



NOTIFICATION

Trade and Development Board Thirty-third special session

17 January 2025

Room XX of the Palais des Nations, Geneva

IOSS/MISC/2025/7
(25/4gd)

The thirty-third special session of the Trade and Development Board will be held at the Palais des Nations, Geneva, on 17 January 2025 in room XX, and will open at 10 a.m. The provisional agenda for the session is contained in document TD/B(S-XXXIII)/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, 33rd special session](#).

Member States are requested to submit to the UNCTAD secretariat the names of their representatives, alternate representatives and advisers who will participate in the session by Wednesday, 15 January 2025. Representatives from United Nations bodies and programmes, specialized agencies and other intergovernmental bodies that may wish to participate in the session as observers are also requested to inform the UNCTAD secretariat of the names of their representatives by the same date.

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 with physical participation in room XX of the Palais des Nations. Those who cannot attend the meeting in person will be able to listen to the live audio stream. The link to listen live will be sent to registered participants, at the email address used for registration, one hour before the start of the session.

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. Participants are also requested to carry a passport or similar national identity card with them. Before entering the Palais des Nations, participants are requested to scan their badges at the United Nations Security Service, Pregny Gate entrance, 14 Avenue de la Paix, 1202 Geneva. 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 before 9 a.m. in order to complete entry procedures in good time and proceed to the meeting in Building E of the Palais. 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 Lisanne Losier, Deputy Secretary, Trade and Development Board; tel.: 41 22 917 4054; email: correspondence@unctad.org.

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

Rebeca Grynspar

Secretary-General of UN Trade and Development

20 December 2024