

United Nations Commission on Science and Technology for Development
Twenty-seventh Session
In-person Meeting
15-19 April 2024, 10:00-18:00 (Geneva time)

**Exhibition on Global Cooperation in Science, Technology and Innovation for
Development**

Information Note for Exhibitors

1. Introduction

In conjunction with the twenty-seventh session of the Commission on Science and Technology for Development (CSTD) that will take place from 15 to 19 April 2024 in Room XIX of the Palais des Nations, Geneva, the exhibition will be launched with an opening ceremony at 13:15 on 15 April 2024 and it will remain open until noon on 19 April 2024.

The draft provisional agenda and organization of work, along with all other relevant documentation of the CSTD, are available at: <https://unctad.org/meeting/commission-science-and-technology-development-twenty-seventh-session>.

2. Registration

Online registration is mandatory. It should be completed online at <https://indico.un.org/event/1004682/>.

For the exhibitors who plan to come to the venue on 12 April 2024 afternoon for setup, please also register at <https://indico.un.org/event/1010672/>.

Guidelines for registration are available at the following links:

- Create an Indico.UN Account: <https://indicohelp.unog.ch/userguides/create-your-account/>
- Register for an Event: <https://indicohelp.unog.ch/userguides/registration-with-an-indico-account/>

3. Badging and Access to the Palais des Nations and the exhibition hall

Upon approval of the registration, exhibitors will receive a **digital badge** consisting of their photo, a quick response (QR) code and the name and date of the meeting. It should be downloaded to a mobile telephone or other mobile device. Exhibitors may also print the digital badge in order to use the QR code.

Before entering the Palais des Nations, exhibitors are requested to scan their badges at the United Nations Security Service, Pregny Gate entrance, 14 avenue de la Paix. The Security Service is open from 8:00 to 16:45.

Because of the security measures in force, exhibitors are strongly advised to arrive early to complete entry procedures in good time. Exhibitors 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. Exhibitors should therefore be dropped off at the indicated entrance gates.

The exhibition will be held in **the gallery space on the 3rd floor of the E Building** and the CSTD meeting will be held in Room XIX on the same floor. It takes around 5 minutes to walk from the Pregny Gate entrance to the E Building. For reference, please refer to the [map](#) of the Palais des Nations.

4. Exhibition setup

Each exhibitor will be provided with two panels, a chair and a table. A name plate will be put on the table of each exhibitor. Please bring tapes that can be peel off easily to put posters or any materials on the panels.

There are Wi-Fi and electric sockets (type J plug with a standard voltage of 230V and a standard frequency of 50Hz) at the venue. Please bring converter plugs and extenders for your electrical devices. Please note that no screen or monitor will be provided.

There are two time slots for the exhibitors to setup: (i) 2pm to 6pm on 12 April 2024, and (ii) 8am to 10am on 15 April 2024. Kindly remove the materials put on the panel as well as other items brought to the exhibition by 19 April 2024 noon.

To be environmentally friendly, exhibitors may consider sharing QR codes for the participants to download the materials instead of bringing many hard copies.

There is no fee involved in participating in the exhibition and the exhibitors are expected to finance their travel and related expenses.

5. Cafeteria and bars

The UN cafeteria, located on the ground floor of the A Building, is open from Monday to Friday, 11:30 a.m. to 14 :30.

The “Bar Serpent” on the first floor of the E Building is open from Monday to Friday, 8:30 to 16:00.

Vending machines are available on the first floor of the E Building near the “Bar Serpent”.

For more information, please visit: <https://www.ungeneva.org/en/about/practical-information/food-options>.

6. Banking

The UBS Bank is located on the second floor of the E Building, Door 41. It is open from Monday to Friday, 8:30 to 16:30. The 24-hour UBS ATMs and Multimats are also available at the same location.

7. Accommodation

Exhibitors are requested to make their own hotel reservations. A list of hotels in Geneva is available at: <https://www.geneve.com/en/plan-a-trip/where-to-stay>.

Exhibitors are advised to book hotel accommodation well in advance of the meeting. Hotels in Geneva may be fully booked, given the large number of conferences and other events.

8. Public transport

The Palais des Nations can be reached by buses and trams. Bus numbers 5, 8, 11, 20, 22, 60 and tram number 15 stop at the Palais des Nations.

You may refer to the following links:

<https://www.ungeneva.org/en/about/practical-information/directions>

<http://www.tpg.ch>

9. Weather

Information on the weather and temperature in Geneva can be found on the website of the Federal Office of Meteorology and Climatology: <http://www.meteoswiss.ch>.
