

Reference: PRO/NV/5th UN Conference on LDC5/Registration and arrangements

The Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) of the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations and has the honour to provide them with general information about the second part of the **Fifth United Nations Conference on Least Developed Countries (LDC5)**, which will take place in Doha, Qatar, from 5 to 9 March 2023, pursuant to General Assembly resolutions 73/242, 74/232A, 74/232B, 75/227, 76/216 and 76/251.

### **The Conference**

1. The Conference will be held from 5 to 9 March 2023 at the Qatar National Convention Centre (QNCC), located in Gharafat Al Rayyan, on the Dukhan Highway close to the city of Doha [Telephone: +974 4470 7000; Fax: +974 4470 7001; website: <https://www.qncc.qa/>].
2. It will comprise of ten (10) plenary meetings (including the opening and closing meetings) and eight (8) high-level thematic roundtables, as well as other parallel events. The full programme of the Conference can be found on the Conference website at <https://www.un.org/ldc5/>.

### **Access to the Conference Site and the Plenary Hall**

3. Registered delegates will be issued a conference badge by the United Nations for access to the conference venue, subject to screening at the main entrance and other access points. Holders of VIP passes (Heads of State/Government, Vice Presidents, Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses) will be exempt from screening upon presentation of their VIP passes.
4. Access to the Plenary Hall for the opening plenary meeting on 5 March and subsequent plenary meetings will require a secondary access card, in addition to a conference or VIP pass. Each government delegation, including the Holy See, State of Palestine and the European Union, will be assigned four (4) seats in the Plenary Hall: two (2) at the table and two (2) behind. Limited seating will also be available and specifically assigned for other participants of the LDC5 Conference.

### **Registration of members of official delegations**

5. Registration of official delegations of participating Member and Observer States and of the European Union, intergovernmental organizations and entities that have observer status with the General Assembly, associate members of the regional commissions, specialized agencies and related organizations is handled by the Protocol and Liaison Service (Protocol Office) through the



regional commissions, specialized agencies and related organizations. Representatives of non-governmental organizations and participants attending side events in the margins of the Conference should not be included in the official credentials or official delegation lists. For questions relating to participation of non-governmental organizations, civil society organizations including youth, academic institutions and the private sector, an email should be sent to [ldc5@un.org](mailto:ldc5@un.org).

**On-site registration in Doha (from 28 February to 9 March 2023)**

14. On-site registration in Doha and collection of conference passes/secondary access cards for pre-registered participants will begin on Tuesday, 28 February and continue until Thursday, 9 March 2023 at 1:00 p.m. at the United Nations Registration Centre in Doha.

15. Delegates seeking on-site registration will be required to present proof of credentials or letter of nomination/delegation list, together with a passport or valid government-issued photo identification. Upon verification and approval by the Protocol Registration Office, delegates may proceed to the badging booth for a photograph for the issuance of a conference badge. It should be noted that on-site registration may take a day or two, depending on the volume of registrations received.

16. Permanent Missions and Observer Offices are strongly advised to coordinate as early as possible with their embassies and consulates-general in Doha or in the region on the proper registration procedure and make use of the pre-registration option in New York in order to avoid long queues at the SdereW\*nBrca770000912-3(h/99.9319(to )-21(a)4(voidMCID 9>BDC q0.00000912 0 61BT/



## **Special attention**

26. Beginning 26 February 2023, all official communications for the Protocol Office, including credentials/lists of delegations and Conference-related materials, should be sent to the Protocol Registration Office at the Registration Centre located at the Conference venue in Doha by fax or by email to [protocolconference@un.org](mailto:protocolconference@un.org). The fax number will be made available and posted on the Protocol website not later than 20 February 2023.

27. For any changes to the original delegation lists already submitted to the Protocol Office, a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the Conference, should be sent. There is no need to resend the entire delegation list every time a change is made to the delegation. Alternatively, the changes may be communicated in an official letter which can be uploaded in the eRegistration system.

28. Regarding COVID-19 requirements, owing to the evolving nature of the situation, participants are advised to refer to the Conference website at <https://www.un.org/ldc5/> regularly for updates and additional information.

29. Regarding entry requirements, all registered participants traveling to Qatar to attend the free of charge. Delegations are advised to register to the Conference as soon as possible in order to allow sufficient time to apply for the permit. The official registration confirmation/email approval issued by the United Nations must be submitted at the time of application of the permit. The link to apply for the special entry permit will be open in the beginning of January 2023. For questions regarding the special entry permit, [ldc5@un.org](mailto:ldc5@un.org) (*Subject Line: Special Entry Permit*) should be contacted.

## **Information of the Conference**

30. Additional information on the Conference is available on the Conference website at <https://www.un.org/ldc5/>.

The Protocol and Liaison Service of the Department for General Assembly and Conference Management of the United Nations avails itself of this opportunity to renew to the Permanent Missions and Observer Offices to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations accredited to the United Nations the assurances of its highest consideration.



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