

PRACTICAL INFORMATION FOR DELEGATES

Thirtieth Session of the Conference of the States Parties

DATE AND PLACE

1. The Thirtieth Session of the Conference of the States Parties (CSP-30) will be held between **24-28 November 2025** in the World Forum, The Hague, the Netherlands.

REGISTRATION AND CREDENTIALS

2. In accordance with the NV/ERD/PPB-1422, delegations are invited to register for CSP-30 on the [INDICO](#) registration system **by Friday 14 November 2025**. For further details on the registration procedure, kindly refer to the NV/ERD/PPB-1422.

SEATING ARRANGEMENTS

3. 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.
4. Additional seats for all participants will be available on a *first-come, first-served* basis in the balcony of the KWA.
5. During the meeting of the General Committee held on 16 September 2025, a lot was drawn to determine the order of the seating arrangements for CSP-30. As a result, Guyana 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 2025** will be seated in **alphabetical order** starting from Guyana
 - the States Parties that registered **after** the deadline of **14 November 2025** will be allocated seats following the **order of their registration**.

GENERAL DEBATE REGISTRATION

6. 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 17 November 2025 at 10:00 hrs (CET)** and close on **Thursday 20 November 2025 at 17:00 hrs (CET)**. The list of speakers will be published on iMeet under the Latest News page on **Friday 21 November 2025 at 15:00 hours (CET)**.
7. Representatives of the Signatory State, Observer States, International Organisations, and Chemical Industry and the Scientific Community approved to participate in CSP-30 may submit their request for inscription on the speakers' list by sending an email to ContactPMO@opcw.org with the following information: country/organisation name, full

PRACTICAL INFORMATION FOR DELEGATES

name of the speaker, and the title of the speaker. The same timeline as mentioned in paragraph 6 is applicable.

REGIONAL AND NATIONAL STATEMENTS

8. 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 17 November 2025 at 10:00 hrs (CET)**.
9. Delegations are kindly requested to select an appropriate category of statement on iMeet (VIP¹ statement, regional group statement, national statement, joint statement, or agenda item statement) when submitting the written version.
10. Delegations providing statements in a language other than English are kindly advised to provide a courtesy translation into English.
11. 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.
12. The statements submitted for publication on Catalyst/PMO and/or OPCW public website **before 17:00 hrs (CET) on Thursday 20 November 2025 (CET)** 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 after the Session.**
13. Delegations will be able to submit their written statements for publication on Catalyst/PMO and/or OPCW public website after CSP-30 until 17:00 hrs (CET) on **Friday 12 December 2025**.

INTERVENTIONS

14. To organise the work of the CSP-30 in an efficient manner, the delegations are requested to submit all collective and national statements in written form in advance of the Session via iMeet.
15. 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 Conference.

DOCUMENTATION SUPPORT

16. All relevant documentation pertaining to the Session, except for confidential documentation, is available on the [Catalyst/PMO](#). 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.

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

PRACTICAL INFORMATION FOR DELEGATES

AGENDA FOR CSP-30

17. The provisional agenda of CSP-30 (C-30/2, dated 8 July 2025) is available on [Catalyst/PMO](#) and the [OPCW public website](#).

INTERPRETATION

18. 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.

The interpretation of proceedings serves to facilitate communication and does not constitute an authentic or verbatim record of the proceedings. Only the original speech is authentic. No liability shall be incurred by the interpreter in the exercise of their functions.

INTERPRETATION HEADSETS

19. Before each plenary session begins, delegates will be able to collect headsets with receivers to listen to the interpretation. Please note that these headsets and receivers are the property of the World Forum and must be returned immediately after use. **Failure to return the equipment will result in direct costs to the OPCW and may ultimately lead to an increase in the Conference's regular budget.**

LIVE STREAMING OF THE SESSION

20. The Session will be livestreamed in all six OPCW official languages via the [OPCW website](#). The stream may be viewed on any internet-connected device. For any technical issues, delegations may contact conference.services@opcw.org.
21. Recordings will be available via the [OPCW website](#) shortly after each session concludes.

PHOTOGRAPHY DURING THE CONFERENCE

22. Photography is allowed during Conference of the States Parties, and delegates may take photographs for their own use. TS staff will take photographs during the Conference, which will be available for download from OPCW's Flickr page and can be used freely by anyone.
23. TS staff may also record video during the Conference for use in OPCW external communications.
24. In case a member of a delegation does not wish to be visible in photos or videos captured by OPCW during CSP-30, please inform the OPCW Public Affairs Branch via email to public.affairs@opcw.org at least three days prior to the Conference.

PRACTICAL INFORMATION FOR DELEGATES

SIDE EVENTS AND EXHIBITS

25. Side events and Exhibits at the World Forum 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

26. Delegations and NGOs approved to attend and participate in CSP-30 may request a **side event** by submitting a completed application on INDICO **no later than 12:00 hours CET on Friday, 7 November 2025**. The Conference Services team will be available for information and clarifications by email at conference.services@opcw.org.
27. 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**.
28. **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.
29. Side-event organisers are kindly advised that the World Forum offers a 5% discount on catering services for requests submitted at least 15 working days prior to the commencement of the session.

Exhibitions

30. Delegations and NGOs approved to attend and participate in the CSP-30 may request an exhibit space by submitting a completed application on INDICO **no later than 12:00 hours CET on Friday, 7 November 2025**. A standard exhibit space, provided at **no charge** is: 3m × 2m space; 1 table (1.6m); and 2 chairs.
31. The exhibitor is responsible for installing the exhibit, including hanging, and labelling materials, as well as dismantling it.
32. 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.
33. Exhibitors will bear all costs related to organising the exhibit, including costs for IT services and catering requirements.

BILATERAL CONSULTATIONS

34. National delegations may submit their request for meeting room reservation to schedule bilateral consultations during CSP-30. To book a meeting room, please contact conference.services@opcw.org between **Monday 17 November and Thursday 20 November 2025**. Bookings received before Monday 17 November 2025 will not be

PRACTICAL INFORMATION FOR DELEGATES

considered. Booking requests should include the following information: preferred date and time and expected number of participants.

DELEGATES' LOUNGE

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

ACCESSIBILITY OF WORLD FORUM FACILITIES

36. Attendees requiring assistance with physical access to the venue are requested to contact Conference Services at conference.services@opcw.org.

PRAYER ROOM AND NURSING ROOM

37. Two separate prayer rooms are available in the Rodinia Room on the ground floor of the World Forum, situated between the Asia Room and Europe Room, directly opposite the entrance to the KWA.
38. A nursing room will be located on the first floor directly across from the Colorado Room.

If you have any additional queries, please contact conference.services@opcw.org