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United Nations Conference on Trade and Development

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General Information

Registration and accreditation

Admission to the Accra International Conference Centre requires showing the identity badge issued upon registration. Identity badges will be issued on the basis of advance communications submitted to the Conference secretariat.

Registration will take place at the entrance to the conference centre daily from 9 a.m. to 8 p.m. for delegations and for representatives of intergovernmental organizations, the United Nations and other agencies. You should go to the appropriate counter, dependingt upon your delegation's status.

To register and obtain photo ID badges, all participants should go to the respective registration and accreditation counter with their passports or national ID cards and original signed credentials.

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 copy deposited at the registration and accreditation counter.

General debate

The general debate will be held in Committee Hall 2 and will be broadcast live on the Internet (www.un.org/webcast/unctad). Simultaneous interpretation will be provided in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Speakers are requested to limit their statements to a maximum of seven minutes.

To enable the secretariat to upload the statement to the UNCTAD XII website shortly after delivery, please send the statement 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.

For inclusion on the list of speakers, please contact the secretary of the meeting, Ms. Pilar Fajarnes, and send the name and title of the speaker at least a day before

the speech is due to be delivered to the following e-mail address: speakers@unctad.org.

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 located in front of the Main Hall.

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.unctadxii.org.

To make official announcements related to the Conference in the *Journal*, please contact Mr. Michael Gibson, in the Editorial and Documentation Section (michael.gibson@unctad.org or 021.676896) before 6 p.m.

Security

The Conference Security and Control Room is located in office 215 of the Accra International Conference Centre. Security can be reached at 021.677203 or 021.667571.

Lost property

Inquiries should be made in office 215 of the Accra International Conference Centre from 9 a.m. to 1 p.m. and 2 p.m. to 4 p.m. Inquires regarding lost property can also be directed to the following phone numbers: 021.677203 and 021.667571.

First aid and health services

On-site first-aid and health services will be provided at the Accra International Conference Centre from 10 a.m. to 5 p.m. 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.

UNCTAD XII video coverage

Various proceedings of the UNCTAD XII 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.

Banking services

Ghana Commercial Bank Ltd. has an office in the Accra International Conference Centre. Various services are available.