

20 March 2024

**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)**

Information Note for Participants

1. Introduction and draft provisional agenda

The twenty-seventh session of the Commission on Science and Technology for Development (CSTD) will take place from 15 to 19 April 2024 in Room XIX of the Palais des Nations, Geneva. The session will commence at 10:00 a.m. on Monday, 15 April.

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

2. Participation

The list of members of the Commission is available at: <https://unctad.org/topic/commission-on-science-and-technology-for-development/membership>.

International organizations and member States of the United Nations that are not members of the Commission may attend the session as observers. Non-government organizations wishing to attend the session as observers should hold consultative status with the Economic and Social Council or accreditation with the World Summit on the Information Society.

3. Registration

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

To facilitate the approval of registrations, permanent missions are requested to confirm via note verbale or email the composition of the delegation **before 5 April 2024**. Nominations and related communications concerning representation at the session should be sent to stdev@unctad.org.

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/>

4. Badging and Access to the Palais des Nations and the Conference Room

Upon approval of the registration, participants 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. Participants may also print the digital badge in order to use the QR code.

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. The Security Service is open from 8:00 to 16:45.

Because of the security measures in force, participants are strongly advised to arrive before 9 a.m. 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.

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

5. Arrangement of the conduct of discussions

Delegations are invited to make one statement per country or organization per session, and to participate in the discussions through one delegate who will take the floor. During the sessions, delegates can request the floor by raising their country nameplate in the room.

Delegates are asked to observe the time limit of 5 minutes for interventions during the sessions.

To facilitate interpretation, delegates may submit a copy of their written interventions in advance to stdev@unctad.org **not later than 8 April** and indicate whether they should be made available in the event website.

The session will be held through a simultaneous interpretation in the six official languages of the United Nations.

6. 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>.

7. 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.

8. Accommodation

Participants 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>.

Participants 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.

9. 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>

10. 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>.

11. Electricity

The voltage in Switzerland, as in most of Europe, is 230V/50 Hz. Switzerland uses type C (2-pin) and type J (3-pin) electrical plugs and sockets. All other equipments, including European ‘type F’ plugs, will require a socket adaptor. Kindly bring your own adaptors as these are not provided in the meeting.
