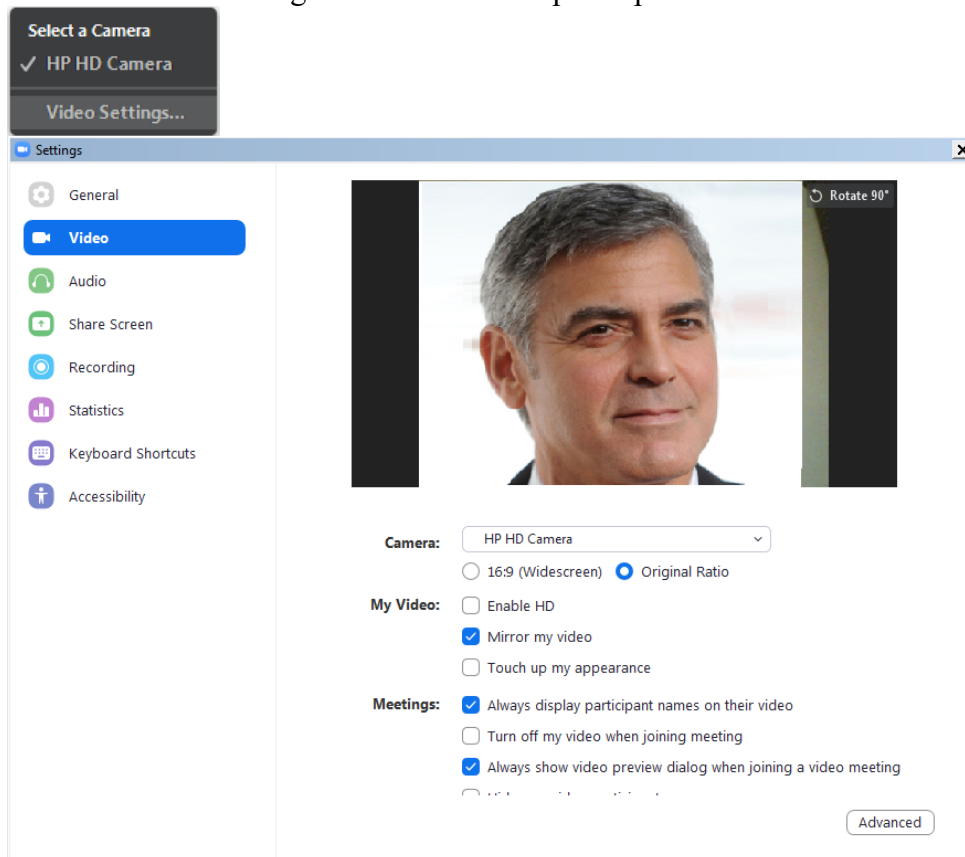
In the lower left section of the Zoom window you can locate the controls for the microphone and the video camera. If the tools are not displayed move the mouse inside the Zoom window.



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.

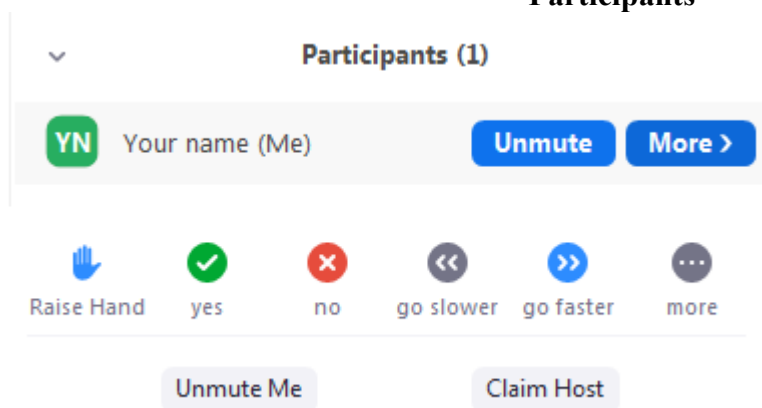
**Share Screen** contents to the audience.

**Chat** with everyone or individual participants during the meeting.

**Record** the Zoom meeting.

**End or Leave Meeting.**

## Participants



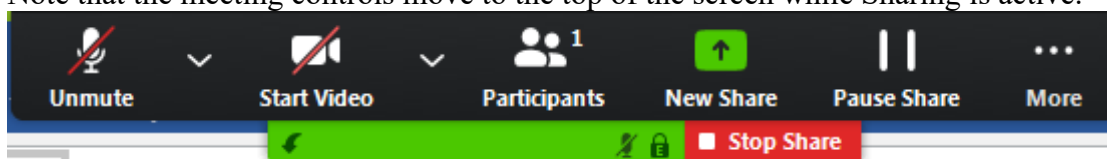
There are several tools available when you display the Participants pane. A chat message will be displayed visibly to the targeted audience even if the chat area is not observed by some participants.

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:

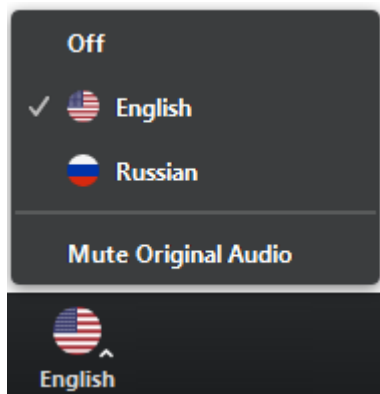
<https://support.zoom.us/hc/en-us>

## 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](mailto:documents@osce.org) , which will then be provided to the interpreters only.

**2021 OSCE-Wide Conference on Combating the Threat of Illicit Drugs  
and the Diversion of Chemical Precursors**

**“Addressing Drug Trafficking and Related Organized Crime by  
Following the Money”**

**1 June 2021  
Virtual Meeting**

**SIDE EVENT REQUEST FORM**

Please complete electronically and return by e-mail not later than 25  
May 2021 to [eduard.lokotunin@osce.org](mailto:eduard.lokotunin@osce.org) and  
[else.wallén@gov.se](mailto:else.wallén@gov.se)

**Your details:**

Name	...
Organization	...
Website	...

**Your side event:**

Title of event	...
Brief description	...
Number of expected participants	...
Technical equipment needed for presentations	...
Format of presentation (blended or fully online)	...

**Contact person:**

Name	...
Telephone	...
E-Mail	...

**Requests are processed upon receipt of the side event registration form, subject to  
availability of rooms and upon approval of all co-organizers.**

**Please note that for side events no interpretation will be provided.**