



Organization for Security and Co-operation in Europe

Office of the Special Representative and Co-ordinator
for Combating Trafficking in Human Beings

TECHNICAL NOTE

22nd Conference of the Alliance against Trafficking in Persons

“Protection: upholding victims’ rights and strengthening assistance”

4-6 April 2022

Hofburg, Vienna and via Zoom (upon registration)

VENUE

The 22nd Conference of the Alliance against Trafficking in Persons will be conducted in a blended format and bring the OSCE anti-trafficking community together in person and via videoconference (Zoom). On-site participation will be limited to representatives of:

- participating States and Partners for Co-operation – 1+1 (including a government representative from a capital);
- OSCE personnel based in Vienna;
- OSCE Executive Structures – 1+0;
- Alliance Expert Co-ordination Team (AECT) – 1+0;
- International organizations and non-governmental organizations based in Vienna – 1+0.

All other participants who are not included in these groups but are willing to attend in person are requested to express their interest during the registration process. We will review such requests and notify relevant participants by 23 March 2022. Other participants are invited to join the conference via Zoom.

Interpretation between six official OSCE languages (English/French/German/Italian/Russian/Spanish) will be provided during all sessions of the conference.

Participation via Zoom:

The link for accessing sessions of the 22nd Alliance conference via Zoom will be sent to all registered participants after the registration deadline. While joining the conference, please ensure that you follow a naming convention:

- Participating States and Partners for Co-operation;
3-letter ISO-3166 abbreviation of country name, f.i. ALB, UKR, AUT, DEU, etc.

and

add your first and last name:
e.g. DEU, Jann-Einar Schultz

- International Organizations;
Please use your official abbreviation e.g. UNHCR, CoE, ICRC etc and add your

first

and last name:
e.g. IACA, Hermann Meier

- NGOs, Civil Society, Business, Academics;
Please use a very obvious abbreviation not longer than 6 digits for your entity /affiliation and add your first and last name:
e.g. University of Vienna, UniVie, Sonja Rattmann, Western Union, e.g. WesUni, Guenther Ziehmman
- OSCE and OSCE structures (Field Representations, OSCE Institutions)
Please use "OSCE" at the beginning followed by abbreviation of your structure, full name and functional identifier:
e.g. OSCE/CLS Elke Lidarik, OSCE R/FoM Sonja Zietlow Adv

Participants who are not following the naming convention will not be able to access the meeting.

A guide on how to follow meetings via the online platform ZOOM is annexed hereto. Please ensure that the application for the online platform is downloaded to/available on a respective device for the possibility to use interpretation function, which web version does not provide.

- Online Platform desktop/laptop client
 - Windows: 5.2.1 (44052.0816) or higher
 - Apple macOS: 5.2.1 (44040.0816) or higher
- Mobile app (smartphone or tablet)
 - Android: 5.2.1 (44042.0816) or higher
 - Apple iOS: 5.2.1 (44038.0816) or higher

Participants are encouraged to use a cabled (ethernet) connection when joining the meeting and wear a USB headset with in-built microphone when making their statements. This will significantly enhance the audio quality of the meeting and help facilitate interpretation into all official OSCE languages.

Conference sessions can be joined 30 minutes before the indicated starting time. Participants are requested to log in at least 15 minutes in advance to allow time for credentials to be checked prior to the start of each session. All participants should ensure that their microphone is muted and their camera disabled at all times, except when taking the floor.

In case of technical problems (e.g. unmuting function not working), participants should email the following e-mail address: ict-meeting-support@osce.org

Physical attendance:

The 22nd Conference of the Alliance against Trafficking in Persons will take place at the OSCE premises in the Hofburg Congress Center, Heldenplatz, 1010 Vienna.

The Hofburg can be accessed with the delegates' regular badges. External participants will need to refer to the registration desk located in the security container next to the main entrance. Please note that access to the OSCE premises is permitted only upon presentation of a photo ID card (passport, national ID card or driver's license) in accordance with a list of participants.

Participants are kindly requested to acquire one of the documents listed below before entering the conference premises:

- Proof of a negative molecular-biological SARS-CoV-2-Test ("PCR-Test") within the last 48 hours;
- Proof of recovery of COVID-19 within the last six months;
- Proof of vaccination administered at least 22 days before.

Should there be any updates to these requirements, we will inform you accordingly

Indoor, an FF2 mask will have to be worn all the time except when speaking.

The meeting will be held in the Neuer Saal (2nd floor) which will offer the seating capacity in line with the rules and regulations in Austria at the time of the conference. Additional seats will be arranged in the Ratsaal (5th floor) during the second and third days of the conference (5 and 6 April 2022). While the Neuer Saal will allow for active participation, the Ratsaal will only serve as a listening and viewing room, without a possibility to take the floor.

Participants in both the Neuer Saal and the Ratsaal are encouraged to bring their own headphones and use the provided handsets to select a language.

REGISTRATION

Registration closed on 30 March 2022.

Please note that only registered participants will be granted access to the different sessions, either through physical presence or virtual attendance. Each participant is requested to **register online via following link:**

<https://events.osce.org/2022-22nd-conference-alliance-against-trafficking-in-persons/registration>

Or QR code:



As registrations are subject to approval, participants must provide some personally identifiable information, including an email address, when submitting an online registration request. Please note that it is possible for one person to register several participants using the same account. Should you wish to register more persons or a person on your behalf, please click on “group registration” to avoid overtyping your existing account. Persons who have registered for other OSCE events in the past may use the same password. It is not necessary to create a new account.

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 indicated e-mail address confirming physical participation or meeting access details for virtual participants attending virtually.

STATEMENTS

Participants who wish to take the floor during sessions, may send their request in advance to info-cthb@osce.org until 1 April at 13:30 (Vienna time, GMT+2). Participants should indicate whether their statement will be delivered from the Hofburg or via Zoom.

Maximum duration of each statement should be up to two minutes.

VISA MODALITIES

Participants, if required under the Austrian law, are asked to make their own arrangements for securing a visa for entry into Austria.

In case a letter of confirmation of participation is needed for visa requirements, please send mail to elke.lidarik@osce.org together with

- 1) Information on who is funding the duty travel
- 2) Dates from when to when you will travel
- 3) Which Embassy you will refer to
- 4) Passport copy

Please note that it will take up to five working days to prepare and send the visa support letter back to the requestor.

Please be aware that it might take 14 days to get the requested Schengen visa. Therefore, applicants are strongly advised to apply for visa well in time.

Please note that it is NOT possible to have your visa issued at the Vienna International Airport upon arrival. Participants must be in possession of the appropriate identity documents for travel to Austria and medical insurance for the full duration of the intended stay.

Further details can be found on the Austrian MFA website www.bmeia.gv.at.

SOCIAL MEDIA

Follow the Alliance Conference on Twitter with **#CTHB22** and watch video content through the OSCE Facebook page. Ahead of the Conference, please use **#askOSCE** to send questions related to the Conference. More information is available at: <https://www.osce.org/cthb/514150>

DOCUMENTS

Participants who wish to make documents available to participants are requested to send these materials in electronic form to the OSCE Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings <info-cthb@osce.org> by **Friday, 25 March 2022**.

TRANSPORTATION

Taxis:

A pick up at the airport can be booked in advance at a more moderate price from the companies:

- Vienna Airport Taxi Service (Tel: +43 1 99 74 105, webpage: <http://www.vienna-airport-taxi-service.at/airport-taxi-vienna.html> – price: € 34 one way)
- Airport Drivers (Tel: +43 1 22 822, webpage: <https://www.airportdriver.at/en> – price: € 38 one way)

Should you take a taxi from the stands outside the airport exit, the price will be the one indicated on the counter plus an additional airport taxi fee (approx. 50 euro).

Trains:

a) City Airport Train (CAT) – to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn Lines 3 and 4) and taxis: <http://www.cityairporttrain.com> (suspended until spring 2022)

Price: € 11 one way; € 19 return - Trip: 16 min. non-stop.

Schedule: every ½ hour

OR

b) Schnellbahn (S7) – to Vienna "Wien-Mitte-Landstraße/Hauptstraße" with direct access to the Underground (U-Bahn Lines 3 and 4) and taxis: <http://www.schnellbahn-wien.at/netz/s7.htm>

Price: € 4.20 one way – Trip: 25 min. Schedule: every ½ hour

Bus Services Vienna Airport Lines (2 lines):

Price : € 8 one way; € 13 return - Trip: 20-40 min.

Busses go either to Westbahnhof or Donauzentrum (both having access to the Underground). Please check before taking the bus.

Schedule: every hour

<https://www.viennaairportlines.at/en/> – Tel: +43 (1) 7007-32300

To get around in Vienna:

For taxi service within Vienna, please call +43 1 31300 or +43 1 40100

Public transportation information is available at:

[Planning your Journey - Wiener Linien](#)

TRAVEL ARRANGEMENTS

Participants are requested to arrange individually for their travel, accommodation, transport, etc. You may find the following list of hotels useful. All costs related to the participation in this event must be covered by the participants or their agencies.

We strongly recommend that hotel and travel bookings are made as quickly as possible.

Please check the following websites for the latest information on COVID-19 situation and entry regulations for Austria:

[Coronavirus: Entry Regulations to Austria](#)

[Latest Information on the Coronavirus Situation in Austria](#)

List of Hotels close to the venue

Please mention the OSCE when you request and confirm your reservation for possible preferential rates.

Hotel Ibis Wien Mariahilf ***
Mariahilfer Gürtel 22-24
1060 Vienna
Tel: +43 1 599 98
Fax: +43 1 597 9090
H0796@accor.com

Hotel Mercure Wien Zentrum ****
Fleischmarkt 1a
1010 Vienna
Tel: +43 1 534 600
Fax: +43 1 5346 0232
H0781@accor.com

Best Western Hotel Erzherzog
Rainer ****
Wiedner Hauptstraße 27-29
1040 Vienna
Tel: +43 1 22 111
Fax: +43 1 22 111 350
rainer@schick-hotels.com

NH Wien City ****
Mariahilfer Straße 32-34
1070 Vienna
Tel: +43 1 521 720
nhwiencity@nh-hotels.com

Hotel Capricorno Wien ****
Schwedenplatz 3-4
1010 Vienna
Tel: +43 1 533 31 040
Fax: +43 1 533 76 714
capricorno@schick-hotels.com

Hotel Royal ****
Singerstraße 3
1010 Vienna
Tel: +43 1 515 68 0
royal@kremsehnerhotels.at

Hotel Graben ****
Dorotheergasse 3
1010 Vienna
Tel: +43 1 512 15 31 0
graben@kremsehnerhotels.at

NH Wien Zentrum ****
Mariahilfer Straße 78
1070 Vienna
Tel: +43 1 524 5600
nhcollectionwienzentrum@nh-hotels.com

Hotel Marriott Vienna *****

Parkring 12a

1010 Vienna

Tel: +43 1 515 18 0

Fax: +43 1 515 18 6736

vienna.marriott.info@marriott.com

Sofitel Vienna Stephansdom *****

Praterstraße 1

1020 Vienna

Tel: +43 1 906 160

Fax: +43 1 906 162 000

H6599@sofitel.com

SHIPMENTS

Shipments of materials for distribution, in particular those sent from outside the EU, may be delayed by Customs. Therefore, please e-mail or fax full details (AWB, proforma invoice with details of contents etc.) to the OSCE Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings (info-cthb@osce.org) as soon as the shipment is ready for dispatch so that customs clearance, if required, may be requested in advance. This applies whether the parcel is sent by postal services or by courier.

As the OSCE Congress Centre is unable to hold materials for more than several days prior to events, shipments will only be accepted **between Monday, 28th March, 2022 and Friday, 1st April, 2022**. They should be addressed as follows:

OSCE
Vienna
Documents Distribution
Ref: Alliance against Trafficking in Persons conference / 4-6 April 2022 (Neuer Saal)
Kongresszentrum Hofburg, Heldenplatz
1010 Vienna
Austria

Please note that if you have not notified the OSCE Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings (info-cthb@osce.org) in advance of your shipment (content and size), it will be returned to you by the OSCE Congress Centre.

CONTACT FOR GENERAL QUESTIONS

Ms. Jeyran Shafiyeva

Administrative Assistant,
OSR/CTHB
info-cthb@osce.org

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) As you will need to use interpretation function, please ensure that Zoom application is downloaded to/available on a respective device. Interpretation button does not appear in a Web version.



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.

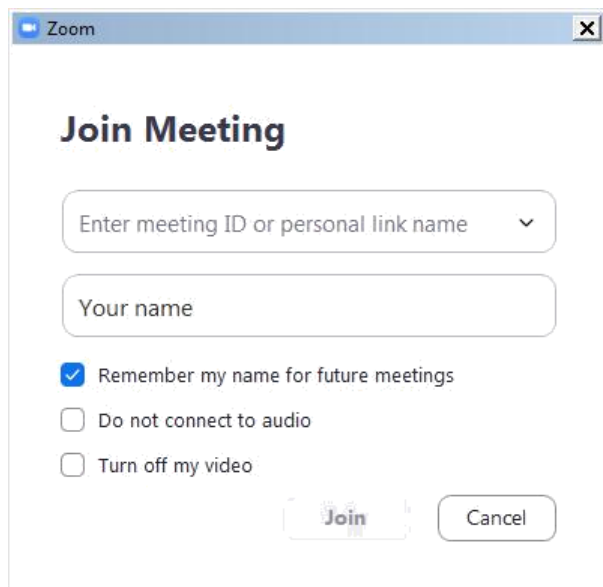
Topic: *<Meeting title>*

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

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

Meeting ID: *111 222 333*

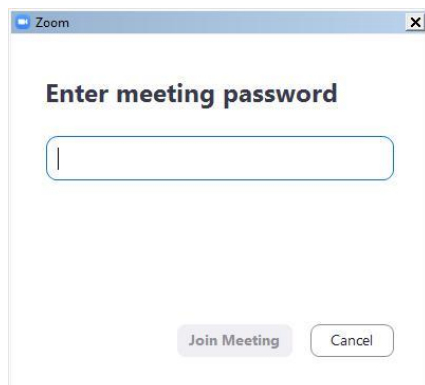
Password: *<6-digit password>*



Enter the meeting ID from the invitation e-mail.

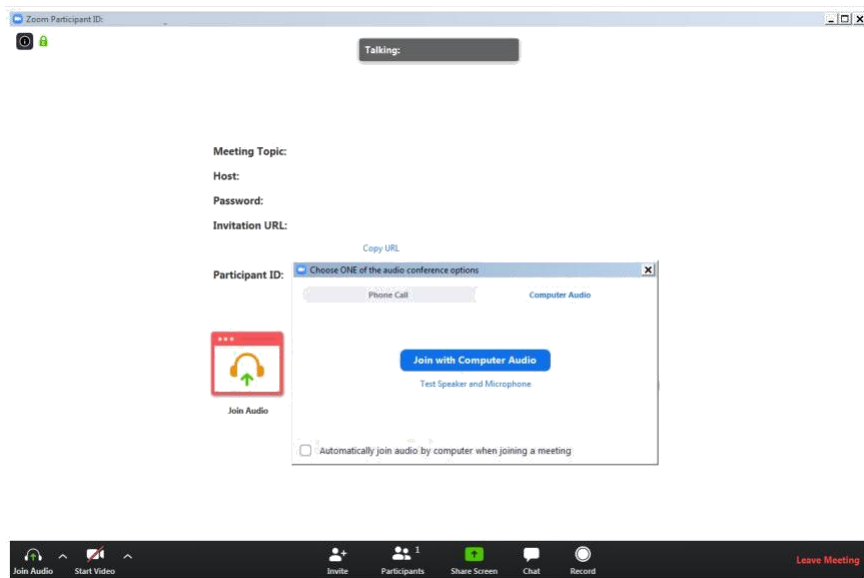
Enter your display name for the meeting. Please use the naming convention in order to be granted access (described on page 1 and in the end of this page).

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/ organization 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.

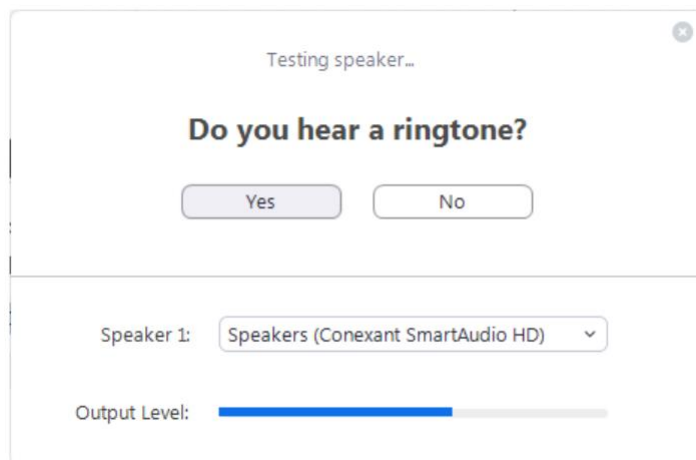


The next dialog displayed consists of the prompt to Join with Computer Audio and the Zoom control application in the background.

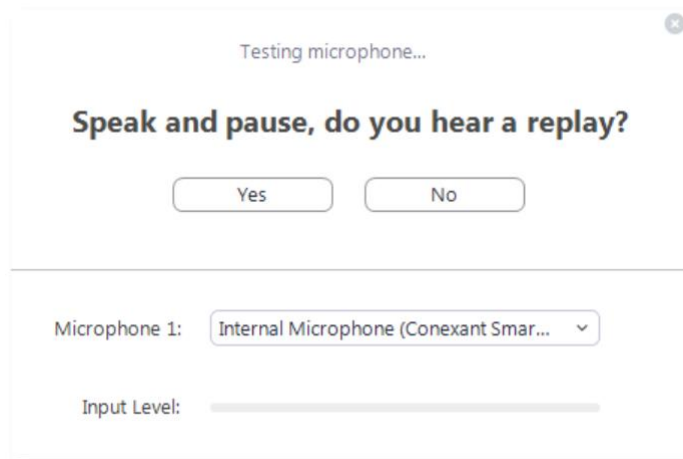


You may click **Join with Computer Audio** and if the hardware has been detected properly you have already joined the meeting with your audio equipment.

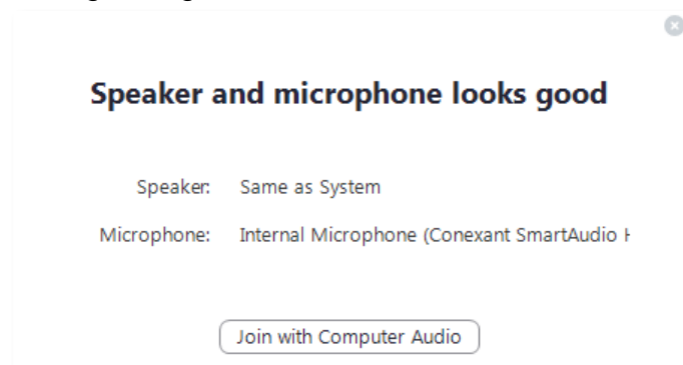
You may alternatively first try your sound equipment clicking **Test Speaker and Microphone** below.



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

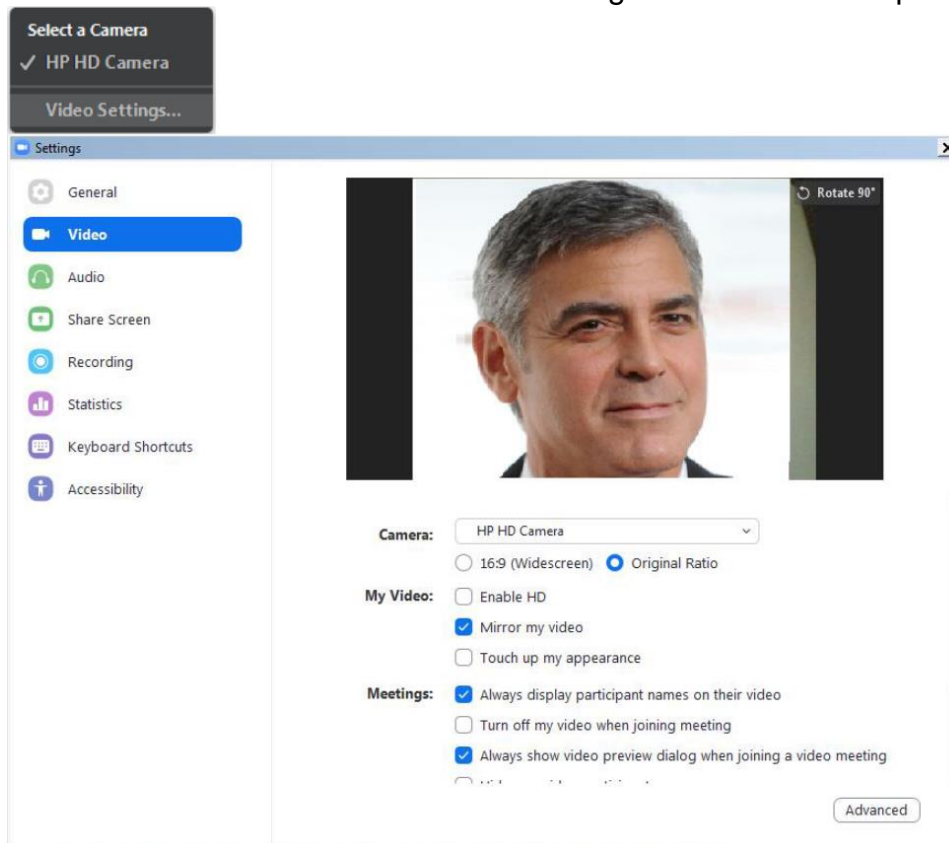
In the lower left section of the Zoom window you can locate the controls for the microphone and the video camera. If the tools are not displayed move the mouse inside the Zoom window.



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.

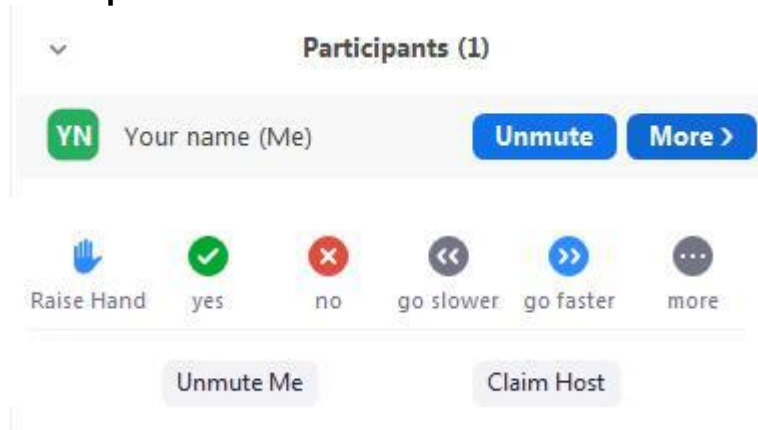
Share Screen contents to the audience.

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 panel. 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.

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.

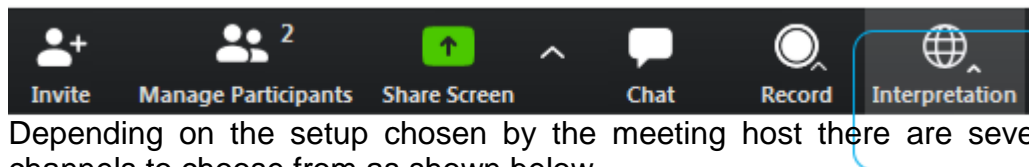
Link to an overview of features of Zoom meetings

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

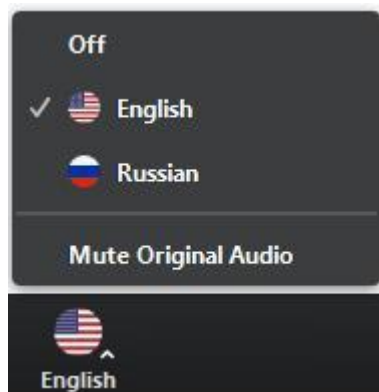
<https://support.zoom.us/hc/en-us>

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**).

Please note that **Italian** is not offered as an interpretation language option in Zoom (as you can only use languages from a predefined list), therefore to listen to Italian interpretation, participants will have to select **Portuguese**.

This is due to the technical parameters of Zoom and we apologize for this.

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.

Tips for remote speakers using video conferencing platforms

- <https://zoom.us/test> is a simulation and computer test of a web conference session. These test web sites are a good indicator if the computer in question will work or not (due to technical software restrictions maybe);
- Use a cabled network (Ethernet) connection, not Wi-Fi, whenever possible;
- If using Wi-Fi, ensure good connectivity by setting up your location close to the device (router or access point) that connects you with the Internet;
- If more than one person uses the Internet at your location during video conferencing, make sure that you have priority access (high bandwidth available) by pausing/turning off streaming services that consume large amounts of data (such as Netflix etc.);
- Turn off all sound notifications (Skype, WhatsApp, e-mails, etc.) while attending virtual meetings to avoid any disturbing pop-up messages;
- Eliminate background noise and interference (participate from indoors, in a room with closed door and windows to avoid extraneous noise);
- Replicate eye contact by looking into the camera;
- Speak at a moderate pace and avoid reading from a document. If you have to, the document should be provided in advance for interpretation purposes only (it will be checked against delivery);
- Use personal headsets (you can use mobile phone headsets also) with high quality microphones and echo cancellation;
- Mute the microphone when not speaking;
- Turn off your video conference camera to save Internet bandwidth and leave capacity for optimal sound quality;
- Although mobile devices like smartphones or also tablets are supported, the preferred method should be using laptops to connect;
- In case your session connection drops, just re-click the link in the invite to reconnect.