ORGANIZATIONAL MODALITIES

The Third OSCE Gender Equality Review Conference will take place on 27 – 28 October 2020. The event is organized by the Albanian OSCE Chairmanship, with the support of the OSCE Secretariat and the OSCE Office for Democratic Institutions and Human Rights (ODIHR).

Due to restrictions on international travel resulting from the COVID-19 pandemic, the Conference will be held entirely in "virtual" format, via Zoom.

English/Russian simultaneous interpretation as well as international sign language interpretation will be provided.

PARTICIPANTS

The event is open to representatives from governments, civil society, academia and the private sector from OSCE Participating States and Partners for Co-operation.

VENUE AND PARTICIPATION MODAILITIES

Participation via Zoom:
The link to access the Third OSCE Gender Equality Review Conference via Zoom will be sent after the registration deadline to all registered participants.

Due to technical reasons, virtual participation via Zoom is limited to four accounts per Delegation at any given time during the conference. We encourage Delegations to consider rotation of their representatives joining via Zoom according to the subject or the respective sessions.

Please bear in mind that Zoom´s web version does not provide the interpretation function. In order to benefit from interpretation, please download the Zoom application.

The conference sessions can be joined 30 minutes before the indicated starting time. Speakers, moderators and participants are requested to log in at least 15 minutes in advance so that their credentials can be checked prior to the start of the respective session.

All participants should ensure that their microphones are muted and their cameras disabled at all times, except when taking the floor.

Speakers, moderators and participants from the audience wishing to take the floor are encouraged to use a cabled (Ethernet) connection in their computers when joining the meeting as well as testing their audio/video devices ahead of time. This will enhance the audio/video quality of the meeting and help facilitate interpretation.

Video/audio access information:
The Chairperson or designated moderator will deliver brief introductory remarks at the beginning of each session. Following this intervention, the Chairperson or Moderator will

invite keynote speakers to deliver their presentations. The floor will then be opened for contributions by delegations and other participants. They will announce the name of the speaker to which the floor will be given. The speaker should then proceed to unmute himself or herself and activate its camera if applicable.

Following the intervention, the speaker should mute herself or himself.

SIDE EVENTS

Participants have the opportunity to request and organize relevant side events (to be delivered exclusively online). **Please note that the Conference organizers are not responsible for the organization of side events**. The organization of side events is the sole responsibility of the group wishing to hold one.

If you or your organization wishes to hold a side event, please contact:

Maaike van Adrichem
Gender Adviser, OSCE Secretariat
maaike.vanadrichem@osce.org

LIST OF SPEAKERS/SPEAKING AT SESSIONS

Moderators
Each session will be chaired by a moderator, who will introduce the speakers. Moderators should receive keynote speakers' and discussants' short biographies beforehand to be able to introduce them to the audience.

The moderator will enforce time limits and will ensure that speakers, discussants 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, as well as suggesting how the OSCE, building on its expertise and structures, could continue working in this field, complementing efforts of international and regional organizations. They will present these conclusions to the participants in the concluding session.

Speakers
Each session will have a limited number of speakers. Speakers will limit their presentations to concrete examples, good practices and lessons learnt that enrich OSCE's discussions. They will make every effort to include suggestions for potential policy recommendations, and/or follow up activities for/with the OSCE, offer thoughts for further consideration, and suggest possible national and/or regional and international action for meeting the challenges. Each keynote presentation should have a maximum duration of 6-8 minutes. Speakers should then be ready to engage in debate, including with the discussant, following their presentations. Presentations and remarks should be sent to equality@osce.org one week prior to the conference. The institutional background of each speaker will be introduced by the moderator allowing the speaker to devote his or her presentation fully and only to the topic itself.

Statements/contributions from the floor

All participants are invited to raise questions, engage in interactive and results-oriented discussions, and are discouraged from reading out prepared statements. Contributions should not exceed 3 minutes. Institutional background should be avoided. Instead, the focus should be on concrete examples and lessons learned directly related to the subject of the session. They may include suggestions for potential policy recommendations and/or follow-up action in the form of deliverables.

If a delegation participating via Zoom wishes to make an impromptu intervention (e.g. right of reply), it can use the Chat function to request to take the floor. A session moderator will then give the floor to the delegation.

MEDIA

The OSCE Communication and Media Relations Section will facilitate appropriate media coverage by informing media and the press, in collaboration with ODIHR's Public Affairs Unit.

REGISTRATION/ACCREDITATION

Each participant is requested to **register online** before the **deadline of 23 October 2020 via following link:**

https://events.osce.org/2020-gender-equality-review-conference/registration

or QR code:

This link will only be accessible during the registration period from 16 – 23 October 2020.

As registrations are subject to confirmation, 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. To log in, persons who have registered for previous OSCE events (e.g. 2020

ASRC or any other meeting at Hofburg) may use the same password. It is not necessary to create a new account.

Upon submitting a registration form, you will be informed that 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 confirming the meeting access details for virtual participants. For security reasons, links and passwords will be sent in two different e-mails.

SOCIAL EVENTS

Due to the situation with regards to COVID-19 and associated restrictions there will be no reception.

POINTS OF CONTACT

Albanian OSCE Chair:
Viola Kaloshi
First Secretary
Viola.kaloshi@mfa.gov.al

OSCE Secretariat:
Vera Strobachova Budway
Senior Co-Ordination Adviser
Vera.strobachova-budway@osce.org

OSCE Office for Democratic Institutions and Human Rights (ODIHR):
Ajla van Heel Merdanovic
Adviser on Gender Equality
Ajla.vanheel@odihr.pl