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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 intergovernmental and non-governmental organizations

Summary

The present document contains preliminary information for intergovernmental and non-governmental organizations other than those mentioned in General Assembly decision 73/546 that are 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 the 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 rooming for the Conference 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>).

2. On the first day of the session, the Members to the Conference will take a decision to approve the participation of observers other than those mentioned in decision 73/546. Representatives of those observer entities that have been authorized to participate will be provided with access to the open meetings as soon as the Conference has approved their participation. The application of the arrangements described below to those observer entities is subject to such approval.

II. Accreditation

3. All requests for accreditation must be received by the Secretariat no later than **Tuesday, 24 September 2024**. All intergovernmental and non-governmental organizations other than those mentioned in decision 73/546 must submit to Diane Barnes (diane.barnes@un.org) and Tomisha Bino (tomisha.bino@un.org) a written accreditation request on their official letterhead indicating previous interactions between them and the United Nations. They must also submit a brief mission statement or summary of their work related to the establishment of a Middle East zone free of nuclear weapons and other weapons of mass destruction.

4. Those intergovernmental and non-governmental organizations that have requested accreditation as stated above will be informed by email on or around **Tuesday, 8 October 2024** of whether the Office for Disarmament Affairs will submit their request for participation to the Conference, for final decision. Questions regarding accreditation should be directed to Ms. Barnes (diane.barnes@un.org) and Ms. Bino (tomisha@un.org).

III. Registration by representatives of accredited organizations

5. Intergovernmental organizations whose requests for accreditation have been provisionally approved but that have not yet registered in the eRegistration system must apply for an eRegistration account in advance (no later than **Wednesday, 13 November 2024**) in order to register for the session. Instructions can be found in the guidelines for applying for an eRegistration account, which are available on the website of the Protocol and Liaison Service (<https://www.un.org/dgacm/en/content/protocol/meetings>).

6. Representatives of non-governmental organizations whose requests for accreditation have been provisionally approved must complete a registration form online on the Indico system at <https://indico.un.org/event/1012848/> and follow the process described. Once a participant is registered in the system, their profile will be saved and may be updated as needed. Online registrations must include the accreditation request letter, including the name of the participant. If the requested documents are not attached, the system will reject the application. Online registration will be available **from Monday, 28 October, to Monday, 11 November 2024**.

Confirmed registrants who require a temporary pass should present valid government-issued photo identification (e.g. a passport) and a printed copy of their registration letter to the Secretariat. Arrangements to pick up temporary passes will be communicated to accredited organizations in due course. In the interim, any questions may be directed to Ms. Barnes (diane.barnes@un.org).

7. Incomplete applications and applications received after the deadline will not be processed. The Secretariat can no longer grant last-minute requests from non-governmental organizations for guest or visitor passes.

8. Representatives of intergovernmental and non-governmental organizations whose requests have been provisionally approved and who already have valid grounds passes for United Nations Headquarters may proceed directly to the meetings but may only sit in the seats reserved for intergovernmental and non-governmental organizations once the Conference has taken a formal decision to approve the participation of those organizations. Representatives of intergovernmental and non-governmental organizations will have access only to designated rooms within the premises of United Nations Headquarters.

IV. Letters of invitation and visas

9. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that representatives of intergovernmental or non-governmental organizations be provided with visas for travel to New York in order to attend the session. It is the responsibility of such representatives to make their own arrangements for visas, travel and related costs.

V. Documentation

10. All documents for the session will be made available 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>). No hard copies of pre-session documents will be provided.

VI. Side events

11. Accredited organizations that plan to hold a side event sponsored by a Member State may request for that event to be added to the calendar of side events maintained by the Office for Disarmament Affairs by contacting Ms. Barnes (diane.barnes@un.org).

VII. Accessibility services for persons with disabilities

12. The United Nations has established an Accessibility Centre, which is located on level 1B of the Conference Building and reachable by the 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 <https://www.un.org/dgacm/en/content/accessibility>.

VIII. Taking action on sexual harassment

13. The organizations of the United Nations system are committed to enabling events at which everyone may participate in an inclusive, respectful and safe environment. All conferences and events taking place on United Nations 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 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 at www.un.org/en/content/codeofconduct.

14. 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.
