



**United Nations
Conference
on Trade and
Development**

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São Paulo, Brazil, 13–18 June 2004

Information for Participants

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I. Date and venue of the Conference

1. The General Assembly, by its resolution 57/235 of 20 December 2002, welcomed the generous offer made by the Government and the people of Brazil to host the eleventh session of the United Nations Conference on Trade and Development (UNCTAD XI).

2. The Conference will be held from 13 to 18 June 2004 in the premises of the Anhembi Convention Centre, São Paulo, Brazil. The inaugural ceremony will take place on 14 June, and the Conference will be preceded by a number of events on 11 and 12 June. The address of the Convention Centre is as follows:

Anhembi Convention Centre
Av. Olavo Fontoura 1209
02012-021 São Paulo, SP, Brazil

II. Participation in the Conference

3. The Conference will be open to the participation of the following:

- (a) Representatives of States that are members of the United Nations Conference on Trade and Development (UNCTAD);
- (b) Observers from organizations that have received a standing invitation from the General Assembly to participate in the sessions and the work of all international conferences convened under its auspices in the capacity of observers;
- (c) Observers from interested intergovernmental organs of the United Nations;
- (d) Observers from specialized agencies, the International Atomic Energy Agency and organizations institutionally linked to the United Nations;
- (e) Observers from intergovernmental organizations in status with UNCTAD;
- (f) Observers from non-governmental organizations in status with UNCTAD;
- (g) Observers from other interested intergovernmental and non-governmental organizations and civil society at large, upon invitation or designation by the Secretary-General of the Conference;
- (h) Officials of the United Nations Secretariat;
- (i) Experts on mission for the United Nations;
- (j) Other persons invited by the United Nations.

III. Accreditation and registration

Member States

4. The attention of Governments of States members of the Conference is drawn to rule 13 of the rules of procedure of the Conference, which provides that credentials of their representatives are to be issued either by the Head of State or Government or by the Minister of Foreign Affairs of the country concerned.

All other participants (observers)

5. All other participants (observers from specialized agencies, the International Atomic Energy Agency and organizations institutionally linked to the United Nations; IGOs; NGOs and other organizations and civil society that have been invited by the Conference) should provide a letter of credentials duly signed by their respective heads of organizations.

Registration process

6. For the purposes of expediting the process of registration and issuance of photo ID security badges, the letter of credentials of representatives, together with a registration form for each participant and two recent passport-size photographs (with the name clearly printed on the reverse side of each photo), should be sent to the secretariat to the address below as early as possible and **before 28 May 2004**. The registration form can be downloaded from the UNCTAD XI website (www.unctadxi.org). It would also greatly facilitate the process of registration if copies of the abovementioned letter of credentials and registration forms could be faxed to the secretariat in advance.

UNCTAD XI: Accreditation and Registration

Office E-8103
Palais des Nations
CH-1211 Geneva 10
Switzerland
Fax: (+41 22) 917 00 56
E-mail: register@unctad.org

After 28 May 2004, communications should be addressed to:

UNCTAD XI: Accreditation and Registration

Palácio de Convenções do Anhembi
Address: Av. Olavo Fontoura 1209
02012-021 – São Paulo – SP – Brazil
E-mail: register@unctad.org

7. Accreditation to United Nations Conferences is free of charge. Those applying at the Conference site must fill out an application form and present a letter of accreditation carrying an original signature and stamp of the organization they represent

8. For all those who have applied by mail, photo ID security badges will be issued at the Registration Counter in the Exhibition Pavilion upon presentation of an identification paper (passport, work ID, etc.) and a copy of the official letter of accreditation.

Media

9. The media accreditation form and other related data can be accessed through the United Nations Department of Public Information (DPI) (www.un.org/media/accreditation), as well as on the UNCTAD XI website (www.unctadxi.org). The application form must be followed up with a letter of assignment issued on official headed paper and carrying the original signature of the Editor or Bureau Chief. The advance copy should be faxed and the original sent as early as possible and **before 28 May 2004** to the following address:

UNCTAD XI: Media Accreditation and Liaison Unit

Department of Public Information (DPI)
United Nations- Room S-250
New York, N.Y. 10017, U.S.A.
Fax: (+1 212) 963 46 42

10. The photo ID security badges will be issued at the Registration Counter in the Exhibition Pavilion upon presentation of two identification papers (passport, official national press pass, work ID, etc.) and a copy of the letter of assignment.

Place and time of on-site registration

11. Registration for all participants at UNCTAD XI (delegates, international organizations, NGOs, media, etc) will take place daily at the **Anhembi Convention Centre, Exhibition Pavilion, São Paulo, Brazil**, at the following times:

7-9 June 2004	11.00 a.m. – 6.00 p.m.
10-18 June 2004	8.00 a.m. – 7.00 p.m.

IV. Protocol Office

12. The UNCTAD XI Protocol Office for the Conference will be located in the Anhembi Convention Centre as from 11 June 2004.

13. The dates of arrival and departure and flight numbers of *Heads of State or Government and Heads of Delegation*, as well as the names of accompanying entourages, should be communicated directly to the Protocol Service of the United Nations in Geneva and the Protocol Service of the Ministry of Foreign Affairs of the Government of Brazil. This information should be forwarded **before 7 June 2004** to:

UNCTAD XI: National Committee (Protocol)
Ministry of Foreign Affairs
Esplanada dos Ministérios – Palácio Itamaraty
70170-900 Brasília- DF

Tel: (+55 61) 411-6581/6934
Fax: (+55 61) 323 4730
E-mail: unctad@mre.gov.br

UNCTAD XI: UNCTAD Protocol

Palais des Nations
CH-1211 Geneva 10, Switzerland
Tel: (+41 22) 917 5958
Fax: (+41 22) 917 0043
E-mail: mary.chehab@unctad.org

After 11 June, communications should be sent to:

UNCTAD XI: Protocol
Anhembi Convention Centre
Av. Olavo Fontoura, 1209
Parque Anhembi
02012-021 - São Paulo - SP - Brazil

V. Conference premises and related facilities and services

14. The conference premises of the Anhembi Convention Centre consist of the Plenary Hall, one Main Committee Room, two medium-sized Meeting Rooms, two theatre-style Meeting Rooms and a Press Conference Room, all fully equipped for simultaneous interpretation. There are also five small (committee-style) meeting rooms. All official meetings will be held at the Anhembi Convention Centre.

15. In the Plenary Hall, it will be possible to provide six seats for each member State, of which two at the table and four immediately behind. Representatives of the specialized agencies and designated intergovernmental organizations and other observer organizations will have one seat at the table and two behind. The gallery will be used for the press and for additional seating.

16. In the Main Committee room, there will be two seats at the table and two behind for each Member State. Seats will also be available for the representatives of the specialized agencies and intergovernmental organizations.

17. Within the limits of the space and services available, every effort will be made to accommodate regional groups and other delegations that may wish to meet informally. Requests for such meetings should be addressed to the UNCTAD Group Liaison Unit located at the Anhembi Convention Centre.

18. Simultaneous interpretation will be provided in Arabic, Chinese, English, French, Russian and Spanish for all official meetings, as well as in Portuguese at the request of the Host Government.

19. Any representative may, in accordance with rule 71 of the rules of procedure of the Conference, make a speech in a language other than the above seven languages. In this case, the representative must provide interpretation services and a written text of the speech in one of the six official languages.

20. It would assist the interpreters if copies of statements to be delivered in the general debate could be provided in advance to the Conference Room Officer assigned to each of the meeting rooms.

21. Other facilities and services, which will be made available on a commercial basis, will include: banking facilities, a post office, telecommunications, catering, and a travel agency. There will also be a cyber café in the Delegates' Lounge (Hall of Friendship) for use by delegations; in the Media Centre for the use of the media; and in the NGO Working Centre for the use of NGOs.

VI. Media Centre

22. The media facilities, which are available exclusively for accredited media representatives, include a Media Centre in the Exhibition Pavilion at the Anhembi Convention Centre. This centre will be equipped with several PCs and appropriate electrical power outlets and Internet links for personal laptops, typewriters, telephones, fax facilities, closed-circuit television and a press documentation service. There will also be a cyber café for the exclusive use of the media.

VII. NGO Working Centre

23. The NGO facilities, which are available exclusively for accredited NGOs, include an NGO Working Centre in the Exhibition Pavilion at the Anhembi Convention Centre. This centre will be equipped with appropriate electrical power outlets and Internet links for personal laptops, typewriters, telephones, fax facilities and closed-circuit television. There will also be a cyber café for the exclusive use of NGOs.

VIII. Admission of the public to meetings

24. The interactive thematic debates and the general debate will be open to the public, unless otherwise decided. There will be seats for the press/media and public in designated areas in these meeting rooms.

IX. Documentation

25. The documentation of the Conference will be issued in Arabic, Chinese, English, French, Russian and Spanish. It will consist of:

- *Pre-session documents*, which will be distributed before the opening of the Conference. All delegations should bring their copies with them, as in conference venues away from headquarters, delegations are entitled to receive only up to five complete sets of these documents in the language of their choice. Subsequent requests for copies will be met as long as stocks permit. A limited number of copies relevant to the agenda item under discussion will also be made available in the meeting room.
- *In-session documents*, which will, in accordance with instructions received from delegations, be distributed to them in the number of copies and the language of their choice through the "pick-up boxes" at the Documents Distribution Counter.

X. Recording and distribution of statements

26. Discussions in the interactive thematic sessions will be broadcast live on the Internet and will also be recorded for subsequent posting on the web (www.un.org/webcast/unctadxi). With regard to the general debate, statements will be broadcast on the Internet. The texts of statements that are remitted to the secretariat will be reproduced and distributed during the Conference in the language version(s) in which they are received by the secretariat. In addition, the texts will be uploaded onto the web, and they should therefore also be made available to the secretariat in electronic format, preferably a Word file. There will be no facilities within the secretariat for typing or translation of statements.

XI. Conference programme

27. The detailed programme of the Conference will be issued in a separate document. A daily *Journal*, which will include announcements of other events, will be issued during the Conference and will be made available on the website, as well as on closed-circuit television at the Convention Centre.

XII. Conference agenda

28. The annotated provisional agenda for the Conference is contained in document TD/391.

XIII. Other practical information for participants

29. Information on such matters as visa requirements, health requirements, hotel accommodation, arrival arrangements, climate and clothing, etc., will be made available on the host country's UNCTAD XI web site, a link to which will be provided on the UNCTD web site.
