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AIDE-MÉMOIRE

For delegations participating in the Nineteenth Session of the Commission
on Science and Technology for Development (CSTD)
at the ministerial level

Opening Session

The Opening Session will start on **Monday 9 May 2016 at 10.00 a.m.** in room XVIII of the Palais des Nations with keynote addresses by invited speakers. Ministers and other high-level participants will be seated at the table in front of the podium, in view of the High-level segment (see below), which will start immediately after the opening addresses.

Seating Arrangements

Each delegation from member States of the CSTD will have 4 seats, 2 at the table and 2 seats behind. A space will be reserved with free seating for additional participants from member States and for observers from non-member States of the CSTD. Additional space will be reserved for observers from intergovernmental organizations, civil society and business.

High-level Segment

Two High-level roundtables will be held on Monday 9 May 2016 as part of the High-level segment. The first one on '*Implementing the 2030 Development Agenda: the role of Science, Technology and Innovation*', will take place in the morning after the opening addresses at 11:00 a.m., and the second one on '*Review of the progress made in the implementation of World Summit on the Information Society (WSIS) outcomes: exploring synergies between WSIS and SDGs*', will be held in the afternoon at 3:00 p.m. Please note that during the roundtables, the ministers will interact with other high-level speakers and participants. In order to allow as much time as possible for interaction, ministers are kindly requested to time their interventions to a maximum of eight minutes.

Reception

The first day will conclude with a reception. Details will be communicated by the secretariat prior to the session. Your presence in this reception would be highly appreciated.

Badging

a) Badge for ministers and their entourage

For delegations participating at ministerial level, a photo badge for the Minister and their entourage will be available. These photo badges will be issued by the UNOG Security Identification Unit at Pregny Gate (opposite the ICRC building) in advance and can be retrieved from UNOG Security Identification Unit at Pregny on Friday the 6th of May from 14:00 to 17:00 hours. A list of the delegates must be presented to the Pregny Gate security in order to be able to collect the badges.

b) Access with the normal mission badges

Members of the permanent Missions can enter the UNOG premises and the plenary room with their Mission badges.

Protocol

No special protocol measures shall apply for ministers during the nineteenth session of the CSTD. If a delegation is in need of a small meeting room for bilateral meetings, requests should be addressed to the CSTD secretariat (stdev@unctad.org).

Security

The overall level of security will be defined by UNOG Security and Safety Section.