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## AIDE-MÉMOIRE

For delegations participating in the Twenty-second Session of the Commission  
on Science and Technology for Development (CSTD)  
at the High-level

### **Opening Session**

The Opening Session will start on **Monday 13 May 2019 at 10.00 a.m.** in room XVII of the Palais des Nations with keynote addresses by invited speakers. Ministers and high-level participants will be seated at the table in front of the podium, in view of the High-level Roundtables (see below), which will start immediately after the opening addresses and ‘A Conversation with Great Minds’.

### **Seating Arrangements**

Each delegation from member States of the CSTD will have 4 seats, 2 at the table and 2 seats behind. A space will be reserved with free seating for additional participants from member States and for observers from non-member States of the CSTD. Additional space will be reserved for observers from intergovernmental organizations, civil society and business.

### **High-level Roundtables**

Two high-level roundtables will be held on Monday 13 May 2019. The first one on 'The role of science, technology and innovation in empowering people and in ensuring inclusiveness and equality', will take place in the morning after the adoption of the agenda at 12:00 p.m., and the second one on 'The impact of rapid technological change on sustainable development', will be held in the afternoon at 3:00 p.m. Please note that during the high-level roundtables, the ministers will interact with other high-level speakers and participants. In order to allow as much time as possible for interaction, ministers are kindly requested to time their interventions to a maximum of eight minutes.

### **Registration & Badging**

Registration is required for all representatives prior to attending the annual session. This is highly recommended to avoid delays in entry.

Please follow the link to the CSTD 22<sup>nd</sup> annual session:

<https://unctad.org/en/pages/MeetingDetails.aspx?meetingid=1892> and click on the **UNCTAD ONLINE MEETING REGISTRATION** icon.

Guidelines for registering are available in the following link, which can also be found on the tool bar on left side of the registration webpage:

[http://unctad.org/meetings/en/SessionalDocuments/iss2016\\_Indico\\_Guidelines\\_en.pdf](http://unctad.org/meetings/en/SessionalDocuments/iss2016_Indico_Guidelines_en.pdf)

**IMPORTANT:** Please make sure to upload or take a passport size photo of yourself that clearly shows your face from shoulders up, as this photo will appear on your badge.

*a) Badge for ministers and their entourage*

For delegations participating at ministerial level, a photo badge for the Minister and their entourage will be available. These photo badges will be issued by the UNOG Security Identification Unit at Pregny Gate (opposite the ICRC building) in advance and can be retrieved from UNOG Security Identification Unit at Pregny anytime from 14:00 to 17:00 hours on Friday 10 May. The members of the delegation must first register online and a list of the delegates must be presented to the Pregny Gate security in order to be able to collect the badges.

*b) Access with the normal mission badges*

Members of the permanent Missions can enter the UNOG premises and the plenary room with their Mission badges.

## **Protocol**

No special protocol measures shall apply for ministers during the twenty-second session of the CSTD. If a delegation is in need of a small meeting room for bilateral meetings, requests should be addressed to the CSTD secretariat ([stdev@unctad.org](mailto:stdev@unctad.org)).

## **Security**

The overall level of security will be defined by UNOG Security and Safety Section.