

29 October 2010

Original: English

**United Nations Group of Experts on
Geographical Names**
Twenty-sixth session
Vienna, 2-6 May 2011

Documentation for the session

Note by the Secretariat

Deadline and language of documents

1. The official languages of the twenty-sixth session of the United Nations Group of Experts on Geographical Names are Arabic, Chinese, English, French, Russian and Spanish. Since the facilities for the translation and reproduction of documents at the session site will be limited, Governments are asked to forward to the United Nations Secretariat, at their earliest convenience but not later than 25 February 2011, digital documents prepared in support of items on the provisional agenda for the twenty-sixth session.
2. It is important that Governments and experts comply with the deadline for submission of documents so that their papers may be posted on the website of the Group of Experts and made accessible before the session on the webpage of the United Nations Statistics Division (<http://unstats.un.org/unsd/geoinfo>).

Formatting and presentation of documents

3. Documents may be e-mailed to the secretariat of the Group of Experts (see addresses below) either in Microsoft Word or PDF format. It is essential that documents be kept to a reasonable length; they should not exceed 10 pages. It must be indicated under which item of the provisional agenda (GEGN/26/1) the paper is to be included. To meet the session schedule, some documents may need to be considered for information rather than for presentation. For documents longer than one page, a one- or two-paragraph summary should be provided at the beginning of the text.
4. Prior arrangements must be made with the secretariat of the Group of Experts for any special presentation that requires a computer projector (e.g., PowerPoint) or other audio-visual equipment.

Divisional reports

5. Divisional reports for item 4 of the provisional agenda should include material of common interest to the divisions. National reports have not been allocated a separate agenda item, so pertinent information should be provided within divisional reports. Some information may be more appropriately included under the activities of particular working groups (or other agenda items) than in divisional reports.

Report of the session

6. A one-volume report of the session will be issued. Technical documents received by the deadline will be made available on the website of the Group of Experts.

7. The contact details for communications with the secretariat of the Group of Experts are as follows:

Sabine Warschburger
United Nations Statistics Division
Statistical Services Branch
2 United Nations Plaza, DC2-1682
New York, NY 10017
United States of America
E-mail: warschburger@un.org

Courtesy copies of correspondence should also be addressed to Ms. Vilma Frani: frani@un.org
