Guidelines on the UNWTO Electronic Voting Platform

Electronic voting is widely used in UN agencies and international organizations to replace the roll call vote and the secret ballot since it represents important gains regarding efficiency, reliability, security and time management.

The UNWTO Electronic Voting Platform provides legal certainty to electoral processes through a technology with verifiable secure secret voting that also guarantees the secrecy, anonymity, verifiability and non-traceability of the results.

A. How can I access the UNWTO e-voting platform?

The day of the meeting you will receive an email with the link to enter the platform. You will need to open the email and click on "Enter the meeting" to access the online e-voting platform. A new webpage will be opened, and you just need to enter your email and click on "Enter the room" to access the online session.

You must check that the system correctly captures the audio and video from yourcomputer and then press the "Accept" button.

B. Would it be possible to test the platform before the date of the meeting?

Prior to the meeting, you will receive an email that will allow you to access the platform. You will be able to test the access but without an option to vote until the voting is open.

C. What if I cannot get access to the UNWTO e-voting platform?

First of all, you need to check that you meet the technical requirements below (supported devices/OS and compatible browsers):

Platform / Operating System	Google Chrome	MS Edge	Safari iOS
Computer (including Microsoft Surface): Windows 10*, MacOS Catalina (or later) or Linux	✓	✓	
Android mobile phone or tablet (Android 9.0+)**	✓	✓	
iPad or iPhone (iOS14+)			✓

*Windows 10 is recommended because it is the only Windows version officially supported by Microsoft (Windows 7 is no longer supported as of 14 January 2020, so Microsoft is not committed to keeping it up to date in case of bugs or security issues).
**The screen sharing functionality is disabled on mobile devices.

Then, you can do the compatibility test at the following link:

Compatibility test (open with Google Chrome browser).

It is recommended that a few days before the meeting, you perform a compatibility test from

the computer/device that will be used to connect to the e-voting platform, in order to check and verify that it is compatible and/or has the appropriate settings.

In the compatibility test screen, you will see on the left side of the screen 4 items:

- Compatibility of your computer/device
- Compatibility of your audio
- Compatibility of your camera
- Compatibility of your microphone

If you do not have the 4 items with the green check, you have to adjust the settings on your current device, and if you do not know how please contact us for technical support.

If you need further assistance, a help desk will be available during the voting to assist you through the process in case you are connecting remotely.

D. **What can I see and do on the e-voting platform during the meeting?**

Within the room, you can view:

- The status of the meeting, and
- The agenda item(s) open for voting.

But you can also:

- Send a message to the room administrator: If you wish to send a private message to the administrator of your room, you can do so by clicking on the button at the bottom right of the "Message" screen. These messages are one-way and direct to the administrator. A text box will open where you can enter your message. Once you have entered your message, press the "send message" arrow.

- Ask to speak (rise your hand): If you want to speak during the meeting, you can ask for the floor by clicking on the "Floor" button on the bottom left side of the screen (Hand icon). A notice will appear for you to confirm your request to speak by clicking "OK". You will see that you have correctly requested the floor when the button changes its state and colour. The request for the floor is not immediate, it will be on hold until granted. Each time the floor is given, you must accept the camera and video permissions. When the floor is given to a participant, all attendees will see on screen the image of the participant speaking.

- View the meeting summary: At the end of the meeting, you will be able to see the summary of the meeting and your participation.

E. **What type of participants can the system host?**

This platform allows on-site and remote participants.

At the top left of the screen, you can see the participants who are in the meeting.

By selecting the respective buttons on the top left side of the screen, you can see the list of attendees: total, remote and on-site.

F. **How can I vote?**

Once the voting session starts, as it is held, you can vote in the "Agenda" section (right side of the screen).

During the voting, pop-up messages on top of the screen will appear informing you of the opening of items and the activation of voting. However, at the beginning of the meeting, you

will be given precise instructions on the conduct of the meeting.

Once the voting has been opened by the administrator, you will be able to click on the right of the screen and the app will register your vote. Please note that once you have voted, a message at the bottom of the item to be voted will show you "vote registered (timestamp)".

At the end of the meeting, you will be able to see the summary of the meeting and your participation.