



TDB 75th exe
(24/4gd)

NOTIFICATION

**Trade and Development Board
Seventy-fifth executive session
Room XVII
Palais des Nations, Geneva, 12–14 February 2024**

The seventy-fifth executive session of the Trade and Development Board will be held at the Palais des Nations, Geneva, from 12 to 14 February 2024. The session will open on Monday, 12 February 2023, at 10 a.m. The provisional agenda for the session, together with the secretariat's annotations thereto, is contained in document TD/B/EX(75)1.

Participation and registration

Registration should be completed online and is required in order to be included in the list of participants. To register, please use the following link: [Trade and Development Board, 75th executive session.](#)

Other participants (i.e. representatives of members of UNCTAD that are not members of the Board and representatives of specialized agencies, non-governmental organizations and intergovernmental bodies wishing to attend as observers) are also eligible to participate in the session as observers and should register online using the link above.

All communications concerning registration should be sent to the UNCTAD secretariat, Intergovernmental Outreach and Support Service, Palais des Nations, CH-1211 Geneva 10; email: meetings@unctad.org.

Logistics

The session will be held in person in room XVII of the Palais des Nations.

Before entering the Palais des Nations, participants are requested to scan their badges at the United Nations Security Service, **Peace Gate entrance**, (Place des Nations) Ariana, 1202 Geneva. As part of the new system at the United Nations Office at Geneva, participants will receive a digital badge consisting of their photo, a quick response (QR) code and the name and date of the meeting. The digital badge will be sent to each participant by email once they have been accredited by the meeting organizer and should be downloaded to a mobile telephone or other mobile device. Participants may also print the digital badge in order to use the QR code. The Security Service is open from 8 a.m. to 5 p.m. Because of the security measures in force, participants are strongly advised to arrive well in advance in order to complete entry procedures in good time and proceed to the meeting in Building E of the Palais.

Participants are requested to carry a passport or similar national identity card with them. Taxis are not allowed to enter the grounds of the Palais des Nations. Visitors should therefore be dropped off at the indicated entrance gates. Furthermore, luggage may not be brought into the buildings unless the Security Service gives special clearance.

Contact details

Enquiries on preparations for the session should be addressed to Lianne Losier, Deputy Secretary of the Trade and Development Board, Intergovernmental Outreach and Support Service; tel.: 41 22 917 4054; email: correspondence@unctad.org.

A handwritten signature in black ink that reads "Rebeca Grynspan". The signature is written in a cursive, flowing style.

Rebeca Grynspan
Secretary-General of UNCTAD

29 January 2024