



## General Information

### Venue for UNCTAD XIII

Qatar National Convention Centre (QNCC), Doha, Qatar

### Registration and accreditation

The attention of the States members is drawn to rule 13 of the rules of procedure of the Conference (TD/63/Rev.2), which provides that credentials of their representatives are to be issued either by the Head of State or Government, or by the Minister for Foreign Affairs of the country concerned, and that these credentials, together with the names of alternate representatives and advisers, should be communicated to the Secretary-General of UNCTAD.

The specialized agencies, the International Atomic Energy Agency, and the intergovernmental bodies designated under rule 76 of the rules of procedure of the Trade and Development Board and under rule 80 of the rules of procedure of the Conference, wishing to participate in the deliberations of the Conference, are requested to inform the Secretary-General of UNCTAD of the names of their representatives.

Non-governmental organizations in the General Category, those in the Special Category, and non-governmental organizations accredited specifically for UNCTAD XIII wishing to attend the public meetings of the Conference are requested to inform the Secretary-General of UNCTAD of the names of their representatives.

For the purposes of expediting the process of registration, the letter of credentials of representatives should be sent to the secretariat to the address below as early as possible, and before 5 April 2012 at the very latest. Additionally, each delegate must complete the online registration form on the UNCTAD XIII website ([unctadxiii.org](http://unctadxiii.org)). To facilitate the process of registration, a copy of the letter of credentials should be either uploaded to the online registration form, or e-mailed or faxed to the secretariat in advance:

UNCTAD XIII: Accreditation and Registration

Office E-3061  
Palais des Nations  
CH-1211 Geneva 10  
Switzerland

Fax: +41 22 917 0214  
E-mail: [registration@unctadxiii.org](mailto:registration@unctadxiii.org)  
Web: [unctadxiii.org](http://unctadxiii.org)

This will ensure inclusion on the provisional list of participants, which will be available at the opening of the Conference. Details concerning registration after 5 April 2012 will be circulated later.

Admission to the Qatar National Convention Centre (QNCC) requires showing the identity badge issued upon registration. Identity badges will be issued on the basis of advance communications submitted to the Conference secretariat. Badges will be issued at the registration and accreditation centre which will be located under the main car park of QNCC on the lower level.

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Starting on 16 April 2012, the registration and accreditation centre will be opened daily from 8 a.m. to 7 p.m. for delegations and for representatives of intergovernmental organizations, the United Nations and other agencies. You should go to the appropriate counter, depending upon your delegation's status.

To register and obtain photo ID badges, all participants should go to the respective registration and accreditation counter with their passports or national ID cards and a copy of their credentials.

For the purposes of formal accreditation and preparation of the official list of participants in the Conference, the credentials of representatives, alternates and advisers should be addressed in writing to the Secretary-General of the Conference and the original copy deposited at the registration and accreditation counter.

### **General debate and list of speakers**

The list of speakers for the general debate was open on 1 February 2012. The general statements will begin on the afternoon of Sunday, 22 April 2012, and will be broadcast live on the Internet ([www.un.org/webcast/unctad](http://www.un.org/webcast/unctad)). General statements will be delivered in the Theatre of the QNCC, which will be specially equipped to allow webcasting. Statements will be heard each day, both in the morning and in the afternoon, with the possible addition of some evening sessions. It is envisaged that the general debate will be concluded by 12 noon, on Thursday, 26 April 2012. To this end, individual speakers are requested to limit their statements to a maximum of seven minutes. Simultaneous interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).

Preference as to the date and time for the delivery of statements will, as is customary, be given to heads of State or Government wishing to address the Conference. Other speakers will be inscribed on a first-come-first-served basis.

States members participating in the Conference, as well as other bodies intending to be represented, may wish to inform the secretariat of the Conference of their requests in writing for inscription on the list of speakers, indicating the name and the title of the designated speaker and desired slot. Requests should be addressed to:

UNCTAD XIII: List of speakers  
Office E-8103  
Palais des Nations  
CH-1211 Geneva 10  
Switzerland  
Fax: + 41(0)22 917 0056  
E-mail: [speakers@unctad.org](mailto:speakers@unctad.org)

To enable the secretariat to upload the statement to the UNCTAD XIII website shortly after delivery, speakers should send their statements to the following e-mail address as soon as possible: [webcast@un.org](mailto:webcast@un.org). Advance copies of statements should be submitted to the conference room staff for the benefit of the interpreters.

### **UNCTAD XIII video coverage**

Various proceedings of the UNCTAD XIII Conference (opening and closing ceremonies, high-level segments, general debates, round tables and press conferences) will be available live and on-demand at the following website: [www.un.org/webcast/unctad](http://www.un.org/webcast/unctad).

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