



United Nations Conference on Trade and Development

Distr.: General
8 March 2012

Original: English

Thirteenth session

Doha, Qatar
21–26 April 2012

General Information

Venue for UNCTAD XIII

The thirteenth United Nations Conference on Trade and Development will take place at the Qatar National Convention Centre (QNCC), Doha, Qatar.

Registration and accreditation

The attention of the States members is drawn to rule 13 of the rules of procedure of the Conference (TD/63/Rev.2), which provides that credentials of their representatives are to be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the country concerned, and that these credentials, together with the names of alternate representatives and advisers, should be communicated to the Secretary-General of UNCTAD.

The specialized agencies, the International Atomic Energy Agency, and the intergovernmental bodies designated under rule 76 of the rules of procedure of the Trade and Development Board and under rule 80 of the rules of procedure of the Conference, wishing to participate in the deliberations of the Conference, are requested to inform the Secretary-General of UNCTAD of the names of their representatives.

Non-governmental organizations in the General Category, those in the Special Category, and non-governmental organizations accredited specifically for UNCTAD XIII wishing to attend the public meetings of the Conference are requested to inform the Secretary-General of UNCTAD of the names of their representatives.

For the purposes of formal accreditation and preparation of the official list of participants in the Conference, the credentials of representatives, alternates and advisers should be addressed in writing to the Secretary-General of the Conference, and the original letter posted or hand-delivered to the address below in Geneva as early as possible, and before 5 April at the very latest. Alternatively, member States may initially submit a note verbale and deposit the original letter of credentials at the registration and accreditation counter upon arrival at the QNCC in Doha.

Additionally, each delegate must complete the online registration form on the UNCTAD XIII website (unctadxiii.org). To expedite the process of registration, a copy of the letter of credentials should be either uploaded to the online registration form, or e-mailed or faxed to the secretariat in advance. This will ensure inclusion on the provisional list of participants, which will be available at the opening of the Conference:

UNCTAD XIII: Accreditation and Registration
Office E-3061
Palais des Nations
CH-1211 Geneva 10
Switzerland
Fax: +41 22 917 0214
E-mail: registration@unctadxiii.org
Web: unctadxiii.org

General debate

The list of speakers for the general debate was open on 1 February 2012. The general statements will begin on the afternoon of Sunday, 22 April 2012, and will be broadcast live on the Internet (www.un.org/webcast/unctad). General statements will be delivered in the Theatre of the QNCC, which will be specially equipped to allow webcasting. Statements will be heard each day, both in the morning and in the afternoon, with the possible addition of some evening sessions. It is envisaged that the general debate will be concluded by 12 noon, on Thursday, 26 April 2012. To this end, individual speakers are requested to limit their statements to a maximum of seven minutes. Simultaneous interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).

Preference as to the date and time for the delivery of statements will, as is customary, be given to heads of State or Government wishing to address the Conference. Other speakers will be inscribed on a first-come-first-served basis.

States members participating in the Conference, as well as other bodies intending to be represented, may wish to inform the secretariat of the Conference of their requests in writing for inscription on the list of speakers, indicating the name and the title of the designated speaker and desired slot. Requests should be addressed to:

UNCTAD XIII: List of speakers
Office E-8103
Palais des Nations
CH-1211 Geneva 10
Switzerland
Fax: + 41(0)22 917 0056
E-mail: speakers@unctad.org

To enable the secretariat to upload the statement to the UNCTAD XIII website shortly after delivery, speakers should send their statements to the following e-mail address as soon as possible: webcast@un.org. Advance copies of statements should be submitted to the conference room staff for the benefit of the interpreters. After 13 April 2012, delegations wishing to register on the speakers list should contact UNCTAD staff in room 231 of the QNCC.

UNCTAD XIII video coverage

Various proceedings of the UNCTAD XIII Conference (opening and closing ceremonies, high-level segments, general debates, round tables and press conferences) will be available live and on-demand at the following website: www.un.org/webcast/unctad.

Distribution of documents

The official documentation for the Conference will be distributed to delegations in a limited number of copies in the official language of their choice at the documents distribution counter which will be located in the main foyer of the QNCC on the first floor.

The *Journal*

The *Journal* of the Conference is issued daily, and will be available at the documents distribution counter, as well as on the Conference website at the following address: www.unctadxiii.org.

To make official announcements related to the Conference in the *Journal*, please contact UNCTAD staff in room 215 of the QNCC before 6 p.m. each day

Security

The Conference Security and Control Room is located in room 101 of the QNCC.

Lost property

Inquiries should be made in office 101 of the QNCC from 9 a.m. to 1 p.m. and 2 p.m. to 4 p.m.

First aid and health services

On-site first aid and health services will be provided at the QNCC. Opening hours will be indicated in the daily *Journal*. An ambulance service will be available should transfer be required to the local hospital. All costs incurred at hospitals or for other medical care will be at the delegate's own expense.
