



General Conference

Nineteenth session

Vienna, 29 November–3 December 2021

Advance information for participants*

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* The present document contains information concerning the General Conference that was available at the time of drafting. While every effort has been made to check the information provided, the UNIDO Secretariat cannot accept responsibility for inaccuracies. In order to reduce expenditure and minimize the environmental impact of printing, documents will only be distributed electronically (document IDB.41/5/Add.1, para. 12 refers). Delegates are requested to bring their copies of this and other Conference documents to the session.

For reasons of sustainability, this document has not been printed. Delegates are kindly requested to refer to electronic versions of all documents.



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I. Date and venue

1. The nineteenth session of the General Conference will take place from 29 November to 3 December 2021. The Conference will meet in the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna, Austria. Further information will be provided on the UNIDO website (www.unido.org/gc/19).
2. In view of the COVID-19 pandemic and the anticipated health and safety measures applying to meetings at the Vienna International Centre, it is planned to convene the nineteenth session of the Conference in a hybrid format involving both in-person attendance as well as virtual participation on the Interprefy online platform.

II. Participation, costs and seating arrangements

3. According to the rules of procedure of the General Conference of UNIDO,¹ the following participants may take part in the proceedings of the Conference:
 - (a) Representatives of States Members of UNIDO;
 - (b) Representatives of UNIDO observers and representatives of States not Members of UNIDO, but Members of the United Nations or of any of its specialized agencies or the International Atomic Energy Agency, and representatives of States which enjoy observer status in the General Assembly of the United Nations;
 - (c) Representatives of the United Nations and United Nations organs;
 - (d) Representatives of specialized and related agencies of the United Nations system;
 - (e) Representatives of intergovernmental and governmental organizations with which UNIDO has concluded a relationship agreement;
 - (f) Representatives of non-governmental organizations having consultative status with UNIDO;
 - (g) Representatives of any other intergovernmental organizations that have been designated on a continuing basis by the Economic and Social Council of the United Nations under rule 79 of its rules of procedure;
 - (h) Representatives of organizations invited in accordance with Article 4.1 of the Constitution, and which have not been referred to in any of the preceding parts of this paragraph.
4. Participating governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.
5. In view of the crucial nature of the matters to be considered by the Conference at the session and the need to reach important decisions, government representation at the highest possible political level is strongly encouraged.

In-person participation²

6. Each Member State delegation will be assigned two seats: one at the table and one in the row behind. Delegations headed by Ministers will be assigned an additional seat at the table and an additional seat in the row behind. Each Member State can register up to five (5) delegates for in-person participation, while at any given time, the number of delegates for each Member State in the Plenary Hall is limited to two

¹ The full text of the rules of procedure is available on the UNIDO website <https://www.unido.org/resources-policy-making-organs-general-conference/rules-procedure-general-conference>.

² These arrangements may be subject to change in line with the COVID-19-related health and safety measures to be announced by the VIC Crisis Management Team and/or Host Country.

(2) representatives, or four (4) representatives when the delegation is headed by a Minister attending in person. Floating conference access cards will be provided accordingly.

7. Other representations (observers, non-Member States of UNIDO but members of the United Nations, United Nations entities, intergovernmental organizations and non-governmental organizations) can register up to three (3) delegates for in-person participation, while only one (1) representative can be in the Plenary Hall at any given time. Floating conference access cards will be provided accordingly.

8. Delegations will be seated in English alphabetical order. The name of Saudi Arabia was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium.

9. An overflow room (M-building, Board Room A) where the proceedings will be projected from a live feed will be prepared to accommodate additional participants registered within the allocated amount of in-person delegates detailed above.

10. Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.

Virtual attendance

11. In addition to attending in person, all Member States of UNIDO as well as Permanent Observers, non-Member States of UNIDO but members of the United Nations, United Nations organizations, specialized agencies and related organizations, IGOs and NGOs may also attend virtually on the Interprefy online platform.

12. Member States of UNIDO may register up to four (4) virtual participants, while other delegations may register only two (2) virtual participants.

13. Furthermore, and as the General Conference is an open session, additional participants may follow the plenary sessions on the UNIDO website where the session will be streamed live. Details concerning the live streams will be made public in due course.

III. Opening ceremony

14. The opening ceremony, which this year will also mark the **55th anniversary of UNIDO**, will be held on Monday, 29 November 2021, at 9.30 a.m., in the Plenary Hall, which is on the first floor of the M-building of the VIC. The Conference will be called to order at 9.30 a.m. sharp.

15. Delegates attending in person are requested to be in their seats by 9.15 a.m. During the first day of the Conference, the average time to proceed through the security check and access the Vienna International Centre is approximately 20 minutes. Delegates attending in person are advised to consider arriving earlier, in particular on the first day of the Conference.

16. Delegates joining the session virtually are requested to connect to the Interprefy online platform as of 8.45 a.m. to allow for any last-minute technical problems they may encounter to be addressed. For virtual attendees, login details for Interprefy will be shared with registered participants.

IV. Provisional agenda and proposed organization of work

17. The provisional agenda for the nineteenth session of the Conference is contained in document GC.19/1, which should be read in conjunction with the annotated provisional agenda (GC.19/1/Add.1). Both documents are available in the six official

languages of UNIDO on the website www.unido.org/gc/19. A provisional list of documents prepared for the Conference will be contained in document GC.19/INF/3.³

18. An industrial development forum will be held under item 10 of the provisional agenda. The forum will comprise a number of events, such as the eighth UNIDO Forum on Inclusive and Sustainable Industrial Development (ISID), the UNIDO Donors' Meeting, and the launch of the Industrial Development Report 2022, which will explore topics linked to the role of ISID in building back better in a post-pandemic context and within the framework of the 2030 Agenda for Sustainable Development.

19. Document GC.19/4 contains further information on all the planned events and will be made available on the website www.unido.org/gc/19. Additional information can also be obtained by contacting the UNIDO Policymaking Organs Secretariat via telephone: +43 (1) 26026 5232, or email: pmo@unido.org.

V. Secretariat

20. The Executive Secretary of the nineteenth session of the General Conference is Mr. Kai Bethke, Director, Department of External Relations. The Executive Secretary can be contacted by telephone +43 (1) 26026-5232, by email pmo@unido.org, or by writing to the following address:

Executive Secretary of the Conference
Policymaking Organs Secretariat
UNIDO
Vienna International Centre
PO Box 300
A-1400 Vienna
Austria

VI. Credentials

21. In accordance with rule 27 of the rules of procedure of the General Conference, the credentials of representatives (normally the head of delegation) shall be submitted to the Director General, if possible not less than one week before the opening of the session. The credentials of the representatives must be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the Member concerned.

22. A Permanent Representative to the Organization who is designated as representative does not require special credentials if their letter of accreditation to the Organization already specifies that they are authorized to represent their Government at sessions of the General Conference, it being understood that this does not preclude that Government from accrediting another person as its representative by means of special credentials.

23. Advance scanned copies of credentials may be sent by email to the Secretariat of the Conference (pmo-registration@unido.org) and the **original document submitted as soon as possible** thereafter.

The original credential document can be mailed to:

Policymaking Organs Secretariat
Room D2209
UNIDO
Vienna International Centre
PO Box 300
1400 Vienna
Austria

³ To be issued shortly before the Conference.

Alternatively, the original credential document can be handed over in person to the Secretariat at the Vienna International Centre, in office D2209 (D-building, 22nd floor).

24. Representatives who have been unable to submit their original credentials before the opening of the Conference are requested to deposit them at the registration desk on the first day of the Conference (see paragraph 30 below for opening hours). Delegations are advised that timely submission of credentials will greatly facilitate the work of the Credentials Committee.

VII. Voting

25. In case voting is required in the plenary, at least one representative per Member State will be required to be physically present in the Plenary Hall, where the voting will take place in person. Casting a vote virtually will not be possible.

VIII. Registration and list of participants

26. As stated in rule 26 of the rules of procedure of the General Conference, each Member shall be represented by one or more representatives, who may be assisted by alternates, advisers and experts. Each delegation shall have a head of delegation. Any alternate, adviser or expert may act as representative upon instruction of the head of their delegation.

27. All participants are required to register for the nineteenth session of the General Conference using the online platform **INDICO**, which can be accessed via the following link: <https://indico.un.org/event/1000223/>. Participants who do not have an INDICO profile are requested to create a user profile once and to then complete the registration for the nineteenth session of the Conference. **The deadline for registration is Monday, 22 November 2021.**

28. Registration will be effected only for those delegates whose names have been communicated to the Secretariat of the Conference. For States Members of UNIDO, Permanent Observers and non-Member States which are members of the United Nations, the Secretariat would appreciate being informed in writing, in the form of a **note verbale**, issued by either the Permanent Mission or the Ministry of Foreign Affairs, of the names of the head and other members of the delegation. For all other entities, the names of the head and other members of the delegation could also be communicated in the form of a **letter**. **The note verbale/letter should indicate the names, functional titles, email addresses and type of participation (in-person or virtual) of each member of the delegation. A copy of the note verbale/official letter shall be uploaded by each participant to the INDICO registration page as well.** The registration system will automatically send an email to the specified address of delegates registered as in-person participants, requesting the delegate to upload an ID photograph in jpeg format (less than 2 MB in size). In order to facilitate registration procedures and to issue conference access cards, the notes verbales and letters are to be sent as an attachment to an email exclusively to pmo-registration@unido.org.

29. Given the large number of participants expected, delegates are encouraged to pre-register as early as possible. **The deadline for registration is Monday, 22 November 2021**, after which in-person participants will no longer be able to upload photographs themselves. They must then have a photograph taken and the conference access cards issued upon their arrival at Gate 1 of the VIC.

30. In-person participants registered by Monday, 22 November 2021 will be able to pick up their pre-printed conference access cards from the Pass Office located at Gate 1 of the VIC, on Friday, 26 November 2021, from 8 a.m. to 4 p.m. and on Sunday, 28 November 2021, from 1 to 4 p.m. If delegations wish to dispatch someone other than the conference access card holders to collect the conference access cards, a note

verbale should be sent to pmo-registration@unido.org. A sample note verbale requesting early collection of conference access cards is contained in annex II.

31. The registration desk at Gate 1 will be open from Monday, 29 November (first day of the Conference) to Thursday, 2 December 2021 from 8 a.m. to 4 p.m. On Friday, 3 December 2021, the registration desk will be open from 8 a.m. until the end of the session.

32. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to present themselves at the registration desk during opening hours as early as possible upon their arrival.

33. As part of the high-level security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area in the VIC to register and obtain their conference access cards for the session. Access cards must be worn visibly at all times in the VIC during the session. All persons and their bags and briefcases will be screened at the entrance of the VIC.

Registration of Heads of State or Government

34. It is strongly recommended that delegations submit the names of attending Heads of State or Government to the Secretariat in advance, in order to expedite preparation of VIP access cards and minimize any inconvenience. Those access cards will be ready for collection by an authorized person either at the VIC Pass Office (see paragraphs 30–32) or at the registration area located at Gate 1 of the VIC. Questions regarding VIP access cards should be sent by email to protocol@unido.org.

List of participants

35. A provisional list of participants will be available on the first day of the Conference, to be revised at a later date. Governments and organizations are requested to supply the names and titles of the members of their delegations in good time before the Conference.

36. Delegations are also requested to notify, in writing, the staff at the registration area, or the Secretariat of the Conference of any subsequent changes in the information in the provisional list of participants, so that records for the final list of participants may be kept up to date and accurate.

IX. Languages and documentation

37. The official languages of the Conference are the six official languages of UNIDO: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language of the Conference during plenary and Main Committee meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages on the UNIDO website (www.unido.org/gc/19) as well as on the UNIDO Extranet (www.extranet.unido.org).

38. Each seat in the conference halls for which simultaneous interpretation is available will be provided with a portable receiving set and headphones. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary. Participants attending virtually on the Interpretfy platform will be able to select, among the six official languages of UNIDO (Arabic, Chinese, English, French, Russian and Spanish), the language in which they would like to follow the proceedings.

39. The Secretariat has prepared a number of **pre-session documents** to facilitate consideration of some of the issues on the provisional agenda for the session. Those documents may be downloaded from the Conference website (www.unido.org/gc/19).

A provisional list of documents prepared for the Conference will be contained in document GC.19/INF/3.

40. As part of the Secretariat's efforts to reduce expenditure and support endeavours to limit the environmental impact of printing conference materials and publications, documents are only issued electronically.

41. **In-session documents**, issued during the Conference, will be circulated to registered participants via email and will be made available on the UNIDO Extranet.

Journal

42. The *Journal* of the Conference will be issued daily and made available online on the website (www.unido.org/gc/19). It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and Main Committee meetings held on the previous day, a forecast of meetings for the following day and various announcements. Communications for inclusion in the *Journal* should be sent to pmo@unido.org.

Submission of draft decisions or resolutions

43. Delegates wishing to propose draft decisions or resolutions before the session are requested to submit the text to the President of the forty-ninth session of the Industrial Development Board by 8 November 2021, in line with decision IDB.49/Dec.14 (f). In light of the experience gained in the preparation of previous sessions of the Conference and in line with decision IDB.49/Dec.14 (e), the Board President will conduct pre-session informal consultations for the preparation of the nineteenth session of the Conference. It is foreseen that these consultations will take place in Vienna from 2 November 2021.

Sound recordings

44. In line with decision IDB.46/Dec.3 (e), written summary records will not be provided for this session and will continue to be replaced with digital recordings. Sound recordings will be made of the meetings of the plenary and sessional bodies as appropriate and will be made available in all six official languages on the UNIDO Extranet (<http://extranet.unido.org>). The recordings will also be available through the VIC Online Services (<http://myconference.unov.org>).

X. List of speakers

45. The list of speakers for the plenary meetings will be opened on 1 November 2021. Requests for inscription on the list of speakers made prior to that date will not be considered. Delegations may wish to register for the following speaking slots:

(a) Opening ceremony: For high-level dignitaries and special guests only (Heads of State and Government, government ministers and executive heads of United Nations organizations);

(b) General debate (national statements) when substantive items of the provisional agenda (items 8 to 29) will be under review;

(c) Congratulatory statements following the appointment of the new Director General which will take place on Tuesday, 30 November 2021, at 9.30 a.m.; and

(d) Tribute to the outgoing Director General, Mr. LI Yong, which will take place on Friday, 3 December 2021 during the closing session.

46. Requests for registration on the list of speakers should be made to the Policymaking Organs Secretariat by email to pmo@unido.org, indicating for which slot the request is being made, the name of the speaker, and whether the statement will be delivered in person, virtually, or provided as a pre-recorded video statement.

47. As of Monday, 29 November 2021, once the Conference has started, delegates attending the session in-person wishing to speak in the plenary and who have not already signed up to the list of speakers, are requested to notify the Secretariat on site of their intention to be inscribed on the list of speakers. By lifting their nameplate, delegates attending in person signify their intention to take the floor immediately for an urgent intervention.

48. As of Monday, 29 November 2021, delegates connecting virtually wishing to speak during the plenary, and who have not already signed up to the list of speakers, can be accommodated by sending a message directly in the “Event Chat” on the Interprefy online platform specifying for which slot the request is being made, the name of the speaker as well as the title, function and country he/she is representing. When requesting the floor, delegates are requested to specify either:

To register in the list of speakers: “**PLEASE ADD [COUNTRY/ORGANIZATION] TO THE LIST OF SPEAKERS**”, or

For urgent interventions: “**[COUNTRY/ORGANIZATION] REQUESTS THE FLOOR**”.

When given the floor by the President or Vice-President, speakers intervening virtually are asked to use the “raise hand” function in order for the technicians to enable their stream.

49. **The names of speakers will be entered on the list of speakers in the order in which the requests are received, with due regard given to protocol requirements.** The list of speakers will be made available through the following link at the start of the Conference and will be updated in real time:

https://docs.google.com/document/d/1EAeo1IsHgMal21_ZCoyL1DSDuY5HhOy9GzkWfTcASEo/edit?usp=sharing

50. High-level dignitaries and special guests (Heads of State and Government, government ministers and executive heads of United Nations organizations) delivering statements during the opening ceremony are kindly encouraged to limit their interventions to a maximum of 5 minutes. Delegates are also urged to keep the duration of their statements in the general debate to a maximum of 5 minutes for national statements, and to 10 minutes for statements of regional groups. Congratulatory statements made following the appointment of the Director General, as well as statements made during the tribute to the outgoing Director General, Mr. LI Yong, should be limited to 1 minute for Member States and 2 minutes for regional groups.

51. Time for short statements of representatives of the United Nations, its agencies, intergovernmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time frame allotted for the general debate.

52. Interventions made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages. A participant may speak in a language other than the official languages. In this case, however, the speaker must inform the Meetings Control and Servicing Unit in advance and provide for interpretation into one of the official languages. Interpretation into the other official languages will then be provided by the Secretariat’s official interpreters.

Prepared statements

53. To facilitate the work of the interpreters and press officers, speakers are requested to submit in advance and as early as possible a copy of their statements to pmo@unido.org or to the Secretariat in the Plenary Hall.

XI. Pre-recorded video statements

54. Delegations may also wish to submit pre-recorded video statements to the session. Delegations wishing to do so are requested to submit the pre-recorded video(s) along with a transcript of the statement(s) **latest by Monday, 22 November 2021**. Further information regarding the technical and procedural requirements is contained in annex III. Delegations are encouraged to consider providing pre-recorded video statements to facilitate interventions at the highest possible level, and also for the convenience presented by this option, along with other measures, to contain the spread of COVID-19.

XII. Requests for meetings

55. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Office of the Meetings Management Unit of UNOV (room M0222, number 26060, extension 3115, 4615 or 4322).

XIII. Exhibition

56. Highlighting the Conference's overarching theme of "Building a Better Future", an interactive exhibition organized by UNIDO will be held at the premises of the VIC, focusing on substantive topics related to the work of the Organization in the post-COVID-19 context.

57. The exhibition will also be made available on a virtual platform. Details will be provided on the UNIDO website in due course.

XIV. Media

58. Representatives of the media – print media, photo, radio, television and film, news agencies and online media – who fully meet United Nations media accreditation requirements can be registered. Please send an email to: s.sackda@unido.org with a copy to c.groessing@unido.org.

XV. Visas, travel and hotel reservations

59. For in-person participants, a visa for entry into Austria or other States parties to the Schengen Agreement may be required (a Schengen visa generally allows free travel throughout the whole Schengen area of 26 countries).⁴ Participants concerned are strongly advised to seek information on requirements applicable in their case from Austrian diplomatic or consular missions in their home countries. Prior to leaving their home country, participants are requested to make their own arrangements for entry visas, or travel permits, that may be required for the entire travel (including for the transit countries) to Vienna, Austria.

60. Travellers are reminded that due to the current global health situation and resulting containment measures in place, travel restrictions and/or quarantine requirements applicable to countries of destination, transit and origin should be checked prior to booking or engaging in international travel.

⁴ Participants have the responsibility to consult with the relevant authorities regarding the updated health and safety measures related to COVID-19 pandemic in force at the period of travel.

Accommodation

61. Participants are responsible for making their own arrangements for accommodations.

Transportation to and from the airport

62. An airport bus service operates from Vienna International Airport to the city centre (Morzinplatz/Schwedenplatz) or the Westfield Donauzentrum via the VIC, at a cost of €8.00, including luggage. Travel time is approximately 30 minutes. Buses leave the terminal at intervals of 30 to 60 minutes. The Schnellbahn train (S-Bahn) is a low-priced way (tickets from €4.10) of getting from Vienna (station Landstrasse/Wien Mitte) to the airport and back. Travel time is approximately 25 minutes. Trains leave the terminal at intervals of 30 minutes. In addition, the City Airport Train (CAT) offers a 16-minute service from the airport to the city centre at a cost of €12.00. Information on the Vienna Airport Lines can be obtained from the airport website (<http://www.viennaairport.com>).

63. Taxi service is available throughout Vienna and may be used for trips to and from Vienna International Airport. Further information on available transfer services can be found on:

https://www.viennaairport.com/en/passengers/arrival__parking/taxis__limousines.

Access to the Vienna International Centre

64. Participants arriving at the VIC by taxi are advised to be dropped off in the side lane of Wagramer Strasse, to walk up the stairs or ramp to enter through Gate 1 at the VIC and to walk across the plaza to the entrance of the M-building.

65. Participants arriving at the VIC by underground transport (U-Bahn) should take line U-1 and get off at the station “Kaisermühlen-Vienna International Centre” and follow the signs to the VIC. A variety of public transport tickets are available. Tickets may be purchased at machines in every U-Bahn station throughout Vienna.

66. It takes approximately 10 minutes to arrive at the VIC from the centre of Vienna by underground transport (U-Bahn) on the U-1 line and about 20 minutes (depending on traffic) to arrive at the VIC from the centre of the city or from the Vienna International Airport by taxi.

67. Participants with physical disabilities should ask members of the United Nations Security and Safety Service to assist them as required (e.g. directing them to the appropriate elevators for getting to the conference areas).

68. Information concerning registration and the issuance of conference access cards is provided in paragraphs 26–34. It is suggested that during the Conference participants enter the VIC through Gate 1 and then cross the plaza to the entrance of the A-building, B-building or C-building from where a passageway leads directly to the M-building.

XVI. Conference premises and services

69. The following facilities will be available to participants at the conference venue:

United Nations Security and Safety Service

The United Nations Security and Safety Service is located in room F0E21 of the VIC (Security Duty Room) and is available 24 hours/day (ext. 3903/3904 from the VIC). The Duty Officer can assist with general queries, etc. In case of emergency please call extension 99 when in the VIC.

Lost and found

During the Conference, a lost and found office will operate in the VIC on the ground floor of the F-building, room F0E21.

Parking facilities

Registered cars of Permanent Missions will be able to park in the VIC garage as usual. Parking facilities for non-registered cars are not available at the VIC.

Office space for delegations

Unfortunately, due to space limitations in the M-building, it will not be possible for delegations to rent office space at the VIC during the Conference.

Catering services

In addition to the café bar in the M-building (M0E), catering services located in the F-building of the VIC on the entrance level will be in operation. Opening hours will be announced in the first issue of the *Journal*.

Luncheons in private dining rooms and receptions can be arranged through the VIC catering provider EUREST, telephone +43 (1) 26060-4875.

Commissary

In accordance with the Commissary Agreement between UNIDO and the Republic of Austria, **only heads of delegations of Member States to meetings of or convened by UNIDO** – Austrian nationals and stateless persons resident in Austria excluded – are entitled to commissary access cards for the duration of the session. If a head of delegation leaves before the end of the Conference, they should designate a new head of delegation.

The VIC Commissary is located in the F-building, floor -1. The Commissary is open Monday to Friday from 12 noon to 7 p.m. Access to the Commissary is limited to holders of an access card validated for Commissary access.

Any questions in connection with the issuing of commissary access cards should be directed to the registration desk.

Medical services

For medical emergencies, call 22222. Medical attention is available in the clinics operated by the Joint Medical Service on the seventh floor of the F-building (telephone number +43 (1) 2600, extensions 22223 and 22225). For emergencies, the clinics are open anytime during regular office hours (at other times, please apply to the Security Duty Room (F0E21, number +43 (1) 26060, extension 99 or 3903)).

A pharmacy located next to the clinics (room F0715) is open on weekdays from 10 a.m. to 5 p.m. (extension 21599).

Banking services

An Austrian bank (Bank Austria) with multilingual staff offers full banking services at the VIC on the first floor of building C. The bank is open Monday, Tuesday, Wednesday and Friday from 9 a.m. to 3 p.m. and Thursday from 9 a.m. to 5.30 p.m.

International ATM machines are available on the first floor of building C (C0113), and the ground floor of building D (DOE71).

Some banking services are also provided from 8 a.m. to 6 p.m. by the post office on the first floor of the C-building.

Postal services

A post office, on the first floor of the C-building, provides all regular postal services, express mail service and some banking services, Monday through Friday from 8 a.m. to 6 p.m. Other services include express money transfers with Western Union, sale of prepaid telephone cards useable at public telephone booths and some hotel room telephones, packing material (boxes and envelopes), souvenirs from the United Nations Postal Administration, etc.

Telephone cards may be purchased at post offices and other locations such as newsagents or tobacco shops throughout Vienna.

Receptions and other events taking place during the Conference

The organizers or sponsors of receptions and other events to be arranged during the Conference are invited to contact pmo@unido.org, if they wish an announcement regarding such events to be included in the Conference *Journal*.

Security advice

Participants are advised not to leave briefcases, bags and other personal items unattended. Suspicious objects should be reported to the United Nations Security and Safety Service immediately.

United Nations Postal Administration

The United Nations Postal Administration (UNPA) will be open during the Conference in the Visitors' Centre at Gate 1 on weekdays from 10 a.m. to 4 p.m.

Newspaper kiosk

A newspaper kiosk is located in the rotunda (C-building) of the VIC. It is open on weekdays from 6 a.m. to 6 p.m. Inter alia, international newspapers, greeting cards, books and souvenirs are available for purchase at the newspaper kiosk.

Visitors' Centre at Gate 1

In the Visitors' Centre at Gate 1 of the VIC, the following facilities will be available to participants of the Conference:

UNPA counter	Monday-Friday, 11.30 a.m.–4.30 p.m.
UNWG counter	Monday-Friday, 12 noon–3 p.m.
UN Gifts counter	Monday-Friday, 12 noon–5 p.m.

Smoking

Smoking is not permitted in the VIC except in specially designated areas. Smoking is not permitted in conference and meeting rooms.

Use of cellular telephones and laptops

Delegates are invited to keep their cellular telephones switched off inside conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation and recordings of proceedings. The use of laptops in conference rooms may cause similar problems.

XVII. Useful information about Austria

Geography

70. Austria is located in central Europe and borders Czechia and Germany to the north, Slovakia and Hungary to the east, Slovenia and Italy to the south, and Switzerland to the west. The Alps mountain range runs through the south of Austria.

Climate

71. Average temperatures in Vienna in November and December vary between highs of 9°C and lows of 5°C, with the possibility of snow. There might be rain at any time of year.

Language

72. The official language in Austria is German.

Currency

73. The currency unit in Austria is the euro (€). The euro is subdivided into cents (100 cents=1 euro). Most hotels and many restaurants and shops accept internationally recognized credit cards.

74. Bank notes and travellers' cheques may be brought into Austria without restriction; however, as not all currencies are in equal demand, some might not be easily convertible. Departing visitors may take with them any foreign and local currency and securities that they brought into the country. It is recommended that visitors keep receipts for major currency exchange transactions in case they need to exchange currency again before leaving the country.

Time

75. Austria lies within the Central European Time Zone (GMT/UTC + 01:00 hour).

Taxes and tipping

76. Value added tax (VAT) is 20 per cent. Visitors commonly give a tip of 10 per cent for example, for meals.

Electricity

77. The standard voltage in Austria is 230 volts AC and the standard frequency is 50 hertz.

Telephone services and useful telephone numbers

78. The country code for Austria is 43.

79. Telephone services are available in hotels, restaurants and cafes. Pre-paid mobile telephone cards are available at the airport and local shops. Dialling is as follows:

- For local calls:
 - From landline telephone to landline telephone: (landline telephone number)
 - From landline telephone to mobile phone: (mobile phone number)
 - From mobile phone to landline phone: 0 + (1) + (landline phone number)
 - From mobile phone to mobile phone: (mobile phone number)
- For international calls:
 - 00 + (country code) + (city code) + (landline telephone number)
 - 00 + (country code) + (mobile phone number)

80. Flight information may be obtained by calling the Vienna International Airport (tel.: +43 (1) 7007-22233) or by accessing the following website:
<http://www.viennaairport.com/en/passengers>.

Postal, facsimile and Internet services

81. Postal and facsimile facilities are available at post offices and in most major hotels. Internet services are also available at most major hotels, cybercafés in Vienna and in the VIC.

Business hours

82. Banking hours are from 8 a.m. to 12.30 p.m. and 1.30 to 3 p.m. (Thursday until 5.30 p.m.).

83. Shops in Vienna are generally open on weekdays and on Saturdays from 9 a.m. to 6 p.m., larger stores and shopping centres are generally open on weekdays from 9 a.m. to 7 p.m. (longer on Thursdays and Fridays) and on Saturdays from 9 a.m. to 6 p.m. Generally, shops are closed on Sundays, except for certain supermarkets at the airport and major railway stations. During the ongoing COVID-19 pandemic, the opening hours of shops have been subjected to various changes, the possibility of which cannot be ruled out in the near future.

Annex I

Hotel arrangements

A. Hotel reservations

1. Participants are requested to make their own hotel reservations. The following is a non-exhaustive list of recommendations, which have preferential United Nations rates (please note that, nevertheless, sometimes the same hotels booked through online booking portals offer lower prices). It does not include all hotels available in Vienna. The hotels are listed in order of their distance from the VIC.

B. Non-exhaustive list of hotels in Vienna

ARCOTEL Kaiserwasser ****

Address: Wagramer Strasse 8, 1220 Vienna
Tel.: (43-1) 5851111 or (43-1) 22424-0, Fax +43 (1) 22424-710;
Email: kaiserwasser@arcotelhotels.com

Hotel NH Danube City ****

Address: Wagramer Strasse 21, 1220 Vienna,
Tel.: +43 (1) 260 20 8266 (Ms. Berger), Fax +43 (1) 260 20/8108;
Email: nhdanubecity@nh-hotels.com

Park Inn by Radisson Uno City Vienna Hotel *****

Address: Wagramer Strasse 16-18, 1220 Vienna
Tel.: +43 (1) 260 400, Fax +43 (1) 260 40-699;
Email: reservation.vienna@parkinn.com

ARCOTEL Westfield Donauzentrum Vienna ****

Address: Wagramer Strasse 83-85, 1220 Vienna
Tel.: +43 (1) 2022 333;
Email: donauzentrum@arcotel.com

Austria Trend Hotel Lassalle ****

Address: Engerthstrasse 173-175, 1020 Vienna
Tel.: +43 (1) 213 15-151, Fax +43 (1) 213 15-100;
Email: reservierung.lassalle@austria-trend.at

Hotel Kunsthof ****

Address: Mühlfeldgasse 13, 1020 Vienna
Tel.: +43 (1) 214 31 78, Fax +43 (1) 214 31 78-66;
Email: welcome@hotelkunsthof.at

Austria Classic Hotel Wien ***

Address: Praterstrasse 72, 1020 Vienna
Tel.: +43 (1) 211 30-0, Fax +43 (1) 211 30-72;
Email: info@classic-hotelwien.at

Hilton Vienna Danube Waterfront *****

Address: Handelskai 269, 1020 Vienna
Tel.: +43 (1) 727 77;
Email: reservations.vienna@hilton.com

Hotel City Central ****

Address: Taborstrasse 8, 1020 Vienna
Tel.: +43 (1) 211 05-0, Fax +43 (1) 211 05-140;
Email: city.central@schick-hotels.com

Hotel Stefanie ****

Address: Taborstrasse 12, 1020 Vienna
Tel.: +43 (1) 211 50-0, Fax +43 (1) 21150-160;
Email: stefanie@schick-hotels.com

Hotel Capricorno ****

Address: Schwedenplatz 3-4, 1010 Wien
Tel.: +43 (1) 533 31 04-0, Fax +43 (1) 533 76 714;
Email: capricorno@schick-hotels.com

Hotel Post ***

Address: Fleischmarkt 24, 1010 Vienna
Tel.: +43 (1) 515 83-0, Fax: 515 83 808;
Email: office@hotel-post-wien.at

Hotel Am Parkring ****

Address: Parkring 12, 1010 Vienna
Tel.: +43 (1) 514 80-0, Fax +43 (1) 514 80-40;
Email: parkring@schick-hotels.com

Vienna Marriott Hotel ****

Address: Parkring 12a, 1010 Vienna
Tel.: +43 (1) 515 18-0, Fax +43 (1) 515 18-6736;
Email: vienna.marriott.reservations@marriotthotels.com

Hilton Vienna Park *****

Address: Am Stadtpark 1, 1030 Vienna
Tel.: +43 (1) 717 00
Email: reservations.vienna@hilton.com

Hotel InterContinental Wien *****

Address: Johannesgasse 28, 1030 Vienna
Tel.: +43 (1) 711 22-0, Fax +43 (1) 711 22-345;
Email: vienna@ihg.com

Grand Hotel Wien *****

Address: Kärntner Ring 9, 1010 Vienna
Tel.: +43 (1) 515 80-0, Fax +43 (1) 515 80 10,
Email: reservation@grandhotelwien.com

Hotel Imperial *****

Address: Kärntner Ring 16, 1010 Vienna
Tel.: +43 (1) 501 100, Fax +43 (1) 501 10410,
Email: andrea.schich@luxurycollection.com

Hotel Kärntnerhof ***

Address: Grashofgasse 4, 1010 Vienna
Tel.: +43 (1) 512 19 23, Fax +43 (1) 513 22 28-33;
Email: karntnerhof@netway.at

Hotel Wandl ***

Address: Petersplatz 9, 1010 Vienna
Tel.: +43 (1) 53 455;
Email: reservation@hotel-wandl.com

Hotel Bristol *****

Address: Kärntner Ring 1, 1010 Vienna
Tel.: +43 (1) 501 23-368, Fax +43 (1) 501 23 345;
Email: andrea.schich@luxurycollection.com

Hotel Sacher ****

Address: Philharmonikerstrasse 4, 1010 Vienna
Tel.: +43 (1) 51 456-0, Fax +43 (1) 51456-810;
Email: wien@sacher.com (att. Mr. Glueck)

Ambassador *****

Address: Kärntner Strasse 22, 1010 Vienna
Tel.: +43 (1) 961 61 0, Fax +43 (1) 513 29 99;
Email: reservations@ambassador.at

Austria Trend Hotel Europa Wien ****

Address: Kärntnerstrasse 18, 1010 Vienna
Tel.: +43 (1) 515 94-100, Fax +43 (1) 515 94-888;
Email: europa.wien@austria-trend.at

Hotel Das Opernring ****

Address: Opernring 11, 1010 Vienna
Tel.: +43 (1) 587 55 18, Fax: +43 (1) 587 55 18 29;
Email: reservation@opernring.at

Hotel Erzherzog Rainer ****

Address: Wiedner Hauptstrasse 27-29, 1040 Vienna
Tel.: +43 (1) 22 111, Fax +43 (1) 22 111 350;
Email: rainer@schick-hotels.com

Hilton Vienna Plaza *****

Address: Schottenring 11, 1010 Vienna
Tel.: +43 (1) 31 390 20000, Fax +43 (1) 31 390 21000;
Email: reservations.vienna@hilton.com

The Levante Rathaus Apartments ***

Address: Laudongasse 8, 1080 Vienna
Tel.: +43 (1) 228 28 200;
Email: reservationlaudon@thelevante.com

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 nineteenth session of the General Conference:

FIRST NAME LAST NAME, FUNCTIONAL TITLE

[Date]

[Official seal]

Annex III

Guidelines for the submission of video and written statements to PMO sessions, instead of in-person delivery

Following requests by Member States to contribute written statements or pre-recorded video statements to sessions of the Policymaking Organs of UNIDO, rather than delivering them in-person at the session, the below procedures are circulated to ensure that this can be done in a uniform and high-quality manner.

A delegation registered to the session may submit by 22 November 2021 a pre-recorded video(s) of their statement(s), or request that a written statement(s) be published in full in lieu of it being delivered verbally during the session. Video statements adhering to the below guidelines and within the indicated time limits will be presented during the plenary session. All statements to the General Conference will also be published on the UNIDO website (www.unido.org/gc/19) unless clear instructions are given by the submitting delegation that they should not be made available online.

In practice, this means that two options⁵ are available for Member States to submit statements to UNIDO, without delivering them in-person: (1) a pre-recorded video statement(s), or (2) the submission of only a written statement(s). Both of these submissions will be published on the UNIDO website and/or UNIDO Extranet.

Option 1	Option 2
Submission of a pre-recorded video statement	Submission of a written statement
<p>Delegations pre-record their video statements prior to the start of the session of the Policymaking Organ. The video(s) should be submitted along with a transcript of the statement(s), no later than 1 week prior to the session.</p> <p>Pre-recorded video statements will be presented at the plenary session and published on the UNIDO website.</p>	<p>Delegations submit written statements for publication, no later than 2 working days prior to the session.</p> <p>The written statements will be published on the UNIDO website.</p>

Delegations wishing to submit a pre-recorded video(s) or written statement(s) to a session to the nineteenth session of the General Conference are requested to notify the Secretariat, via email, of their intention to do so when enrolling in the list of speakers.

Pre-recorded videos must be recorded in line with the below technical specifications and sent to pmo@unido.org no later than **22 November 2021**, to ensure high quality broadcasting on the day of statement delivery.

⁵ Further details are provided in the sections below

Option 1, submission of a pre-recorded video statement

- **Content**
 - Videos should display only the person presenting the statement;
 - Videos should not contain PowerPoint presentations, video clips, pictures, superimposed text or any other visual or audio content (i.e. not background music or sounds);
 - In line with the official languages of UNIDO, all video statements have to be delivered in one of the following six languages: Arabic, Chinese, English, French, Russian, or Spanish. The videos will be published only in the original language (simultaneous interpretation is provided when the video is played during the session);
 - Pre-recorded video statements should be submitted together with a transcript;

Videos not meeting these specifications will not be aired in the plenary but will instead be published on the UNIDO website, in line with the above provisions.

- **Length**

For statements at the General Conference, the applicable time limits are as follows:

	<u>Regional Group</u>	<u>Other delegation</u>
General Conference (general statements)	10 minutes	5 minutes
Congratulatory statements made following the appointment of the Director General, and statements made during the tribute to the outgoing Director General, Mr. LI Yong	2 minutes	1 minute

High-level dignitaries and special guests (Heads of State and Government, government ministers and executive heads of United Nations organizations) delivering statement during the opening ceremony are kindly encouraged to limit their interventions to a maximum of 5 minutes.

Option 2, submission of a written statement for publication

- **Content**
 - Delegations wishing to submit their statements in writing, instead of delivering them in the session, are requested to adhere to the applicable guidelines for the specific session;
 - Statements submitted to the General Conference should take the form of national statements or “general statements”. Delegations are therefore requested to submit a single document for the General Conference;
 - In line with the official languages of UNIDO, all written statements submitted for publication have to be in one of the official languages: Arabic, Chinese, English, French, Russian, or Spanish.
- **Length**

For written statements submitted for publication in lieu of a speaking slot in the session, no word limit is imposed.

Sample emails

Option 1, submission of a pre-recorded video statement

SAMPLE EMAIL FOR THE GENERAL CONFERENCE

*To: pmo@unido.org
From: [official email address]
Subject: submission of pre-recorded video statement*

The Permanent Mission of [Country] wishes to submit a pre-recorded video statement of Ms/Mr [Name], [Functional title], together with the accompanying written statement[s] for [speaking slot]. Ms/Mr [Name] will deliver his/her statement in [Language]. The delegation of [Country] will therefore not deliver an in-person statement during the General Conference.

*Signature
Name
phone number*

Option 2, submission of a written statement for publication

SAMPLE EMAIL FOR THE GENERAL CONFERENCE

*To: pmo@unido.org
From: [official email address]
Subject: submission of written statement for publication*

The Permanent Mission of [Country] wishes to submit a written statement of Ms/Mr [Name], [Functional title] for publication under [speaking slot]. The delegation of [Country] will therefore not deliver an in-person statement during the General Conference.

*Signature
Name
phone number*

Audio-video requirements for pre-recorded statements

Delegations wishing to submit video statements recorded in advance are kindly reminded of the following recommendations:

GENERAL

- Speeches should be delivered in one of the six official languages of the United Nations.
- Speak at a moderate pace, allowing for natural pauses at the end of phrases and ideas.
- Speak directly into the microphone, placing it between 30-50 centimetres away.
- Avoid tapping, blowing or shouting into the microphone.
- Avoid including moving images alongside the speaker, do not include background music.
- A text of the statement must be provided with the video. Videos submitted without text will not be interpreted.
- Provide the pre-recorded video file in MP4 format.

When submitting *a pre-recorded statement in a non-United Nations language*,

- Provide a video file with the audio recording of the interpretation into one of the United Nations official languages as a voice-over. The voice of the original speaker must be completely muted.
- Provide the corresponding written translation of the statement into one of the United Nations official languages.

Statements accompanied by subtitles only or just a written translation in a United Nations official language will not be interpreted.

AUDIO

Please use a microphone with the following characteristics:⁶

- Directional (cardioid) or lapel;
- Suitable for speech recognition;
- Noise and echo cancelling;
- Correctly reproduces audio frequencies between 125 Hz and 15 000 Hz.

The audio must contain natural pauses and avoid abrupt transitions. Surround and stereo audio must be appropriately balanced and free from phase differences. Audio quality must be steady and free from fluctuations.

Please note that microphones integrated into a computer or mobile device, mobile phone earpieces, and Bluetooth headsets do not provide requisite sound quality and must not be used.

VIDEO

- Record in a quiet room, free of any noise (ex. clicking, humming, paper ruffling);
- Use an HD camera (720p or higher);
- Place the camera at head-height and face it when recording;
- Close any drapes/curtains to avoid backlighting;
- Use artificial light to illuminate the speaker indirectly (with a single light source pointing up), or from three different angles, if multiple light sources are available.

⁶ Please see below a list of recommended suitable microphones.

List of recommended microphones**Table Microphones** (suggested examples):

RODE STUDIO USB MICROPHONE
 RODE NT-USB MINI USB MICROPHONE
 BLUE YETI USB MICROPHONE
 FIFINE GOOSNECK USB MICROPHONE

Lapel Microphones (suggested examples):

Fifine K053 (Pattern: Cardioid; FR: 50Hz-16kHz; connection: USB)

Fifine k031 wireless lapel microphone for PC (Pattern: Cardioid; FR: 50Hz-16kHz;
 Connection: USB)

Movo M1 USB Lavalier microphone (Pattern :Omnidirectional; FR : 35Hz-18kHz;
 Connection: USB)

AICC-recommended headsets that meet requirements for active participants:

Manufacturer	Series	Mode 1	Over ear	Microphone FR	Headphone FR
Cyber Acoustics	AC	6012	YES	100 - 16.000 Hz	20 - 29.000 Hz
HAMA	AH	100	YES	30 - 16.000Hz	20 - 18.000 Hz
HAMA	Black	Desire	YES	30 - 15.000 Hz	20 - 20.000 Hz
HAMA	Urage Soundz	113737	YES	20 - 20.000 Hz	20 - 20.000 Hz
Logitech	G	332	YES	100 - 20.000 Hz	20 - 20.000 Hz
Logitech	Zone	Wired	YES	20 - 16.000 Hz	20 - 16.000 Hz
Sennheiser	GSP	350	YES	10 - 24.000 Hz	15 - 26.000 Hz