



General Assembly

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Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction

Fifth session

New York, 18–22 November 2024

Information for Members to the Conference, observer States and invited international organizations

Summary

The present document contains preliminary information for Members to the Conference, observer States and invited international organizations mentioned in General Assembly decision 73/546 attending the fifth session of the Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction. Any additional information that may be necessary will be provided as needed. Documentation and other information will be posted on the website of the session (<https://meetings.unoda.org/me-nwmdfz/conference-on-the-establishment-of-a-middle-east-zone-free-of-nuclear-weapons-and-other-weapons-of-mass-destruction-fifth-session-2024>) as they become available.



I. Dates and venue

1. In accordance with General Assembly decision 73/546 and as decided by Members to the Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and other Weapons of Mass Destruction, the fifth session of the Conference will be held at United Nations Headquarters, in New York, from 18 to 22 November 2024. Further information regarding Conference rooms will be posted on the website of the session.

II. List of speakers and general debate

2. The list of speakers for the general debate will be open from 4 November 2024, at 10 a.m. (New York time). States wishing to be inscribed on the list of speakers for the general debate are invited to add the name of their representative through the eSpeakers module on the e-deleGATE portal (<https://edelegate.un.int>). Representatives of international organizations without access to the portal who wish to be inscribed on the list of speakers are invited to make their submissions in writing to Antonina Poliakova (poliakova@un.org), with a copy to Tomisha Bino (tomisha.bino@un.org).

3. Given the time allocated for the general debate, States are encouraged to limit their statements to 10 minutes so that the debate may be completed within the envisaged time frame.

4. Delegations are requested to submit electronic versions of their statements in either PDF or Microsoft Word formats to estatements@un.org and to Ms. Poliakova (poliakova@un.org), with a copy to Ms. Bino (tomisha.bino@un.org). The name of the meeting concerned and of the speaker should be indicated in the subject line of the email and in the heading of the statement. The statement should be submitted well in advance of the meeting, and in all cases no later than two hours before delivery, and not in hard copy. Statements will remain embargoed until their delivery. They will be made available for viewing and downloading from the Journal of the United Nations portal upon delivery, as well as on the website of the Conference in due course.

III. Credentials and list of participants

5. Members to the Conference are requested to submit the credentials of their representatives by 8 November 2024, in accordance with rule 4 of the rules of procedure of the Conference, through the online e-Credentials platform, which can be accessed via the e-deleGATE portal. States are also required to deliver an original hard copy to the Secretary-General of the Conference, Xiaoyu Wang, Office for Disarmament Affairs, room S-30SM2.

6. Please note that a separate submission in addition to that for credentials is required for inclusion in the list of participants, which will be issued as an official document of the Conference.

7. Members to the Conference, observer States and invited international organizations mentioned in decision 73/546 are requested to inform the Secretariat of the composition of their delegations to the fifth session by inscribing the names of their representatives on the e-deleGATE portal under the list of participants as early as possible, and in all cases no later than 8 November 2024.

IV. Registration procedures

8. Permanent missions of Members to the Conference¹ mentioned in rule 2 of the rules of procedure of the Conference, the observer States² and liaison offices of invited international organizations³ in New York mentioned in decision 73/546 are required to submit their registration requests using the online eRegistration system, which is available through the e-deleGATE portal. Information on the system is provided in the guidelines on eRegistration and the frequently asked questions section of the website of the Protocol and Liaison Service (www.un.org/dgacm/en/content/protocol/meetings). All registration requests must be submitted through the eRegistration system. The deadline for the submission of online registration requests is 4 November 2024.

9. For Members to the Conference, registrations must match the names provided in the official letter sent to notify the Secretariat of the composition of the delegation (see para. 5).

V. Documentation

10. All documents for the session will be made available on the website of the Conference. No hard copies of pre-session documents will be provided.

VI. Side events

11. The number of rooms available for lunchtime side events during the session is very limited. States and organizations that plan to hold a side event using United Nations facilities may, however, submit their proposed side events for consideration by completing the form annexed to the present document and submitting it to Diane Barnes (diane.barnes@un.org) by 14 October 2024. The availability of facilities is not guaranteed, and applications will be considered with attention to the needs and requirements of the applicant. Please note that submissions sent by email are valid once their receipt has been acknowledged by the Secretariat. Please also note that, depending on the services requested, the nature of the event or the identity of participants, speakers or the audience, the United Nations may request that you provide additional information or accept additional obligations before the request is approved. Side events may involve additional costs, which are to be borne by the requester.

VII. Secretariat

12. A provisional list of Secretariat officials is provided below.

¹ Members to the Conference: Algeria, Bahrain, Comoros, Djibouti, Egypt, Iran (Islamic Republic of), Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Qatar, Saudi Arabia, Somalia, State of Palestine, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates and Yemen.

² Observer States: China, France, Russian Federation, United Kingdom of Great Britain and Northern Ireland and United States of America.

³ Biological Weapons Convention Implementation Support Unit, International Atomic Energy Agency and Organisation for the Prohibition of Chemical Weapons.

<i>Area of responsibility</i>	<i>Name</i>	<i>Telephone number</i>	<i>Email address</i>
Conference (general matters)	Xiaoyu Wang	+1 212 963 9440	wangxy@un.org
	Tomisha Bino	+1 929 248 9587	tomisha.bino@un.org
Side events and participation of observer organizations	Diane Barnes	+1 212 963 9169	diane.barnes@un.org
List of speakers	Antonina Poliakova	–	poliakova@un.org

VIII. Accessibility services for persons with disabilities

13. The United Nations has established an accessibility centre, which is located on level 1B of the Conference Building and reachable by the Secretariat escalators, as part of the conference-servicing facilities of the Department for General Assembly and Conference Management. The centre offers assistive information and communications technology to support persons with auditory, visual or other physical impairments. Assistive devices are available on site or as loans to participants with disabilities. For more information, please visit www.un.org/dgacm/en/content/accessibility.

IX. Taking action on sexual harassment

14. The organizations of the United Nations system are committed to enabling events in which everyone may participate in an inclusive, respectful and safe environment. All conferences and events taking place on United Nations system premises are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved in any United Nations system event. To that end, all persons involved in the session will be bound by the Code of Conduct to Prevent Harassment, Including Sexual Harassment, at United Nations System Events. The text of and further information on the Code of Conduct are available online at www.un.org/en/content/codeofconduct.

15. If you feel that you have been a victim of or a witness to harassment, including sexual harassment, at United Nations Headquarters during the session, you are encouraged to contact the Secretariat. The “Speak up” helpline (+1 917 367 8910) and email address (speakup@un.org) are available to provide confidential support about what to do and where to find help.

Annex

Side event request form

(for States and international organizations only)

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Fifth session

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Please fill in all fields. This form must be returned by email to Diane Barnes at the United Nations Office for Disarmament Affairs (diane.barnes@un.org) by 4 November 2024. Late and/or incomplete applications will not be considered under any circumstances.

Profile of the organizer			
1. Submission date (DD/MM/YYYY)			
2. Organizer(s)			
3. Has the applicant organized a side event at United Nations Headquarters in the past?	Yes (please indicate year of most recent event)	No	
Profile of the event			
4. Title of the event			
5. Brief description of the event			
6. Sponsors (if any)			
Planning requirements			
7. Proposed date and time All side events must be held at lunchtime, beginning at 1.15 p.m. and finishing at 2.30 p.m.	<i>First preference</i>		<i>Second preference</i>
	From:	To:	From: To:
8. Details of the intended audience and expected number of participants			
9. Equipment and services request Please note that, for managed self-service, participants must notify the Broadcast and Conference Support Section by sending an email to its booking desk (request-for-services@un.org).	The Broadcast and Conference Support Section offers managed self-service. Each alphabet room is equipped with one 75-inch monitor and a powered speaker. The equipment may be used at no cost between 8 a.m. and 6 p.m. Outside of those hours, participants may expect overtime charges. The Broadcast and Conference Support Section provides a small case with one remote control and two wireless microphones. Participants also have the option of taking one or two table-top microphone stands with them. For the presentation, please bring your own laptop with the PowerPoint or video file already on the hard drive. Participants who plan to use an Apple computer will need to bring an HDMI adapter.		
10. Name of speaker	Title	Affiliation	
(1)			
(2)			
(3)			

Contact information		
11. Main contact person	Name: Address:	Tel.: Email:
12. Alternate contact person	Name: Address:	Tel.: Email:
<p>By submitting this request form, you shall be deemed to have accepted the following terms and conditions:</p> <p>(a) Side event must be open to all participants in the Conference;</p> <p>(b) Side event organizers shall be responsible for ensuring access to United Nations premises by their event participants. The United Nations Office for Disarmament Affairs will not facilitate these arrangements;</p> <p>(c) Side event organizers shall be responsible for delivering, storing, distributing and removing their materials for their events. The United Nations will not receive or store any materials on behalf of side event organizers;</p> <p>(d) United Nations interpretation services are not available for side events;</p> <p>(e) Side event organizers shall be responsible for publicizing their events;</p> <p>(f) Catering services must be arranged directly with CulinArt Group (please contact Lee Hayden (tel: +1 212 963 7029; email: lhayden@culinartinc.com));</p> <p>(g) Confirmation of the programme of side events will take place after the deadline. The United Nations will not respond to any request for earlier confirmation. All communication will be directed to the designated contact persons only;</p> <p>(h) Side event organizers shall assume full financial responsibility for event-related costs, risks and damages;</p> <p>(i) The United Nations may withdraw its confirmation of side events at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.</p>		
Signed by: (Authorized representative of the requester)		Date:

Note: Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for that purpose. The United Nations will not facilitate such arrangements. Please note that your event must be adjourned in a timely manner and the participants must vacate the room at the stipulated time (no exceptions). A delayed start time, regardless of the reason (e.g. delayed ending of a prior meeting), will not permit an extension of the end time of your event. The audio feed for your event will be terminated promptly at the end of the stipulated time period, and service providers will begin preparing the room for the meeting to follow; no exceptions will be made.