

PRACTICAL INFORMATION FOR DELEGATES

29th Session of the Conference of the States Parties

DATE AND PLACE

1. The 29th Session of the Conference of the States Parties (CSP-29) will be held from **25 to 29 November 2024** in the World Forum, The Hague, the Netherlands.

REGISTRATION AND CREDENTIALS

2. In accordance with the NV/ERD/PPB-1197, delegations are invited to register for CSP-29 on the [INDICO](#) registration system **by Thursday 14 November 2024**.
3. Credentials of the Representative of a State Party, issued in accordance with Rule 26 of the Rules of Procedure of the Conference, should be submitted to OPCW Protocol **by Monday 18 November 2024**. Questions related to the submission of Credentials should be directed to the Protocol Officer at protocol@opcw.org.
4. All representatives must submit the required credentials and all delegation members must complete their registration in INDICO to ensure that they are listed as participants to CSP-29.

SEATING ARRANGEMENTS

5. Each delegation (States Parties, Signatory State or Observer States) will be assigned four seats: two seats at a desk with a microphone and two seats in the back row, in the Plenary Room (“King Willem Alexander Theatre” or “KWA”) of the World Forum.
6. Additional seats for all participants will be available on a *first-come, first-served* basis in the balcony of the KWA.
7. During the meeting of the General Committee held on 12 September 2024, a lot was drawn to determine the order of the seating arrangements for CSP-29. As a result, Suriname will lead the seating in the first position of the first row (on the right-hand side of the podium). The rest of the seating is assigned alphabetically in a counterclockwise direction, beginning on the right and moving to the left with each new row, subject to the established procedure related to the order in which the States Parties submitted their attendance registrations:
 - the States Parties that registered **within** the deadline of **14 November 2024** will be seated in **alphabetical order** starting from Suriname;
 - the States Parties that registered **after** the deadline of **14 November 2024** will be allocated seats following the **order of their registration**.

PRACTICAL INFORMATION FOR DELEGATES

AGENDA FOR CSP-29

8. The provisional agenda of CSP-29 (C-29/1, dated 9 July 2024) is available on [Catalyst](#) and the OPCW public website.

GENERAL DEBATE REGISTRATION

9. Delegations are invited to register for the list of speakers of the General Debate using the [iMeet General Debate Registration Form](#). The General Debate registration will open on **Monday 18 November 2024 at 09:00 hrs (CET)** and close on **Thursday 21 November 2024 at 18:00 hrs (CET)**. The list of speakers will be published on iMeet under the Latest News page on Friday 22 November 2024.
10. Representatives of the Signatory State, Observer States, International Organisations, and Chemical Industry and the Scientific Community approved to participate in CSP-29 may submit their request for inscription on the speaker's list by sending an email to ContactPMO@opcw.org with the following information: country/organisation name, full name of the speaker, and the title of the speaker. Please note the dates mentioned in paragraph 9.

REGIONAL AND NATIONAL STATEMENTS

11. Delegations are invited to submit their statements for the General Debate and other agenda items in PDF using the [iMeet Statement Submission Form](#) which will open on **Monday 18 November 2024 at 09:00 hrs (CET)**.
12. Delegations are kindly requested to select an appropriate category of statement on iMeet (VIP¹ statement, national statement, regional statement) when submitting the written version.
13. Delegations providing statements in a language other than English are kindly advised to provide a courtesy translation into English.
14. Statement submissions received via email will not be accepted. Please note that your statement submission to iMeet is **final** and that you will not be able to edit it or send multiple versions upon receiving an approval notification from iMeet. Revisions will be published only after the session.
15. The statements submitted for publication on Catalyst/PMO Portal and/or OPCW public website and **before 18:00 hrs (CET) on Thursday 21 November 2024** will be posted on these platforms in advance of the opening of the Session. **The statements provided after the afore-mentioned date will be made available on these platforms only after the Session.**
16. Delegations will be able to submit their written statements for publication on Catalyst after CSP-29 until **Friday 6 December 2024**.

¹ In accordance with previous practice, VIP representatives of the States Parties are representatives ranking Deputy Minister level or higher.

PRACTICAL INFORMATION FOR DELEGATES

INTERVENTIONS

17. To organise the work of the CSP-29 in an efficient manner, the delegations are requested to submit all collective and national statements in written form in advance of the Session.
18. If a delegation accredited to CSP-29 is going to make an oral statement under any agenda item, such intervention should be short, highlighting the main points of the submitted written text and strictly related to the implementation of the Chemical Weapons Convention.

DOCUMENTATION SUPPORT

19. All relevant documentation pertaining to the Session, except for confidential documentation, is available on the [Catalyst/PMO Portal](#). There will be no distribution of paper copies of any documents in the meeting rooms. Documents of the session authorised for public release are available on the OPCW public website.

INTERPRETATION

20. Interpretation will be provided in all six official languages of the OPCW. To facilitate these services, please provide a paper copy to the Technical Secretariat Conference Services staff in the Asia room or KWA **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.

LIVE STREAMING OF THE SESSION

21. The Session will be live streamed on the OPCW public website (www.opcw.org) in all six OPCW official languages. The audio-visual stream may be viewed on personal computers, tablets, and smartphone devices. For any technical problems, delegations can contact conference.services@opcw.org.
22. The recordings of the Session shall be available to the delegates on the OPCW public website (www.opcw.org).

SIDE EVENTS AND EXHIBITS

23. Side events and Exhibits at the World Forum and OPCW HQ can be organised during the session at **no cost** to the Organisation. The subject of the side events and exhibits should strictly be relevant to the Chemical Weapons Convention.

Side events

24. Delegations and NGOs approved to attend and participate in CSP-29 may request a **side event** by submitting a completed application on INDICO **no later than 12:00 hours CET on Friday, 8 November 2024**. The Conference Services team will be available for information and clarifications by email at conference.services@opcw.org.

PRACTICAL INFORMATION FOR DELEGATES

25. Requests to host a side event will be reviewed and considered on a *first-come, first-served* basis. Meeting rooms for side events are equipped with a laptop and beamer/projector at **no charge**.
26. **At an additional charge**, approved side event organisers may request catering, audio/visual support, etc. All special arrangements must be requested to the World Forum directly, with all costs billed to the side event organiser. Contact details for World Forum will be provided to side event organisers by email once the side event has been approved.

Exhibitions

27. Delegations and NGOs approved to attend and participate in the CSP-29 may request an exhibit space. A standard exhibit space, provided at **no charge** is: 3m × 2m space; 1 table (1.6m); and 2 chairs.
28. The exhibitor is responsible for installing the exhibit, including hanging, and labelling materials, as well as dismantling it.
29. Exhibit space does not include wall panelling and name boards. Any additional needs including furniture, audio visual, signage, and extra lighting may be requested at an additional charge.
30. Exhibitors will bear all costs related to organising the exhibit, including costs for IT services and catering requirements.

BILATERAL CONSULTATIONS

31. National delegations may submit their request for meeting room reservation to schedule bilateral consultations during CSP-29. To book a meeting room, please contact conference.services@opcw.org between **Monday 18 and Thursday 21 November 2024**. Bookings received before Monday 18 November 2024 will not be considered. Booking requests should include the following information: preferred date and time and expected number of participants.

DELEGATES' LOUNGE

32. A coffee corner will be located in the main foyer of the World Forum. Only PIN (cashless) payment is accepted.

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

33. Attendees with disabilities who require assistance should contact Conference Services at conference.services@opcw.org.

PRAYER ROOM AND NURSING ROOM

34. There will be a prayer room and a nursing room on the second floor of the World Forum.