

Practical Information for Delegates at the 106th Session of the Executive Council

DATE AND PLACE OF THE EXECUTIVE COUNCIL

1. The 106th Session of the Executive Council (EC) will be held from 9 to 12 July 2024 in the Ieper room of the main building of OPCW Headquarters, in The Hague, the Netherlands.

REGISTRATION

2. Delegations are reminded to register on [INDICO](#) by **18:00hrs (CET) Friday 5 July 2024**.

SEATING ARRANGEMENTS

3. Each **41 EC Member State** may have up to **three delegates** seated in the Ieper room consistent with the maximum room occupancy¹.
4. **EC Observer States** may have up to **two delegates** seated in the Ieper Room. However, **due to the limited capacity of the Ieper room, the seats for EC Observers will be allocated upon their registration on [INDICO](#) and on a first-come, first-served basis.** Once the room has reached its maximum capacity, the remaining EC Observers will be placed on a waiting list. **Should an allocated seat for an EC Observer remain vacant for 30 minutes after the start of the meeting, such seat will be re-allocated to the EC Observers on the waiting list by the Conference Services staff.**
5. **In addition, one Rotation Seat** (equipped with a microphone) in the Ieper Room will be made available for EC Observer States and will be strictly reserved for registered delegates who wish to take the floor under a specific agenda item. The Rotation seat should be vacated after the intervention is over so as to allow other EC Observer States to make use of it, should they so wish.

LIVE STREAMING OF THE SESSION

6. Live streaming of the proceedings will be available on the [Connected Views](#) platform in all six official languages of the OPCW.
7. Delegates located in the Delegates' Lounge can follow the session from the displays installed in the hallway or from their personal devices on the [Connected Views](#) platform. **Please bring your own headsets.**
8. Streaming instructions are provided as a supplemental document on [INDICO](#). Login Credentials were previously shared with your Permanent Representation. If you have any difficulty connecting to the [Connected Views](#) platform, please contact conference.services@opcw.org.

¹ Maximum seating capacity in the Ieper Room **must comply** with the Occupancy Permit of the Fire Brigade of the Host Country and the recommendations developed by the relevant branches of the Technical Secretariat.

INTERVENTIONS

9. Delegations will have the opportunity to present their statements and exercise their *rights of reply* during the Session within the time limits proposed by the Chairperson and decided by the Council.
10. EC Observers who are not seated in the Ieper Room may request the floor by informing the staff of the Technical Secretariat (TS) stationed in the Delegates' Lounge. The Chairperson may invite EC Observers to present their views in the Ieper Room when the Council is considering the matters of their interest.

REGIONAL AND NATIONAL STATEMENTS

11. Delegations are invited to submit their statements for the General Debate and other agenda items in PDF to national.statements@opcw.org by **18:00 hrs (CET) on Thursday 4 July 2024**. Please include web@opcw.org in the copy of the email if you wish the statement to be published on the OPCW public website (www.opcw.org).
12. The statements submitted before the deadline will be posted on the Catalyst/PMO Portal in advance of the opening of the Session. **The statements provided after the deadline will be made available on the Catalyst/PMO Portal only after the Session.**

MEETING VENUES

13. **Ieper Room** – main room for the sessions of the EC-106. For seating arrangements please see paragraphs 3-5.
14. **Delegates' Lounge** – a seating area outside the Ieper room with displays showing livestream of the session and coffee corner. Maximum capacity is 70 seats.
15. **Ooms Room** – available for booking a side-event at the margins of the EC-106 during lunch breaks (13:15-14:45). Maximum capacity is 74 seats.
16. **Small Meeting Rooms 0.03, 0.05 and 0.11** - available for booking bilateral meetings of delegations and their meetings with the TS staff between 10:00-18:00. Maximum capacity is 14 seats.
17. To book a meeting room for side-event and/or bilateral meeting, please contact conference.services@opcw.org **before 18:00hrs (CET) 3 July 2024**. Booking requests should include the following information: side-event topic/title or bilateral meeting, preferred date and time, meeting room, expected number of participants. Please note that the maximum available timeslot for booking any event may not exceed 3 hours per delegation each day.

DOCUMENTATION

18. All relevant documentation pertaining to the Session, except for confidential, is available on the [Catalyst/PMO Portal](#). There will be no distribution of paper copies of any documents in the room.

INTERPRETATION

19. Interpretation will be provided in all six official languages of the OPCW. To facilitate these services, please send a copy of the statement you intend to make to national.statements@opcw.org or provide a paper copy to the TS Conference Services staff in the room **no later than 30 minutes before taking the floor**. Interpretation will be checked against delivery.

Delegates are kindly requested to deliver oral statements at a reasonable pace. Rapid delivery compromises the clarity and accuracy of the interpretation.

PHYSICAL ACCESS TO THE OPCW MAIN BUILDING FOR PEOPLE WITH DISABILITIES

20. Delegates requiring assistance with physical access to the main building are requested to contact Conference Services at conference.services@opcw.org.

PHOTOGRAPHS OF THE SESSION

21. TS staff will take official photographs during the Executive Council session. Photography is allowed during Executive Council Sessions and delegates may take photographs for their own use. In case a member of a delegation does not wish to be photographed, please inform the OPCW Public Affairs Branch via email to public.affairs@opcw.org at least three days in advance of the opening of the session. Photographs will be available for download and public use on the [OPCW Flickr](#) page.

CAFETERIA AND DELEGATES' LOUNGE

22. The cafeteria on the first floor is open from Tuesday to Friday between 09:00 and 15:00. It serves coffee, sandwiches, and other lunch meals. Coffee and light snacks will also be offered in the Delegates' Lounge. Only PIN (cashless) payment is accepted.

Delegates are kindly requested to AVOID placing coffee cups with open lids next to the multimedia station on the desks of the Ieper Room.

SURVEY

23. Delegates are kindly requested to fill-out a survey questionnaire on services provided by the Secretariat for the Policy-Making (PMO) during the EC. The survey will be available through the QR-codes displayed on the screens in the meeting venues.
