

MODALITIES FOR PARTICIPATION IN THE FIFTY-SECOND SESSION OF THE INDUSTRIAL DEVELOPMENT BOARD OF UNIDO (25–27 November 2024)

The fifty-second session of the Industrial Development Board will be held from 25 to 27 November 2024, as an **in-person session**. All Member States of UNIDO as well as Permanent Observers, United Nations organizations, specialized agencies and related organizations, and intergovernmental and non-governmental organizations (IGOs/NGOs), are invited to attend the session in person, as described below. States which are not Members of UNIDO, but which are Member States of the United Nations, or which enjoy observer status in the General Assembly of the United Nations, shall also be invited to participate in the Board's session, upon request.¹

PARTICIPATION

Member States of UNIDO as well as Permanent Observers, United Nations organizations, specialized agencies and related organizations, IGOs and NGOs may assign delegates to participate **in person** in the fifty-second session of the Board, with the proceedings of the plenary also being available online in all six languages of UNIDO through the United Nations' official streaming platform, UN Web TV. While **active virtual participation will not be possible**, participants will have the possibility to submit pre-recorded video statements to be presented during the plenary meetings (further information below).

IN-PERSON PARTICIPATION

Venue: Vienna International Centre (VIC)
Wagramer Strasse 5
1220, Vienna, Austria

📍 Plenary
Board Room D
C-building, 4th floor

📍 Informal Consultations
Conference Room C3
C-building, 7th floor

Plenary meetings

Each registered Government delegation as well as Permanent Observers, United Nations entities, specialized agencies and related organizations, IGOs and NGOs will be assigned two seats, i.e. one seat at the table and one seat in the row directly behind the table.

While there is no limitation on the number of participants that can be registered, delegations are required to limit the number of delegates present in the room at any given time to the number of seats allocated to them. There will be no additional seats.

Informal consultations

For the meetings of the informal consultations taking place in Conference Room C3, a free seating policy will be applied. As such, a box of country nameplates will be available for delegates of UNIDO Member States to choose their seating as they please.

Venue access

To access the venue of the session, participants will be required to present:

- VIC grounds pass
- OR
- Personalized conference badge (further information below).

¹ Please refer to Rule 75 of the rules of procedures of the Industrial Development Board (available [here](#)).

VIRTUAL ATTENDANCE (LIVE STREAM)

Platform: UN Web TV

In addition to attending in person, all participants may also follow the plenary proceedings online via UN Web TV in the six official languages of UNIDO: Arabic, Chinese, English, French, Russian and Spanish.

Using UN Web TV

From 25 to 27 November 2024, delegates can follow the proceedings of the plenary meetings of the fifty-second session of the Board on UN Web TV following the links listed in the table below (all times are CET):

| | | | |
|------------------|-------------|-------------------|---|
| 25 November 2024 | 1st Plenary | 9.30 a.m.–12 noon | https://webtv.un.org/en/asset/k1i/k1i6rs73z2 |
| | 2nd Plenary | 2–5 p.m. | https://webtv.un.org/en/asset/k1u/k1uixlo3mo |
| 26 November 2024 | 3rd Plenary | 9 a.m.–12 noon | https://webtv.un.org/en/asset/k1z/k1zdmaomv7 |
| | 4th Plenary | 3.30–6.30 p.m. | https://webtv.un.org/en/asset/k1v/k1v75q0eej |
| 27 November 2024 | 5th Plenary | 9 a.m.–12 noon | https://webtv.un.org/en/asset/k1n/k1nhagr54c |
| | 6th Plenary | From 4.30 p.m. | https://webtv.un.org/en/asset/k1r/k1r5jlopuq |

After launching the video stream, the language can be selected by clicking on the settings icon located in the bottom right corner of the video player.

Delegates are informed that **the UN Web TV platform does not allow for active virtual participation** (i.e. interventions, including the delivery of statements, are not possible on the platform). Registration to the session is not required to follow the proceedings on UN Web TV.

REGISTRATION

All participants are required to register for the fifty-second session of the Board using the online platform INDICO, which can be accessed via the following link:

<https://indico.un.org/e/UNIDO-IDB.52>

Participants who do not have an INDICO profile² are requested to create one and to then complete the registration for the fifty-second session of the Board.

The deadline for registration is Monday, 18 November 2024.

When registering in INDICO, each participant will be required to upload an ID photograph in jpeg format. Should the photo not be suitable, participants will have to proceed to the Security Pass Office at Gate 1 of the VIC to take a photograph to collect their personalized conference badge.

As in previous sessions, Member States and Permanent Observers are kindly requested to submit a note verbale indicating the composition of the delegation, issued by either the Permanent Mission or the Ministry for Foreign Affairs to pmo-registration@unido.org. The note verbale should indicate the **names, functional titles and email addresses** of all members of the delegation.

United Nations organizations, specialized agencies and related organizations, IGOs and NGOs are kindly asked to send an official letter to the Secretariat via email to pmo-registration@unido.org. The official letter should indicate the **names, functional titles and email addresses** of all members of the delegation.

² Each participant will have to create a user account in INDICO, if they do not already have one. This account can thereafter be used to register for other United Nations conferences and events running INDICO. Please find the INDICO user guide [here](#). A tutorial video is also accessible [here](#).

Delegations are requested to specify their **Head of delegation** when registering for the fifty-second session of the Board.

A copy of the note verbale/official letter shall be uploaded by all participants onto the INDICO platform when registering.

Registration focal point

The INDICO registration of all members of a delegation representing a Member State or another participant can be completed by a registration focal point. Accordingly, focal points that have already been appointed (i.e. designated for the twentieth session of the General Conference or the fortieth session of the Programme and Budget Committee) can proceed with the registration of their respective delegations.

Should Member States and Permanent Observers wish to appoint one or multiple new registration focal points, they are requested to submit a note verbale issued by either the Permanent Mission or the Ministry of Foreign Affairs, **indicating the names, functional titles and email addresses of the designated focal points**. A sample note verbale is contained in annex I to this document.

United Nations organizations, specialized agencies and related organizations, IGOs and NGOs wishing to appoint one or multiple new registration focal points, are asked to send an official letter, **indicating the names, functional titles and email addresses of the designated focal points**.

Should registration focal points not have an INDICO profile yet, they are requested to create one before completing the registration of the delegation for the fifty-second session of the Board.

The notes verbales/official letters are to be sent by email to pmo-registration@unido.org.

Conference access cards

Registered participants in possession of a VIC grounds pass will be able to access the venue. All other participants are invited to collect their personalized conference badge from the Security Pass Office at Gate 1. The registration desk will be open on Friday, 22 November 2024, from 12 noon to 4 p.m.; on Monday, 25 and Tuesday, 26 November 2024, from 8 a.m. to 4 p.m., and on Wednesday, 27 November 2024, from 8 a.m. until the end of the session or 4 p.m., whichever is earlier.³

If delegations wish to dispatch someone other than the conference access card holders to collect the conference access cards, a note verbale (or an official letter for participants other than Member States and Permanent Observers) should be sent to pmo-registration@unido.org. A sample note verbale requesting early collection of conference access cards is contained in annex II to this document.

LIST OF SPEAKERS

As of Monday, 4 November 2024 at 12 noon (CET), requests for registration on the list of speakers for plenary meetings should be addressed via email to the Division of Policymaking Organs at listofspeakers@unido.org.

As interventions at the Board should be item-oriented, when registering on the list of speakers, Member States, Permanent Observers, United Nations organizations, specialized agencies and related organizations, IGOs and NGOs are asked to indicate:

1. Agenda item(s) under which the statement(s) will be delivered;
2. Name and title of the speaker(s); and
3. Whether the speaker(s) will be delivering the statement(s) in person, or via a pre-recorded video message (more information on this option below).

³ Participants are reminded that in case the uploaded ID photograph in INDICO is not suitable, they will have to proceed to the Security Pass Office at Gate 1 to take a photograph to collect their personalized conference badge.

Requests will be entered on the list of speakers in the order in which they are received, with due regard to protocol requirements.

Once the fifty-second session of the Board has started, delegates attending the session can also notify the Secretariat personnel on site of their intention to be inscribed on the list of speakers. Furthermore, by lifting their nameplate, delegates signify their intention to take the floor immediately for an urgent intervention.

Delegates are urged to keep the duration of their statements to 5 minutes (approximately 500 words) for statements delivered by Ministers and on behalf of groups, and to a maximum of 3 minutes (approximately 300 words) for all other participants.

Delegates are requested to provide the Secretariat with a copy of their statements, both for the use of the interpreters during the session and for them to be uploaded on the UNIDO website and the Extranet for Permanent Missions after the session if they so wish. These are to be sent by email to listofspeakers@unido.org and unov.conference@un.org.

The Enlarged Bureau of the Industrial Development Board is discussing the delivery of joint statements in the UNIDO policymaking organs in its meetings in preparation for the upcoming session of the Board. The outcome of these discussions and any implications this may have on the list of speakers will be communicated in due course.

PRE-RECORDED VIDEO STATEMENTS

Delegations may also **submit pre-recorded video statements** to the session. Delegations wishing to do so are requested to submit the pre-recorded video along with a transcript of the statement by email to listofspeakers@unido.org **no later than Monday, 18 November 2024**. The technical and procedural **requirements** for submitting a pre-recorded video statement can be accessed [here](#).

Delegations are encouraged to also refer to the **United Nations audio and video requirements** for pre-recorded statements, including a list of recommended equipment, available [here](#).

DOCUMENTATION

The documentation for the fifty-second session of the Board can be accessed on a dedicated web page on the UNIDO website (www.unido.org/idb/52) as well as through the UNIDO Extranet for Permanent Missions (<https://extranet.unido.org/>).

Going fully paperless

All session documentation will be provided electronically only, including the L documents containing the draft decisions and session report that will be considered during the closing plenary. Delegates are asked to take appropriate measures to ensure their access to relevant documentation online.

CONTACT

Any query regarding the modalities for participation in the fifty-second session of the Industrial Development Board should be addressed to the Division of Policymaking Organs, either by telephone: +43 1 26026 5232, or via email: pmo@unido.org.

ANNEX I

Sample note verbale for the designation of a registration focal point

[LETTERHEAD]

The Permanent Mission of [COUNTRY] to UNIDO has the honour to confirm that the following person[s] are herewith being designated as registration focal point[s]:

FIRST NAME LAST NAME, FUNCTIONAL TITLE
FIRST NAME LAST NAME, FUNCTIONAL TITLE
FIRST NAME LAST NAME, FUNCTIONAL TITLE
FIRST NAME LAST NAME, FUNCTIONAL TITLE
FIRST NAME LAST NAME, FUNCTIONAL TITLE

[Date]

[Official seal]

ANNEX II

Sample note verbale requesting early collection of conference access cards

[LETTERHEAD]

The Permanent Mission of [COUNTRY] to UNIDO has the honour to confirm that [FIRST NAME] [LAST NAME] has been authorized to collect the pre-printed conference access cards for the following participants of the fifty-second session of the Industrial Development Board:

FIRST NAME LAST NAME, FUNCTIONAL TITLE
FIRST NAME LAST NAME, FUNCTIONAL TITLE
FIRST NAME LAST NAME, FUNCTIONAL TITLE
FIRST NAME LAST NAME, FUNCTIONAL TITLE
FIRST NAME LAST NAME, FUNCTIONAL TITLE

[Date]

[Official seal]