

**67th Session of the Economic Commission for Europe
Wednesday 26 April – Thursday 27 April 2017**

Logistical Note

PRIOR TO THE MEETING

1. Registration and Access to the Palais

Registration

Participants are kindly requested to [register](#) their delegations ahead of time, in order to ensure inclusion in the participant list as well as advance issuance of additional security badges, as required.

Online registration is open until 21 April. If you do not require assistance in obtaining access to the Palais, late registration for the list of participants is also possible in the room. Secretariat staff will be available in the room for assistance.

Badges and Security

Please remember that passage through security, particularly at the Pregny Gate, may take some time if delegates still need to obtain a badge.

We recommend that delegations pick up their badges from the Pregny Gate in the two days preceding the session, if possible.

2. Venue

The Commission session will take place in Salle XVII, located in Building E within the Palais des Nations.

Salle XVII is located on the ground floor (one level down from Door 40 entrance) on the right-hand side of the escalator. Clear signage as well as staff guides will be provided to help your delegation reach the room. Please refer to [this map](#) of the Palais grounds for guidance, as well as the directions included at the end of this note.

3. Meeting Documentation and Programme

Meeting documentation as well as other useful information is available on the [UNECE website](#). For the time and locations of the main event, the side events and exhibits, please consult the [programme](#) and the [side event programme](#).

Please check back periodically, as the page will be updated regularly.

4. Speakers' List

Please refer to items 5 and 6 below for general information about seating and interventions. The speakers' list for the high-level dialogue (26 April, 10:00-13:00) is open. Delegations wishing to make an intervention are kindly requested to inform the secretariat (unece.excom@unece.org).

DURING THE MEETING

5. Seating arrangements

Seating in the room will be arranged in alphabetical order. For each delegation, two seats with a table and microphones will be available, as well as two back seats that have no microphone. Additional members of the delegation may be seated freely in the unassigned seats in the room.

6. Interventions

To allow for a broad exchange of views, interventions should be no longer than 3 minutes. A timer will be available to assist delegations to adhere to this time limit. Thank you for your understanding.

The [provisional agenda](#), the background documents for the [high-level dialogue](#) and [high-level panel discussions](#), and the [draft high-level statement](#) provide guidance on the focus of the session and may be helpful in the preparation of the interventions.

Delegations are kindly requested to provide an advance copy of their interventions to the secretariat to facilitate interpretation and assist the rapporteur in the preparation of the Commission report. These can be emailed to the secretariat at info.ECE@unece.org, along with an indication of the item number to which they pertain. Alternatively, a hard copy may be provided to secretariat staff in the room.

For the high-level dialogue (26 April, 10:00-13:00), the secretariat will keep a speakers' list to determine the sequence of interventions according to protocol. A draft speakers' list will be circulated ahead of the session to facilitate further planning. This list will remain a draft and open for additions during the session. After the initial round of interventions, the Chair will open the floor for additional exchanges and dialogue.

During the high-level thematic discussions (26 April, 15.00-18.00), the moderators will engage with a panel of speakers. Afterwards, the floor will be opened for interventions. Kindly indicate your interest to speak by raising your delegation's nameplate.

7. Side events and exhibits

To showcase the work of UNECE, the secretariat has organized a number of side events and exhibits in the margins of the 67th Commission session. Please refer to the [side event programme](#) for details.

We look forward to fruitful discussions during the anniversary Commission session.

