



# LDC5 5TH UNITED NATIONS CONFERENCE ON THE LEAST DEVELOPED COUNTRIES

**Fifth United Nations Conference on the Least Developed Countries (LDC5)**  
*5-9 March 2023, Doha, Qatar*

**INFORMATION NOTE FOR PARTICIPANTS**

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## I. Background

1. By its resolutions 73/242 of 20 December 2018, 74/232 of 19 December 2019, 74/232B of 11 August 2020, 75/227 of 21 December 2020 and 76/215 of 28 January 2022, the United Nations General Assembly decided to reschedule the Fifth United Nations Conference on the Least Developed Countries (LDC5), and to hold it in two parts:
  - a) the first part at UN Headquarters in New York, on 17 March 2022 and
  - b) the second part in Doha, Qatar, from 5 to 9 March 2023.
2. The first part of the Conference, held in New York, on 17 March 2022, adopted the [Doha Programme of Action](#), which was endorsed by the United Nations General Assembly in resolution 76/258 of 1 April 2022.
3. The second part of the Conference will be convened in Doha, Qatar, at the highest possible level, including Heads of State and Government, with the following mandate:
  - (a) To undertake a comprehensive appraisal of the implementation of the Programme of Action by the least developed countries and their development partners, share best practices and lessons learned and identify obstacles and constraints encountered as well as actions and initiatives needed to overcome them.
  - (b) To identify effective international and domestic policies in the light of the outcome of the appraisal as well as new and emerging challenges and opportunities and the means to address them.
  - (c) To reaffirm the global commitment to addressing the special needs of the least developed countries made at the major United Nations conferences and summits, including in the 2030 Agenda for Sustainable Development, the Addis Ababa Action Agenda, the Paris Agreement and the Sendai Framework.
  - (d) To mobilize additional international support measures and action, in addition to domestic resources, in favour of the least developed countries and, in this regard, to formulate and adopt a renewed partnership between the least developed countries and their development partners, including the private sector, civil society and governments at all levels.
4. The Conference will be preceded by pre-conference events that will take place on 4 March 2023.
5. The venue of the Conference is the Qatar National Convention Centre, located in Gharafat Al Rayyan, on the Dukhan Highway close to the city of Doha (website of the venue: <https://www.qncc.qa/>).
6. Additional information on the Conference is available on the Conference website ([www.un.org/ldc5](http://www.un.org/ldc5)), which is updated regularly.

## II. Secretariat of the LDC5 Conference

7. In its resolution 74/232, the General Assembly decided that the Office of the High Representative OHRLLS shall be the focal point for the Conference, to ensure that the preparations for LDC5 are carried out effectively and to mobilize and coordinate the active involvement of the entire United Nations system.
8. The Under-Secretary-General and High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States, Rabab Fatima, will serve as the Secretary-General of the Conference.

9. The Under-Secretary-General for General Assembly and Conference Management, Movses Abelian, will serve as the Secretary of the Conference.

### **III. Organization of work of the LDC5 Conference (Part II) and Seating Arrangements**

10. The proposed organization of work of the Conference (Part II) will be made available in advance of the Conference
11. The opening plenary meeting will begin at 9 a.m. on Sunday, 5 March 2023 in the Plenary Hall.
12. Statements will be made by the President of the Conference, the Secretary-General of the United Nations, the President of the General Assembly, the President of the Economic and Social Council, the Chairperson of the Group of Least Developed Countries, representatives of Development Partners and a Youth representative from a least developed country.
13. A High-level Event dedicated to the “Commemoration of 50<sup>th</sup> Anniversary of the establishment of the Least Developed Country Group” will also be held in the morning of 5 March 2023.
14. Owing to space limitations at the conference center, at the opening of the LDC5 Conference (part II) and at subsequent plenary meetings, the delegation of each State participating in the LDC5 Conference and that of the European Union will be assigned four seats: two at the table and two advisory seats behind. Limited seating will also be available and specifically assigned for other participants of the LDC5 Conference. A secondary access card, in addition to a Conference badge, will be required for access to the Plenary Hall to attend the opening plenary meeting and subsequent plenary meetings, details will be communicated closer to the date of the Conference. Participants are encouraged to be seated by 8:45 a.m. in the morning of 5 March. Delegations will be seated in English alphabetical order.
15. The high-level thematic roundtables will be held in Exhibition Hall 1 on the ground floor. The delegation of each participating State and that of the European Union will be assigned two seats: one delegate seat and one adviser seat. In addition, intergovernmental organizations and organizations of the United Nations system participating in a given roundtable will be assigned one seat at the table. Further details on how to register to participate in given roundtables will be provided through the *Journal* of the United Nations and the e-deleGATE platform in the weeks before the Conference.

### **IV. Agenda and Programme of Work, List of Speakers**

16. On 17 March 2022, the Conference adopted its agenda, as contained in A/CONF.219/2022/1 as well as its rules of procedure of the Conference, as contained in A/CONF.219/2022/2.
17. The programme of meetings, including the list of speakers for the general debate, will be made available daily in the edition of the *Journal of the United Nations devoted to the Conference*, and will include such details as daily activities, titles, times and locations of meetings, agenda items to be considered and relevant documentation.
18. The programme of meetings will also be made available in the LDC5 Conference App, which will be released and made available to download prior to the conference.

19. There will be ten plenary meetings, including the opening and closing meetings. The list of speakers for the general debate will be established on a first-come, first-served basis, with the customary protocol that ensures that Heads of State or Government speak first, followed by other heads of delegation. The European Union, in its capacity as observer, may also be included in the list of speakers. The details for inscription in the list of speakers and applicable time limits will be announced in the *Journal* of the United Nations and on the e-deleGATE platform. Representatives of the following may make a statement in the general debate in accordance with the rules of procedure of the Conference: (a) intergovernmental organizations and other entities having received a standing invitation to participate as observers in the sessions and work of the General Assembly; (b) associate members of regional commissions; (c) specialized agencies and related organizations; (d) other intergovernmental organizations; (e) interested United Nations organs and (f) non-governmental organizations and other organizations or institutions accredited to participate in the Conference in accordance with General Assembly resolutions 74/232 A and 75/227.
20. In addition to the discussions in the Plenary and the Roundtables of the LDC5 Conference, other parallel events, including side events and special events such as the Commemoration Event of the 50th anniversary of the establishment of the LDC Category, the Private Sector Forum, Civil Society Forum and the South-South Cooperation Ministerial Meeting, will be held. Pre-conference events, including the Summit of the LDC Group, the Parliamentary Forum, the Youth Forum, and the Civil Society Forum will be held on 4 March 2023.

## V. High-level Thematic Roundtables

21. Eight high-level thematic round tables will be held in parallel to the plenary meetings in the Exhibition Hall 1 as follows:
- Roundtable 1: Investing in people in least developed countries to leave no one behind (Sunday, 5 March; afternoon);
  - Roundtable 2: Leveraging the power of science, technology and innovation for the sustainable development of LDCs (Monday, 6 March; morning);
  - Roundtable 3: Structural transformation as a driver of prosperity in least developed countries (Monday, 6 March; afternoon);
  - Roundtable 4: Enhancing the participation of LDCs in international trade and regional integration (Tuesday, 7 March; morning);
  - Roundtable 5: Addressing climate change and supporting the environment (Tuesday, 7 March; afternoon)
  - Roundtable 6: Sustainable recovery from the pandemic and building the resilience of LDCs against future shocks (Wednesday, 8 March; morning);
  - Roundtable 7: Resource mobilization and strengthened global partnerships for sustainable development in LDCs (Wednesday, 8 March; afternoon);
  - Roundtable 8: Supporting sustainable and irreversible graduation from the LDC category (Thursday, 9 March; morning).
22. In accordance with the agreed modalities of the high-level thematic roundtables (A/CONF.219/2021/IPC/L.5), each round table will be co-chaired by two Chairs, one from the LDCs and one from the development partners, to be appointed by the President of the LDC5 Conference, from among representatives at the level of Head of State or Government or at the ministerial level. Invitations for expressions of interest of Member States to act as Co-Chairs of thematic roundtables will be circulated/issued in the weeks before the Conference.

23. The Secretary-General of the Conference will identify one keynote speaker and up to four panelists for each of the sessions. The keynote address and presentations by the high-level panelists will be followed by an interactive debate among States and other relevant stakeholders.
24. The high-level thematic round tables will be interactive and multi-stakeholder in nature, and will be open to all participating States, the European Union and up to 15 other observers, including associate members of regional commissions and relevant entities of the United Nations system, and up to 12 representatives of the private sector, civil society and other relevant stakeholders.
25. States participating in the Conference, the European Union and other observers are encouraged to be represented at the sessions at the highest possible level.
26. At the discretion of the Co-Chairs, priority in the order of speakers will be given to those speaking at the level of Head of State or Government or at the ministerial level, followed by high-level representatives of other stakeholders. Efforts will be made to ensure that participation at the high-level thematic round tables reflects a balance between speakers from participating States and stakeholders. It is envisaged that up to 25 States and 8 other participants would be accommodated to speak during the interactive debate of each session. In order to provide for maximum participation, interventions should not exceed three minutes.
27. Each of the high-level thematic round tables will begin with statements by the Co-Chairs. A summary of each of the sessions will be presented orally by one of the Co-Chairs at the closing plenary meeting and will be included in the final report of the Conference.

## **VI. Bilateral Meetings**

28. For bilateral meetings among Member States at the Head of State or Government or ministerial level, ten small meeting rooms, each with a capacity to hold 10-12 participants, will be available on the second floor in the Convention Centre from 5 to 9 March 2023.
29. An electronic reservation system for the reservation of bilateral meetings will be activated through gMeets (<https://conferences.unite.un.org/gMeets>) on 23 February 2023 in order to provide for the equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through gMeets by accessing <https://conferences.unite.un.org/gMeets>, logging in with their username and password and clicking on the “Bilateral” tab. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations starting on the hour and half-hour. The date and time of the bilateral meeting, the name of the other delegation participating in the meeting, should be specified in the request.
30. Information about room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation’s consecutive appointments in the same room. Delegates are encouraged to submit the requests as early as possible. Late requests will be accommodated subject to availability of space. Delegations requiring further information should send their questions or inquiries to [gmeets@un.org](mailto:gmeets@un.org), copy [tongx@un.org](mailto:tongx@un.org) and [dilanzot@un.org](mailto:dilanzot@un.org). When sending an email, the wording “LDC5-bilats” should be included in the subject line. When onsite, delegations can also contact the meeting management staff located in front of Rooms 226 and 231.

## VII. Interpretation

31. The official languages of the LDC5 Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary and the roundtable meetings will be interpreted in the six official languages.
32. Statements made in any of the six official languages of the LDC5 Conference are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) in order to ensure that the statement is delivered at a normal pace.
33. Any speaker may also make a statement in a language other than the official languages, for interpretation into the official languages. In such cases, the delegation in question must provide an interpreter from the non-official language into an official language. Interpretation will then occur from this particular official language, into the other five official languages. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the meetings management staff and the Chief Interpreter well in advance by email [gmeets@un.org](mailto:gmeets@un.org), and copy [tongx@un.org](mailto:tongx@un.org) and [kochetkov@un.org](mailto:kochetkov@un.org). The requesting delegation and the language to be used should be included in the subject line.
34. In order to facilitate the provision of interpretation and other services, delegations are requested to submit their statements (in PDF format) by email to [estatements@un.org](mailto:estatements@un.org). The name of the meeting and of the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statement should be submitted well in advance of the meeting, but no later than two hours before delivery, and not in hard copy. The statements will remain embargoed until their delivery.

## VIII. Documentation

35. The official documentation of the Conference will be issued in Arabic, Chinese, English, French, Russian and Spanish.

### Distribution of official documents

36. All conference documents will be available on the Conference website. The edition of the *Journal* of the United Nations dedicated to the Conference will be produced in all six official languages and will be available on the Conference website.

## IX. Registration of Participants and Credentials

37. As specified in the [rules of procedure of the Conference](#), the Conference will be open to the delegations and representatives of:
  - a) States;
  - b) The European Union;
  - c) Associate members of regional commissions;
  - d) Intergovernmental Organizations and other entities having received a standing invitation to participate as observers in the sessions and work of the General Assembly;
  - e) Specialized agencies and related organizations,

- f) Other intergovernmental organizations;
  - g) Interested organs of the United Nations;
  - h) Non-governmental organizations and other organizations or institutions accredited to participate in the Conference in accordance with General Assembly resolutions 74/232 A and 75/227.
38. Registration of official delegations of participating Member and Observer States and of the European Union, intergovernmental organizations and entities that have observer status with the General Assembly, associate members of the regional commissions, specialized agencies and related organizations is handled by the United Nations Protocol and Liaison Service (Protocol Office) through the online “**eRegistration system**”, which is available through the e-deleGATE portal at (<https://edelegate.un.int>). A note verbale highlighting the registration procedure was circulated on 1 December 2022 by the Protocol Office to all permanent/observer missions and offices in New York, and is made available on the Protocol website at <https://www.un.org/dgacm/en/content/protocol>.
39. For registration to the Conference, official delegations must go through the “**designated eRegistration focal points**” of their respective permanent/observer missions or liaison offices in New York, who have access to the eRegistration system. Delegations are advised to do so as early as possible to ensure timely registration.
40. Representatives of intergovernmental organizations accredited with the General Assembly, associate members of regional commissions, specialized agencies and related organizations without an office in New York that wish to participate in the Conference must enroll in the online “eRegistration system” in advance (not later than 31 January 2023) in order to register to the Conference. To enroll in the eRegistration system, please follow the instruction in the “Guidelines to apply for eRegistration account” posted on the Protocol website at [https://www.un.org/dgacm/sites/www.un.org.dgacm/files/Documents\\_Protocol/guidelines\\_to\\_apply\\_for\\_eregistration\\_account\\_2\\_september\\_2021\\_rev1\\_original\\_1.pdf](https://www.un.org/dgacm/sites/www.un.org.dgacm/files/Documents_Protocol/guidelines_to_apply_for_eregistration_account_2_september_2021_rev1_original_1.pdf).
41. Delegations wishing to obtain information on the “eRegistration system” may refer to the updated “Guidelines on e-Registration” and “Frequently asked questions” on the Protocol website at <https://www.un.org/dgacm/en/content/protocol/meetings>.
42. **Pre-registration in New York** to the Conference is open from Monday, 5 December 2022 through 15 February 2023 to designated eRegistration users of the missions or offices via the online “eRegistration system” at <https://edelegate.un.int>.
43. **On-site registration in Doha** and collection of conference badges/secondary access cards for pre-registered participants will begin on Tuesday, 28 February 2023 and continue until Thursday, 9 March 2023 at 1:00 p.m. at the United Nations Registration Centre in Doha.
44. Following past practice, Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses will be provided with a VIP pass without a photograph. Delegates at the level of Deputy Prime Minister and Cabinet Minister and their spouses will be issued a VIP pass with a photograph.
45. Missions/offices are kindly reminded that, as part of the registration process, copies of credentials/delegation lists must be uploaded on to the eRegistration system at the time of online submission. Also note that passport-size colour photographs (with white background) of all listed members of delegations, including the VIPs specified in the paragraph above (except Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses), are mandatory

requirement and must be uploaded in the registration form for each member of the delegation. All photographs must be recent and taken not more than six months prior to the Conference. Please note that the review and verification process of the online registrations may take up to 4-5 days.

46. Members of the national security accompanying the VIP groups participating in the Conference will need to be registered within 5 December 2022 to 15 February 2023 and have appropriate conference badges issued by the United Nations Security and Safety Service. For additional information, please contact [ldc5security@un.org](mailto:ldc5security@un.org).
47. Delegations are kindly reminded that the Protocol Office will not register representatives of non-governmental organizations who do not form part of the official delegations of participating States, intergovernmental organizations, associate member of the regional commissions, specialized agencies and related organizations. Participants attending side events in the margins of the Conference should not be included in the official credentials or official delegation lists.
48. Delegates seeking on-site registration will be required to present proof of credentials or letter of nomination/delegation list, together with a passport or valid government-issued photo identification. Upon verification and approval by the Protocol Registration Office, delegates may proceed to the badging booth for a photograph for the issuance of a conference badge.
49. Permanent/observer missions are strongly advised to coordinate as early as possible with their embassies and consulates-general in Doha or in the region on the proper registration procedure and to make use of the pre-registration option in New York to avoid long queues at the Registration Centre in Doha.
50. Beginning 26 February 2023, all official communications, including credentials/lists of delegations and Conference-related materials, should be sent to the Protocol Registration Office at the Registration Centre located at the conference venue in Doha by fax or by email to [protocolconference@un.org](mailto:protocolconference@un.org). The fax number will be made available and posted on the Protocol website not later than 20 February 2023.
51. Issuance and distribution of conference badges for approved in-person participants, as well as secondary access cards, will start from 28 February 2023 through 9 March 2023 at 1:00 p.m. at the United Nations Registration Centre located at the Conference venue in Doha.
52. Approved in-person participants may collect their conference badges by visiting the Registration Centre upon presentation of the approval emails issued by the United Nations along with their passports or government-issued photo identifications. Only approved in-person participants will be issued a Conference badge for access to the conference venue at QNCC.
53. Conference badges for approved in-person participants may also be collected by representatives of the embassies/consulates-general of the delegations in Qatar or in the region. For this purpose, a Note Verbale (**with official stamp**) from the Permanent Mission of the delegation to the United Nations in New York or the embassy/consulate-general in Doha, indicating the name (in English) and contact mobile number of the representative authorized to collect the conference badges and secondary access cards for the delegation, must be presented at the Registration Centre along with a passport or a government-issued photo identification of the representative in order to collect the conference badges and secondary access cards. Note that copies of the passports of the delegation must also be presented together with the Note Verbale in order to collect conference badges.

54. Delegates/representatives collecting the conference badges and secondary access cards must be mindful that it is their responsibility to ensure safe delivery of the badges and access cards to members of their delegations. The Registration Centre will not re-issue duplicate passes/secondary access cards.

55. The office hours for the Registration Centre in Doha are as follows (subject to change):

28 February-3 March 2023	9.30 a.m. – 6:00 p.m.
4-5 March 2023	8:00 a.m. – 6:00 p.m.
6-8 March 2023	8:00 a.m. – 5:00 p.m.
9 March 2023	8:00 a.m. – 1:00 p.m.

56. All costs of participation will be the responsibility of participants. The Government of the State of Qatar will provide financial assistance to facilitate the participation of government, parliament, civil society, private sector youth and media representatives of the 46 Least Developed Countries. For questions regarding travel sponsorship for the above LDC representatives, contact the Secretariat at [LDC5@un.org](mailto:LDC5@un.org).

### Credentials

57. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs, or in the case of the European Union, by the President of the European Commission. The credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations.

58. Delegations that have not submitted credentials that would cover the second part of the Conference or that may wish to update their credentials, should deliver the original hard copy of the formal credentials to the Office of Legal Affairs located on the 36th floor of the Secretariat Building, not later than 26 February 2023. A scanned copy of the credentials, as well as other communications containing the names of representatives to the Conference (such as letters and notes verbales from the permanent missions), should only be submitted through the online platform, “e-Credentials”, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int/>).

59. In addition, during the Conference, the original hard copies of the credentials may be submitted to a representative of the Office of Legal Affairs on-site at the conference venue.

### List of Participants

60. To compile a list of participants, delegations of States, associate members of regional commissions, intergovernmental organizations and specialized agencies and related organizations, are requested to submit a comprehensive list of the members of their respective delegations to the LDC5 Conference, with the functional titles and designations of delegates, in the eParticipants module via the eDelegate portal. Further details will be provided at a later date.

## **X. Participation of non-government actors**

61. Non-governmental organizations, civil society organizations including youth, academic institutions and the private sector, are invited to participate in the deliberations of the Conference, as appropriate, in accordance with the rules of procedure and relevant provisions of General Assembly resolutions 74/232A and 75/227. Requests and questions from civil society participants should be directed to [ldc5@un.org](mailto:ldc5@un.org).

### Accreditation to the Conference

62. The General Assembly in Res. 74/232A has stressed the importance of the effective participation of all relevant stakeholders, including parliamentarians, civil society and the private sector, in the Conference and its preparatory process, and has decided to invite non-governmental organizations that are in consultative status with the Economic and Social Council to register with the Secretariat in order to participate in the Conference.
63. Non-governmental organizations that are not in consultative status with the Economic and Social Council and other stakeholders are invited to apply for accreditation via the Application for Special Accreditation managed by the United Nations Non-Governmental Liaison Service (UN-NGLS), open until 12:00pm EST on 7 December 2022, at: <https://indico.un.org/event/1003336/> . For support email: [npls@un.org](mailto:npls@un.org).

#### Registration to the Conference

64. Non-governmental organizations, including private sector organizations and other stakeholders who receive special accreditation, as well as those in consultative status with the Economic and Social Council are invited to register individual representatives. The Conference [website](#) will be updated on or before 15 December 2022 with the links for each category of non-governmental stakeholder. Pre-registration and approval are required for all non-governmental stakeholders. On-site registration will not be permitted.

## **XI. Media arrangements and services**

#### Live coverage

65. The Department of Global Communications will provide live and on-demand streaming coverage of the Conference, to be available on the UN Web TV website at (<http://webtv.un.org>) in all six UN official languages. The live streaming coverage will include the plenary meetings, thematic roundtables and press conferences. The live streaming coverage will include the plenary meetings, thematic roundtables and press conferences.
66. Press releases, official documents, the edition of the Journal of the United Nations devoted to the Conference, statements and other information materials will be made available at. The Conference will also be covered on Twitter using the hashtag #LDC5. Participants are encouraged to share content on their own social media platforms using this hashtag. [www.un.org/ldc5](http://www.un.org/ldc5). The Conference will also be covered on Twitter using the hashtag #LDC5. Participants are encouraged to share content on their own social media platforms using this hashtag.
67. The Government of Communications Office of Qatar (GCO) will facilitate pooled broadcast signals for all formal events of LDC5, as well as the youth and private sector tracks.

#### Media accreditation

68. Media representatives including journalists, photographers and videographers who are not part of official delegations, must apply for accreditation through the United Nations Media Accreditation and Liaison Unit (MALU) online form available at: <https://indico.un.org/UNHQ/#media>. Please see paragraph 69 for dates when media accreditation will be open.
69. Media representatives who are a part of official delegations must register through their respective permanent/observer mission or liaison office in New York (designated eRegistration users).

Please follow the instructions at

[https://www.un.org/en/media/accreditation/pdf/eRegistration\\_guide\\_media\\_passes.pdf](https://www.un.org/en/media/accreditation/pdf/eRegistration_guide_media_passes.pdf)

70. **Pre-accreditation of media** is open from Monday, 5 December 2022 through 15 February 2023. On-site registration of delegation media and collection of conference badges for pre-registered media will begin on Tuesday, 28 February 2023 and continue until Thursday, 9 March 2023 at 1:00 p.m. at the United Nations Registration Centre in Doha. Delegation media personnel seeking on-site registration will be required to present a Note Verbale (with official stamp) from the Permanent Mission of the delegation to the United Nations in New York or the embassy/consulate-general in Doha, together with a valid passport. For questions regarding media accreditation at LDC5, please contact MALU at [malu@un.org](mailto:malu@un.org).

#### Press conferences

71. Daily press briefings by the spokesperson for the Conference will be held in the press briefing room at times to be announced. The room will also be available for press conferences organized by delegations and United Nations organizations. Requests for press conferences should be directed by email to [LDC5@un.org](mailto:LDC5@un.org) with the subject: Press Conferences. Such requests must be made in writing by a senior official of the delegation wishing to hold the press conference and should include the name(s) of the speaker(s), their title(s), the subject(s) to be discussed and relevant time preferences or constraints.
72. Press conferences may run no longer than 30 minutes. Attendance will be limited to accredited journalists. Exceptions will be made only for the press attaché and a limited number of other officials of the same delegation directly concerned with the press conference, as well as United Nations officials covering the press conferences.
73. A daily schedule of press conferences will be posted in the media centre and in the edition of the *Journal* of the United Nations devoted to the Conference. A schedule will also be available at the media desk at the conference centre and will be sent to registered media organizations by email.

#### Media facilities

74. A media centre for the use of all journalists accredited to cover the Conference will be available at the conference centre. The plenary meetings and other activities will be broadcast live at the media centre, and audiovisual feeds of the plenary meetings, press conferences and other events will be provided to broadcasters live upon request.
75. A press kit containing background information relevant to the Conference will be made available in the media centre and posted on the Conference website. During the Conference, the spokesperson in Doha will be available to provide information to journalists on background and on the record.

#### Access to the media by Governments and non-governmental organizations

76. To facilitate media contact, delegations are invited to provide the spokesperson with the name and telephone number in Doha of the person in the delegation whom journalists may contact to request interviews or other information. That information may be sent by email to the public information officer in the Conference Secretariat.

## **XII. Side events**

77. A diverse programme of side events will be held during the Conference outside of formal sessions, organized by Member States, UN system entities, civil society organizations, academic institutions

and think tanks, and other major groups. The events will be under the full responsibility of the organizing entity.

78. A full list of side events will be available at [www.un.org/ldc5](http://www.un.org/ldc5), including programme and other details as well as information on how to register to participate.

### **XIII. Exhibitions**

79. A dedicated exhibition space with booths is being made available to all stakeholders from governments to civil society and the UN system. Exhibitions will showcase sustainable development issues pertinent to the Least Developed Countries, such as: poverty eradication, health, education, environment, women and girls, and more. They can feature photographic and multimedia displays that illustrate these topics through images, facts and data. Details and to apply are on the LDC5 website <https://www.un.org/ldc5/ldc5-exhibitions>.
80. A separate area with booths is being provided to the private sector. A separate application process for private sector booths is in place. For details, visit: <https://www.un.org/ldc5/private-sector-forum>

### **XIV. Security**

81. Beginning 2 March 2023, access to the conference center premises and the surrounding area will be strictly limited to persons properly accredited to the Conference by the United Nations.
82. Conference badges for all delegations and participants from intergovernmental organizations, United Nations entities, media and representatives of non-governmental organizations, civil society organizations, academic institutions, the private sector and youth, will be issued at the Registration Center located in the QNCC until 9 March 2023 at 1 p.m. The security arrangements for the Conference are set out below.
83. For all type of emergencies within the conference center, and to coordinate the appropriate response, please contact United Nations security staff (wearing the UN uniform) located within the conference center.
84. Members of national security details accompanying the VVIPs participating in the Conference will need to be registered and have appropriate conference badges issued by the United Nations Security and Safety Service.
85. Delegation vehicles as well as UN vehicles that are not provided by the Government of Qatar will require a special decal to access the Qatar National Convention Centre (QNCC). Applications for security decals will be submitted on site through a note verbale at the registration area of the QNCC to the UN Security and Safety Service.

#### Access to and within the conference centre during the Conference

86. Admission to the Qatar National Convention Centre will require the presentation of identification badges at all times. Pre-registered participants can pick-up their pre-printed badges at the registration area of the QNCC.
87. Participants who do not complete the pre-registration procedure must follow the normal procedure of having a photograph taken and a badge issued upon their arrival at the registration area of the Qatar National Convention Centre.

88. As part of the security arrangements, all participants in the Conference will be required to present their invitations together with their passports at the entrance before proceeding to the registration area of the Qatar National Convention Centre, to register and collect their security passes for the Conference. Security passes must be worn visibly at all times at the Conference venue. All persons and their bags/luggage will be screened at the entrance to the Centre.
89. On-site registration will begin on Tuesday, 28 February 2023, at 9.30 a.m. and the desk will remain open until 6 p.m. The registration desk will then be open as follows:

28 February-3 March 2023	9.30 a.m. – 6:00 p.m.
4-5 March 2023	8:00 a.m. – 6:00 p.m.
6-8 March 2023	8:00 a.m. – 5:00 p.m.
9 March 2023	8:00 a.m. – 1:00 p.m.

90. For additional information and inquiries on security arrangements related to the Conference, please contact [ldc5security@un.org](mailto:ldc5security@un.org).

#### Loss of grounds pass or personal items

91. Loss of a Conference badge for the Conference or any personal item at the Qatar National Convention Centre must be reported to the Registration Centre and/or the United Nations Security and Safety Service.

### **XV. Health services and COVID-19 prevention and mitigation measures**

92. The United Nations and the host country have been jointly developing a COVID-19 prevention/mitigation plan for the LDC5 Conference, based on the relevant guidelines of the State of Qatar and the sanitary standards applicable to intergovernmental meetings organized by the United Nations. Details will be available on the following website: [www.un.org/ldc5](http://www.un.org/ldc5). Owing to the evolving nature of the situation, participants are encouraged to check that information regularly.
93. In-person participants must comply with the COVID-19-related measures in place; in particular, they must not attend meetings if they show symptoms associated with COVID-19.

#### First aid

94. An on-site medical service will provide all first aid facilities at the Convention Centre.
- Medical emergency call number is 999.
  - Closest hospital in the area: Hamad General Hospital (Public Hospital)

### **XVI. Entry requirements**

95. The Government of the State of Qatar will facilitate special entry permits for all registered participants to the LDC5 Conference.
96. All participants travelling to the State of Qatar are required to carry a valid passport and the special entry permit. The validity period of the passports or travel documents of foreigners wishing to enter the State of Qatar must be at least six months longer than the date stated on their special entry permit.

97. Official registration confirmation or valid invitation letters provided by the United Nations should be submitted at the time of application for special entry permit. Special entry permits will be issued free of charge to registered participants. For information on registration for the Conference, see section IX above or visit [www.un.org/ldc5/registration](http://www.un.org/ldc5/registration).
98. All registered participants need to apply for the special entry permit. The link to apply will be sent to all participants upon official registration. For any questions, please contact [ldc5@un.org](mailto:ldc5@un.org) (Subject Line: Special Entry Permit).
99. The registration link for the special entry permit will be open in the beginning of January
100. The special entry permit issued by the Government of the State of Qatar will provide an exemption from generally applicable quarantine requirements as per the COVID-19 Qatar National Response Plan. Further information will be made available on the LDC5 conference website: [www.un.org/ldc5](http://www.un.org/ldc5).

## **XVII. Arrival in Doha and local transportation**

101. To facilitate the reception of official delegations on arrival and departure, a dedicated welcome and information desk will be set up at the Hamad International Airport in Doha.
102. The Government of the State of Qatar will provide official transportation services, namely, one limousine for each Head of State/Government or ministerial-level delegations, and shuttle buses for other Conference participants, between Hamad International Airport, designated hotels and the Qatar National Convention Center.
103. Each participant will be offered a free rail card to be used for the duration of the conference. A map of the rail/subway system is provided in the Annex B.

## **XVIII. Hotel accommodation**

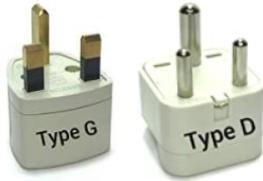
104. A list of recommended hotels can be found in Annex 1.
105. The Host Country will also provide lunch at the Conference venue to all the registered participants of the Conference for the duration of the conference free of charge.

## **XIX. Climate**

106. March is typically the one of the coldest months in Doha, Qatar. Temperatures are however mild, with average temperatures ranging between max 21.7°C (71.1°F) and min 12.8°C (55°F).
107. During March, the rain falls on average for 1.7 days and regularly aggregates up to 13.2mm (0.52") of precipitation. Snowfall in Qatar is extremely unlikely during any time of the year.

## **XX. Voltage**

108. In Qatar power plugs and sockets are of type D and G. The standard voltage is 240V and the standard frequency is 50 Hz.



109. Electric appliances can be used in Qatar, if the standard voltage in the home country is in between 220 - 240 V (as is in the UK, Europe, Australia and most of Asia and Africa). A step-down power converter is needed if you are travelling to Qatar from a country that uses 100-120 volts.

## **XXI. Banking services and currency**

110. Currency in Qatar is called Qatari Riyals (QAR).
111. The prevailing exchange rates (at the end of November 2022) are as follows: 1 US dollar is equivalent to 3.65 QAR; 1 EUR is equivalent to 3.85 QAR.
112. All major credit cards are accepted.

## **XXII. Internet services**

113. WIFI is available throughout the Qatar National Convention Center and will be open and free. There will be a delegates' lounge with a limited number of PCs available with access to the internet.

## ANNEX A – LIST OF DESIGNATED HOTELS

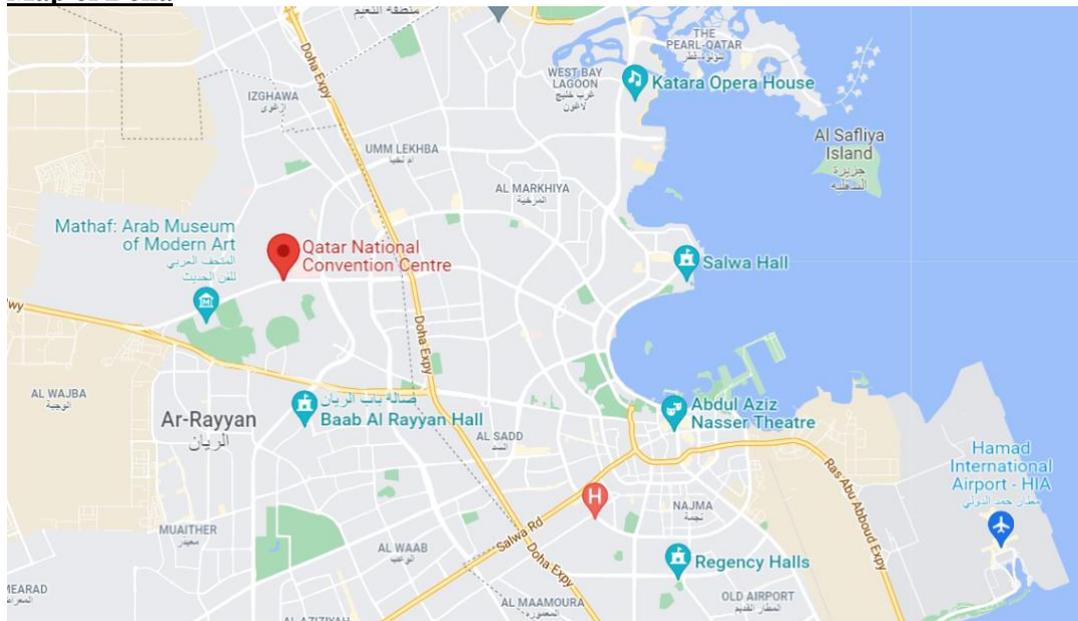
HOTEL	DISTANCE to QNCC	ROOM RATE	CONTACT PERSON for RESERVATION	EMAIL & PHONE NUMBER
<b>HILTON DOHA</b>	12.9 km	Single Room: QAR: 450 Double Room: QAR: 500 Deluxe Single Room QAR: 500 Deluxe Double Room QAR:550 <b>(Breakfast included)</b>	Saloua Salek (Assistant Manager)  Abir Abidi (Sales Manager)	<a href="mailto:saloua.salek@hilton.com">saloua.salek@hilton.com</a> +974 4423 3106  <a href="mailto:Abir.Abidi@hilton.com">Abir.Abidi@hilton.com</a> +974 50014492
<b>MARRIOTT MARQUIS CITY CENTRE DOHA</b>	11.8 km	Single Room: QAR 500 Twin Room: QAR 560  <b>(Breakfast included)</b>	Mr. Ali Hamed  Minelli De Kretser   Multi Property Director	<a href="mailto:mhrs.dohmq.reservations@marriott.com">mhrs.dohmq.reservations@marriott.com</a> +974 4419 5000 <a href="mailto:Ali.Hamed@marriott.com">Ali.Hamed@marriott.com</a>  <a href="mailto:minelli.dekretser@marriott.com">minelli.dekretser@marriott.com</a>
<b>JW MARRIOTT MARQUIS CITY CENTRE DOHA HOTEL</b>	11.2 km	Single Room: QAR 600 Double Room: QAR 660 Superior Room: QAR 700 Executive Suite: QAR 950  <b>(Breakfast included)</b>	Mr. Ali Hamed  Mr. Amro Mousa (Reservations Manager)	<a href="mailto:jw.dohjb.reservations@marriott.com">jw.dohjb.reservations@marriott.com</a> +974 4429 5000  <a href="mailto:Amro.Mousa@marriott.com">Amro.Mousa@marriott.com</a>
<b>LE MÉRIDIEN CITY CENTER DOHA HOTEL FOR</b>	11.2 km	Deluxe Single QAR 575 Deluxe double QAR 635  <b>(Breakfast included)</b>	Minelli De Kretser   Multi Property Director Ali Hamed Asst. Reservations Manage	<a href="mailto:reservations.lameridiencitycenterdoha@marriott.com">reservations.lameridiencitycenterdoha@marriott.com</a>  <a href="mailto:minelli.dekretser@marriott.com">minelli.dekretser@marriott.com</a> <a href="mailto:Ali.Hamed@marriott.com">Ali.Hamed@marriott.com</a>
<b>RETAJ AL RAYYAN HOTEL</b>	12.5 km	Single Room: QAR 275 Twin Room: QAR 325  <b>(Breakfast included)</b>	Ahmed Amer Senior Sales Manager	<a href="mailto:reservations@retaj-alrayyan.com">reservations@retaj-alrayyan.com</a> <a href="mailto:a_amer@retaj.com">a_amer@retaj.com</a> +974 33049296
<b>PULLMAN DOHA WEST BAY</b>	10.3 km	Single Room: QAR 450 Double Room: QAR 550  <b>(Breakfast included)</b>	WALID KAMEL Dir of Sales & Marketing	<a href="mailto:reservations.pullmandoha@accor.com">reservations.pullmandoha@accor.com</a>  <a href="mailto:Walid.Kamel@accor.com">Walid.Kamel@accor.com</a> +(974) 4009 4000

## ANNEX B – MAPS

### Map of Qatar



### Map of Doha



Virtual Tour of the QNCC: <https://www.qncc.qa/about-qncc/360-virtual-tour>

Floor Plans of the QNCC: <https://www.qncc.qa/organisers/floor-plans-capacity-charts>

## Doha Metro Map

Most of the hotels are 5-8 minutes walking distance from the DECC and West Bay QP Stations (red line). Participants will need to get off at the Albidda Station and take the green line to go to the Conference Venue. The stop is the Qatar National Library which is 5 minutes walking distance to the QNCC.

Shuttle buses will be available from hotels to metro stations and from stations to QNCC (timing for the shuttle buses will be provided closer to the date of the conference).

The Hamad International Airport is connected to the city through the red line.

