



Inter-Parliamentary Union
For democracy. For everyone.

Fourth World Conference of Speakers of Parliament

United Nations Headquarters, New York
31 August to 2 September 2015



SP-CONF/2015/1-Inf.5
21 August 2015

Important information for delegates and Permanent Missions in New York

Further to the two Information Notes circulated to all parliaments in March and July, respectively, the following practical information is provided to delegations attending the Fourth World Conference of Speakers of Parliament (United Nations Headquarters in New York, 31 August to 2 September 2015) and to their Permanent Missions in New York.

Additional information about the Conference, including programme and official documents, are available on the Conference webpage at <http://www.ipu.org/splz-e/speakers15.htm>

For any questions, please contact the IPU Secretariat at postbox@ipu.org (tel. +41 22 919 4121) or the IPU Office in New York at ny-office@ipu.org (tel. + 1 212 557 5880). Please note that the IPU Office in New York is located at 336 East 45th Street in New York (Uganda House, across the street from the UN), and will be open throughout the weekend on 29-30 August, 9 a.m. – 6 p.m.

Access to the United Nations compound

Delegations are reminded that, while on UN premises, they are kindly requested to carry with them at all times the UN access badge delivered to them by their Permanent Mission and the IPU Office in New York, as well as some form of official identification bearing a photograph (passport, national identification card, driver's license).

A detailed Note concerning UN passes has been circulated to all delegations and Permanent Missions and is available at <http://www.ipu.org/splz-e/speakers15/passes.pdf> .

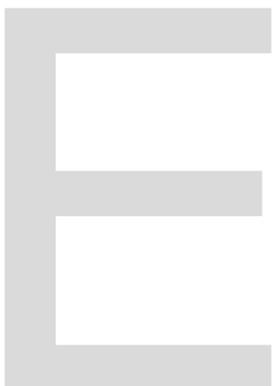
Please note that the UN pass office will NOT be open over the weekend on 29-30 August. Any outstanding requests for passes that have not been communicated before Thursday 27 August will only be dealt with in the course of Monday, 31 August.

Arrival at the General Assembly Hall

The official opening of the World Conference will start promptly at 10 a.m. on Monday 31 August.

Speakers and members of delegations are requested to arrive in the General Assembly Hall and take their seats before 9:45 a.m. IPU protocol officers will be at the entrance of the General Assembly Hall to guide Speakers to their seats.

All delegates equipped with a UN badge will be able to access the UN compound through the UN Visitors' Entrance on 46th Street and 1st Avenue. Temporary UN pass-holders should allow additional time for security screening



Seating arrangements in the Assembly Hall

In keeping with IPU practice, lots have been drawn among the delegations participating in the session. The name of the delegation from **BRAZIL** was drawn, and this delegation has accordingly been placed in the first row. The other delegations follow in **English alphabetical order**.

Each delegation will be allotted six seats (three at desks and three behind) in the General Assembly Hall. Observers will be allotted one seat at a desk and one seat behind.

Given the limited number of seats available in the General Assembly Hall, all additional delegates are kindly requested to find a seat either in the free seating area, on either side of the Hall, or in the General Assembly Hall's galleries. Please note that seats will not be assigned in the free seating area, and these will be taken on a first-come- first-serve basis.

Group photo

A group photo of Speakers only will be taken in the General Assembly Hall at 2:30 p.m. sharp on Monday, 31 August. Speakers are kindly requested to arrive at the entrance of the General Assembly Hall (top of the escalators) by 2 p.m. They will be assembled and guided by IPU staff to their places on the podium for the group photo.

The Conference office holders will be placed in the front row of the photograph along with the United Nations Secretary-General and the President of the UN General Assembly. The subsequent allocation of places will be based on the seating in the General Assembly Hall. Only Speakers bearing the requisite identification will be admitted. Accompanying persons are kindly requested to stay clear of the entrance to the General Assembly Hall so as to facilitate access by the Speakers.

After the first photo, other leaders of national delegations and heads of international parliamentary organizations will be invited to join the Speakers for a second photo. These persons are kindly invited to gather at 2:15 p.m. at the bottom of the escalators at the delegates' entrance to the General Assembly Hall, from where they will be directed to the group photo.

Official reception

An official cocktail reception will be hosted by the IPU President for Speakers of Parliament and other Heads of Delegations on Monday, 31 August at 6.30 p.m., in the General Assembly Visitors' Lobby at the United Nations. A limited number of additional invitations (two for each Speaker) will be distributed to all delegations.

Programme of the Conference

A General Debate will be held throughout the three days of the Conference on the overall theme of *Placing democracy at the service of peace and sustainable development: Building the world the people want*.

The General Debate will have simultaneous interpretation in the six official languages of the United Nations: Arabic, Chinese, English, French, Spanish and Russian. For speeches delivered to the Conference in any other language, translations (in English or French) will need to be provided to the interpreters well in advance, and an official interpreter for the national delegation will have access to the rotating booth.¹ Electronic copies of speeches (in English, French or Spanish) should be e-mailed in pdf format to speakers15@ipu.org, for posting on the website.

Each Speaker is entitled to five minutes' speaking time. When both presiding officers from a bicameral parliament wish to address the Conference, each will be entitled to speak for four minutes. The Presidents of international parliamentary organizations are entitled to three minutes' speaking time. The provisional List of Speakers is available at <http://www.ipu.org/splz-e/speakers15/debate.pdf> .

¹ For directions to the interpretation booths, interpreters must enquire at the conference room staff table located near the podium inside the General Assembly Hall.

In order to help delegates observe the provisions of the Rules relating to speaking time, a digital display count-down timing device will be placed on the speakers' rostrum in the Assembly Hall. Any changes to the List of Speakers should be arranged directly by the delegations concerned, and the IPU Secretariat should be informed accordingly (conference officers responsible for the List of Speakers will be seated to the right of the rostrum in the General Assembly Hall).

To facilitate interpretation, 30 paper copies of each statement, in either English or French, should be delivered to the IPU information desk to the left of the rostrum in the General Assembly Hall.

As part of the official programme of the Conference, two panel discussions will be held on 1 September in the Trusteeship Chamber Council (the programme of the two panel discussions are available on the Conference webpage). Simultaneous interpretation will be provided in English, French, Spanish and Arabic. The panel discussion will be interactive and conducted in interview style without official statements. After a first exchange of questions and reflections between the moderator and panellists, participants will contribute their own thoughts and pose questions for further discussion.

Other meetings

A few rooms are available at the UN and at the IPU Office for bilateral meetings. Reservations can be made through Ms. Sally-Anne Sader at sas@ipu.org, or at the IPU information desk at the front left side of the General Assembly Hall.

The IPU information desk will also be handling requests for the press conference room (S-237) at the United Nations.

All reservations will be made on a first-come, first-served basis.

Documents

The official documents of the Conference will be available in the Information Kits prepared for participating Speakers and other Heads of Delegations.

The provisional agenda, the draft declaration, and the draft rules will be available in all six official languages of the United Nations. All other official documents will be available in English and French, the two working languages of the IPU.

Please note that as all Conference documents are available on the website, an effort will be made to reduce the quantities of paper used during the Conference. Limited numbers of the various documents will be available upon request in the Conference room.

The Provisional List of Participants will be posted on the website in advance of the Conference, and as such it will not be distributed in hard copy. Delegations will be invited to communicate any changes or correction at the IPU information desk at the front of the General Assembly Hall

Official photos

Photos of each speaker at the rostrum of the Assembly Hall, as well as the group photo and other photos, will be available on the Flickr page at: link : <http://www.ipu.org/pics4wcsp>

Media

A detailed information note on arrangements for the media is available on the Conference website at <http://www.ipu.org/splz-e/speakers15/media.pdf>.

WIFI and Internet

Wifi is available throughout the United Nations and no password is required. Delegates also have access to the Internet and computers on level 1B (Secretariat building), close to Conference Room 9.