

Guidelines on sending video messages via WeTransfer

- 1) Open a browser on the computer where the files you want to send are located. Go to <https://wetransfer.com/>.
- 2) Click on “Add your files” and select the following files:
 - a. Your video message (**see below for specifications**);
 - b. An identity document of the speaker;
 - c. A note verbale (for States Parties, Signatory States, Observer States and international organizations) or official letter (for NGOs and academia);
 - d. A transcript of your statement in Word or accessible PDF formats.
- 3) On the “Email to” field, add:
 - a. ccw@un.org
- 4) On the “Your email” field, add your own email.
- 5) On the “Message field”, include:
 - a. The Delegation on behalf of which you will be speaking;
 - b. The Session/Date for which you are sending the video message.
- 6) Click on “Transfer”. You will be prompted to enter a verification code, which will be sent to your email in short (remember to check the spam folder). Copy the verification code, paste it in the transfer windows and hit verify.
- 7) Once the verification code has been entered, your files will be uploaded. This might take a few minutes. After that, your files will be sent to us automatically. You will receive an email confirming that your files were sent successfully. You will also receive a confirmation email once we have downloaded your files.

In order to enhance participation of persons with disabilities, all stakeholders are encouraged to include captioning on the video statement, as well as to consider including sign language.

Please note that all video statements should be sent at least 24 hours before the debate for which it is submitted.

