

United Nations Commission on Science and Technology for Development
2022-2023 Inter-sessional Panel
Hybrid Meeting
25-26 October 2022
10:00 a.m.- 1:00 pm; 3:00 p.m. – 6:00 p.m. (CEST)

Information Note for Participants

1. Participation and registration

The Commission on Science and Technology for Development (CSTD) 2022-2023 inter-sessional panel meeting will be held with remote and physical participation in Room XVIII, E-Building of the Palais des Nations. The meeting will be held in English only. There will be no interpretation.

Participants will include representatives from national governments, international organizations, the private sector and civil society. Representatives of other organizations, including non-governmental organizations in the general and special categories, should hold consultative status with the Economic and Social Council or have received accreditation from the World Summit on the Information Society.

Registration is mandatory and should be completed online at <https://indico.un.org/event/1000926/>. To facilitate approval of registration, we request that permanent missions confirm the list of their delegates by means of a note verbale or email. Nominations and related communications concerning representation at the meeting should be sent to the CSTD secretariat, email: stdev@unctad.org.

2. Arrangement for the conduct of discussion

We would like to request delegations to the extent possible to participate in the discussions through one delegate who will take the floor.

During the sessions, delegates participating remotely can request the floor by using the hand raising functionality on the online platform. Delegates participating in the meeting room can ask for the floor as usual. There is no time limit on interventions, but the moderator will manage time as appropriate.

If you wish your interventions to be uploaded to the CSTD website, please send the interventions to the Secretariat by sending an email to stdev@unctad.org.

3. Logistical arrangements

A. Virtual meeting platform

The Webex platform will be used for remote participation.

To prevent technical issues during the live meeting, we strongly encourage you to familiarize yourself with the technical requirements and recommendations specified in the following user guides:

UN Geneva Webex Guide: [Webex Meeting User Guide](#)

Webex Quick Online Guide: [Get started with Webex Meetings for attendees](#)

Webex self-test call via: <https://www.webex.com/test-meeting.html>

B. Link to the virtual platform

The link to the hybrid meeting will be sent to registered participants at the email address used for registration one (1) day in advance of the start of the session.

C. Testing connectivity and devices

Please connect to the session at the earliest 15 minutes in advance. The Secretariat will test Webex with the remote speakers 60 minutes before the meeting.

When you connect, please type your credentials: Country or Organization_First Name Last Name.

D. Physical participation

Badging

All participants who require an entry badge will need to appear in person and present a valid passport or national ID-card at the [Villa Les Feuillantines](#), Avenue de la Paix 13, 1211 Geneva 10, in order to receive a photo badge.

The badge facilities are open from 8:00 a.m. to 4:45 p.m. on weekdays. Because of the security measures in force, participants are advised to arrive before 9:00 a.m. in order to complete entry procedures in good time and proceed to the meeting room in Building E of the Palais des Nations.

Access to the Palais des Nations

The entrance to the Palais will be through the [Peace gate "bis"](#) across the [Villa Les Feuillantines](#).

Taxis are not allowed to enter the grounds of the Palais des Nations. Furthermore, luggage may not be brought into the building unless the Security Service grants special clearance.

Conference room

The meeting will be held in Room XVIII, E-Building of the Palais des Nations. A map to the conference room can be found [here](#).

It is mandatory for masks be worn in all UN Geneva conference rooms and strongly recommended in all indoor common spaces at the Palais des Nations. We also encourage everyone to keep safe distances in common areas, while moving around in the buildings and participating in the meeting.

The issues papers and other documents are available on the webpage of the meeting at [CSTD 2022-2023 Inter-sessional Panel](#).
