

UNCTAD Hearing with Civil Society
Palais des Nations, Geneva
24 May 2018

Guidelines on how to submit a written statement

- The deadline to submit a written statement is **Wednesday, 16 May**.
- Please send written statement to timothy.sullivan@unctad.org (cc csso@unctad.org). In the email subject line, please write "Statement from [organization name] for 24 Civil Society Hearing".
- Statements should be submitted under at least one of the hearing's four topics:
 1. New ways in which the United Nations could address the crisis of multilateralism and trade, its development machinery, and what would be the contribution of UNCTAD
 2. Industrial policies and productive capacity policies for a digital economy
 3. Plugging financial leakages, mobilizing domestic and international resources to deliver the SDGs
 4. Building resilience to multiple shocks affecting people and sustainable development
- Statements may be submitted in either English or French (the working languages of the United Nations Office at Geneva).
- Statements must not exceed 1,000 words.
- Only one statement per organization is allowed. So, if an organization submits a joint statement with another organization, it cannot co-sign other statements or submit an individual statement.
- Written statements must be endorsed by the head of the organization before they are submitted.
- Please note that the text will be posted online as submitted. In your own interest, therefore, please ensure that your text is edited before submitting it.
- Paragraphs of the statement should not be numbered.

Formatting

- Title of the statement and full name of the organization submitting it (acronym in parentheses).
- The first sentence should specify the topic(s) under which the statement is being submitted.
- Use general fonts and formatting.
- Do not use footnotes.
- Avoid using abbreviations and acronyms. If you use an acronym, please write it out the first time it is used.