



General Conference

Eighteenth session

Abu Dhabi, 3–7 November 2019

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. To reduce expenditure and minimize the environmental impact through the digitization of conference materials, documents will only be distributed electronically. Therefore, copies of documents will no longer be provided at the conference venue. Delegates are requested to bring their copies of this and other Conference documents to the session.



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I. Date and venue

1. In its decision IDB.46/Dec.11, the Board decided to accept the offer of the Government of the United Arab Emirates to host the eighteenth session of the General Conference in Abu Dhabi.
2. Pursuant to that decision, the eighteenth session of the General Conference will be held from 3 to 7 November 2019. The Conference will meet at the Emirates Palace Hotel, West Corniche Road, Abu Dhabi, United Arab Emirates. A floor plan of the hotel is provided in annex I. Further information will be provided on the UNIDO website (<https://www.unido.org/gc18>).

II. Opening ceremony and seating arrangements

3. The opening ceremony will be held on Sunday, 3 November 2019, at 10 a.m., in the Etihad Ballroom (Plenary Hall), which is on floor -1 of the hotel. The Conference will be called to order at 9.50 a.m. sharp. **Delegates are requested to be in their seats by 9.45 a.m.**
4. Delegations will be seated in English alphabetical order. The same order will be maintained for meetings of the Main Committee.
5. Each Government delegation will be assigned four seats: two at the table and two in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.
6. **Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.**

III. Provisional agenda and proposed organization of work

7. The provisional agenda for the eighteenth session of the Conference is contained in document GC.18/1, which should be read in conjunction with the annotated provisional agenda (GC.18/1/Add.1). Both documents are available in the six official languages of UNIDO on the website (<https://www.unido.org/gc18>). A provisional list of documents prepared for the Conference will be contained in document GC.18/INF/3.¹
8. 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.
9. An industrial development forum will be held under item 9 of the provisional agenda. The forum will comprise a number of events, such as the seventh UNIDO Forum on Inclusive and Sustainable Industrial Development (ISID) and interactive discussions, which will explore topics linked to the overall theme of the session: “Industry 2030 – Innovate. Connect. Transform our Future”.
10. Document GC.18/4 contains further information on all the planned events and will be made available at <https://www.unido.org/gc18>). Additional information can also be obtained by contacting the UNIDO Policymaking Organs Secretariat via telephone: +43 (1) 26026 5232, or email: pmo@unido.org.

¹ To be issued shortly before the Conference.

IV. Participation and cost

11. According to the rules of procedure of the General Conference of UNIDO,² the following 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.

12. Participating Governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the cost of participation of their delegates.

V. Secretariat

13. The Executive Secretary of the eighteenth 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, fax: +43 (1) 26026 6874, email: pmo@unido.org, or by writing to the following address:

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

VI. Credentials

14. 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.

15. A Permanent Representative to the Organization who is designated as representative does not require special credentials if their letter of accreditation to the

² The full text of the rules of procedure is available on the UNIDO website (<https://www.unido.org/gc18>).

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.

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

17. 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 located on the first floor of the Emirates Palace Hotel (see para. 22 below for opening hours) on the first day of the Conference. Delegations are advised that timely submission of credentials will greatly facilitate the work of the Credentials Committee.

VII. Registration and list of participants

18. 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.

19. Registration will be effected only for those delegates whose names have been communicated to the Secretariat of the Conference. For States Members of UNIDO and Permanent Observers, 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. 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**. Furthermore, a contact email address is required for each member of the delegation. The registration system will automatically send an email to the specified address, requesting the delegate to upload an ID photograph in .jpeg format (less than 2 MB in size). **It is essential that the original notifications are also mailed to the Secretariat:**

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

Pre-registration

20. Given the large number of participants expected, delegates are encouraged to pre-register as early as possible. **Pre-registration is available until 8 p.m. (Central European Time) on Wednesday, 23 October 2019**, after which participants will no longer be able to upload photographs themselves. They must then follow the normal procedure of having a photograph taken and the conference access cards issued upon their arrival at the Emirates Palace Hotel.

21. For those pre-registering, pre-printed conference access cards can only be picked up at the registration desks in the Emirates Palace Hotel, Abu Dhabi, as of Thursday, 31 October 2019, from 8 a.m. to 6 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.

22. Participants who are holders of VIC access cards are advised that these access cards will **not** be valid for access to the eighteenth session of the General Conference in Abu Dhabi and that they too are required to register for the conference access cards mentioned in this section. However, participants who are holders of VIC access cards or who attended prior UNIDO conferences will not be required to upload a new photograph when using the pre-registration facilities.

On-site registration

23. The registration desk at the Emirates Palace Hotel will be open from Thursday, 31 October to Saturday, 2 November 2019 from 8 a.m. to 6 p.m. From 3 to 6 November, the registration desk will be open from 8 a.m. to 7 p.m. On 7 November, the registration desk will be open from 8 a.m. until the end of the session. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

24. 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 Emirates Palace Hotel to register and obtain their conference access cards for the session. Access cards must be worn visibly at all times in the conference centre during the session. **All persons** and their bags and briefcases will be screened at the entrance of the conference venue.

Registration of heads of State and Government

25. It is strongly recommended that delegations submit the names of attending heads of State and Government to the Secretariat in advance to expedite the issuance of VIP access cards and minimize inconvenience. Those access cards will be ready for collection by an authorized person either at the VIC Pass Office (see paras. 18 and 19) or at the registration area located at the Emirates Palace Hotel. Questions regarding VIP access cards should be sent by email to protocol@unido.org.

List of participants

26. 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.

27. 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 provided in the provisional list of participants, so that records for the final list of participants may be kept up to date and accurate.

VIII. Languages and documentation

28. 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. Pre-session documents of the Conference will be made available on the UNIDO website (<https://www.unido.org/gc18>) in all six official languages, as well as on the UNIDO Extranet (www.extranet.unido.org). Conference room papers will be issued in English only and made available on the UNIDO Extranet (www.extranet.unido.org).

29. 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.

30. The Secretariat has prepared a number of **pre-session documents** to facilitate the consideration of some of the issues on the provisional agenda of the session. Those documents may be downloaded from the Conference website (<https://www.unido.org/gc18>). A provisional list of documents prepared for the Conference will be contained in document GC.18/INF/3.

31. As part of the Secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact through the digitization of conference materials and publications, documents are only issued electronically. **Participants are encouraged to download electronic copies of the pre-session documents of the session.**

32. During the Conference, **in-session documents** may be collected from the documents distribution counter (main lobby next to Etihad Ballroom/Plenary Hall, floor -1) where each delegation will have a pigeonhole. The documents distribution counter will be open each day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day.

33. To determine exact requirements for in-session documents, each delegation is requested to inform the assistants working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. The number of copies requested should be sufficient to cover all requirements, as it will not be possible to request additional copies.

34. Delegations are reminded that the pigeonholes are to be used exclusively for the distribution of official documents of the Conference and may not be used for the circulation of any other papers or documents. Requests for distribution of official invitations or material other than legislative documents through the documents distribution counter must be submitted to the Executive Secretary.

Journal

35. The *Journal* of the Conference will be issued daily in Arabic and English and made available online on the website (<https://www.unido.org/gc18>). It will contain 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 its Editor (Mr. Ahmed Zaabar, by telephone: +43 (1) 26026 3516, fax: +43 (1) 26026 6874 or email a.zaabar@unido.org).

Submission of draft decisions or resolutions

36. Delegates wishing to propose draft decisions or resolutions before the session are requested to submit the text to the President of the forty-seventh session of the Industrial Development Board by 14 October 2019, in line with decision IDB.47/Dec.11 (f). In light of the experience gained in the preparation of previous sessions of the Conference and in line with decision IDB.47/Dec.11, the Board President will conduct informal consultations for the preparation of the eighteenth session of the Conference. It is foreseen that these consultations will take place in Vienna in October 2019.

Sound recordings

37. 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. The sound recordings will be made of the meetings of the Plenary and sessional bodies as appropriate. The sound recordings will be made available in all official languages on the UNIDO Extranet (<http://extranet.unido.org>).

IX. Speakers in the general debate

38. The list of speakers for the Plenary meetings, when substantive items of the provisional agenda (items 7 to 24) will be under review, will be opened on 7 October 2019. Requests for inscription on the list of speakers made prior to that date will not be considered. Requests should be made to the Policymaking Organs Secretariat, UNIDO, room D2211, telephone +43 (1) 26026 3504, fax +43 (1) 26026 6874 or email f.castellani-koessler@unido.org. Once the Conference has started, delegates who wish to speak in the Plenary are requested to give their names to the Conference Officer in the Plenary Hall. **The names of speakers will be entered on the list in the order in which the requests are received.**

39. Interventions made in any of the official languages (Arabic, Chinese, English, French, Russian and 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 (contact details will be published in the Journal of the Conference) 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

40. To facilitate the work of the interpreters and press officers, speakers are requested to submit in advance and as early as possible at least 10 copies of their statements to the Conference Officer in the Plenary Hall.

X. Requests for meetings

41. 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 (contact details to be published in an updated version of the advance information for participants).

XI. Exhibition

42. In support of the theme "Industry 2030 – Innovate. Connect. Transform our Future" and in line with the management priorities of 2019, an exhibition will be held around the topics of innovation, transformation, connectivity and their potential contribution to the achievement of the Sustainable Development Goals. The exhibition will reflect the following six thematic areas: Industry 4.0, Gender, Circular Economy, Sustainable Energy, Industrial Parks, and Youth and Entrepreneurship.

43. For further information, please contact Ms. Esther Salguero, Events Specialist and Exhibition Coordinator, email: e.salguero-gomez@unido.org.

XII. Information and the media

44. 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. Press inquiries should be addressed to Mr. Sayaphol Sackda, Officer-in-Charge, Advocacy and Media Relations Division, email: s.sackda@unido.org with a copy to Ms. Claudia Groessing, Advocacy and Media Relations Advisor, email: c.groessing@unido.org.

45. Media representatives wishing to cover the event must apply for accreditation before or during the session via the relevant link on the Conference website (<https://www.unido.org/gc18>).

46. Times of press briefings will be announced in advance.
47. Media representatives covering the session should contact Mr. Sayaphol Sackda (email: s.sackda@unido.org) with a copy to Ms. Claudia Groessing (c.groessing@unido.org) to provide exact details of the equipment that they wish to bring to the United Arab Emirates, as some equipment may require special permission from the national authorities.

XIII. Visas, travel and hotel reservations

48. A visa for entry into the United Arab Emirates may be required. Participants concerned are strongly advised to seek information on requirements applicable in their case from the United Arab Emirates' 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 transit countries) to Abu Dhabi.

49. **All participants are encouraged to submit the applications for their visas to the relevant diplomatic and consular missions well in advance of the Conference. More information concerning visas, including a list of countries entitled to a visa-free entry and visa on arrival, can be found on the official United Arab Emirates Government web-portal (<https://government.ae/en/information-and-services/visa-and-emirates-id/do-you-need-an-entry-permit-or-a-visa-to-enter-the-uae>).**

Accommodation

50. Participants are responsible for making their own arrangements for accommodation. A facility for booking accommodation has been provided by the host country and is available online via: <https://www.etihadholidays.com/en-ot/events/unido#transferFormto>

51. For the duration of the Conference, the recommended hotels listed in annex III will offer security services provided by the host Government and a shuttle bus service to the Emirates Palace Hotel and back. The schedule of these buses will be available at the recommended hotels and at the Emirates Palace Hotel.

Flights

52. Should participants require assistance with the booking of flights, and to avail of discounted rates on select carries and routes, they are welcome to contact conferencetravel@etihad.ae.

Airport reception

53. A welcome area, fast-track visitors' entry and information desk will be set up at Abu Dhabi International Airport (AUH) and Dubai International Airport (DXB) to assist participants arriving for the Conference session.

Transportation to and from the airport

54. A shuttle bus service between Abu Dhabi International Airport (AUH) and Dubai International Airport (DXB) and the officially recommended hotels of the session will be available to participants free of charge. Taxi and rental cars are also available at the airports.

Access to the Emirates Palace Hotel

55. The Emirates Palace Hotel is located at the end of the West Corniche Road adjacent to Marina Island in Abu Dhabi. Participants can reach the hotel using a taxi or local transport. The Emirates Palace also provides personalised limousine services. Participants arriving to the Emirates Palace Hotel by taxi will be dropped off at the main entrance.

56. A metered taxi from Abu Dhabi International Airport can cost approximately AED 90 or more.

57. 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). A wheelchair is available upon request. The lobby and floors are all accessible by lift.

58. Information concerning registration and the issuance of conference access cards is provided in paragraphs 17 to 24.

XIV. Conference premises and services³

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

United Nations Security and Safety Service

60. The United Nations Security and Safety Service will be available 24 hours/day at the Emirates Palace Hotel. The Duty Officer can assist with general queries.

Medical services

61. Medical attention will be available at the medical centre in the Main Lobby (close to the escalators). The centre will be open on weekdays from 8.30 a.m. to 4.30 p.m. In case of an emergency after regular working hours, please apply to the Security Duty Room.

Meditation rooms

62. Meditation rooms for men and for women will be available on site. Further details will follow.

Information counter for participants

63. An information counter for participants will be available at the venue. Further details will follow.

Lost and found

64. During the Conference, a lost and found office will operate in the Emirates Palace. Further details will follow.

Parking facilities

65. Parking is available on-site and is free of charge for all guests staying at the Emirates Palace. The protocol cars of the delegations can be parked at the on-site parking free of charge, provided they have been registered by 30 October 2019 at: Yusri.naji@emiratespalace.ae.

Office space for delegations

66. Due to space limitations at the venue, it will not be possible for delegations to rent office space.

Delegates' lounge

67. A delegates' lounge will be available in the main lobby/exhibition area close to the Plenary Hall. Should delegates wish to meet in a separate room, a room will be made available directly in front of the Plenary Hall (right next to the main lobby/exhibition area).

³ The room numbers, telephone extensions and all working hours will be announced at a later stage in an updated version of the advance information for participants.

Cyber corners

68. Two cyber corners will be available, inter alia, on floor -1 in the corridor of the Plenary Hall with desktop computers connected to the internet. Another cyber corner will be available in the left wing (corridor). Delegates may use these computers to access the Internet, including sending and receiving email messages using their own web email address. Delegates with their own laptops with wireless capability will be able to use the wireless access to Internet services, which is available throughout the venue.

Catering services

69. In addition to the coffee bars and snack corners throughout the venue, a dining space serving warm lunches for participants will be operational on floor -1. Opening hours will be announced in the first issue of the *Journal*.

Receptions and other events taking place during the Conference

70. Organizers or sponsors of receptions and other events to be arranged during the Conference are invited to contact the *Journal* Editor (see para. 35) if they wish an announcement regarding such events to be included in the Conference *Journal*.

Banking services

71. Banking services/ Exchange Bureau and ATM services will be available on floor 1 in the registration lobby.

Security advice

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

Travel services

73. A travel agency will be available to participants requiring assistance with travel, sightseeing, car rental and excursions.

Smoking

74. Smoking is not permitted in the Emirates Palace Hotel except in specially designated areas (i.e. on a terrace in front of the Plenary Hall). Smoking is not permitted in conference and meeting rooms.

Use of cellular telephones and laptops

75. 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.

XV. Useful information about the United Arab Emirates

Geography

76. The United Arab Emirates is situated in the Middle East/South-West Asia, bordering the Gulf of Oman and the Persian Gulf. It borders Qatar in the north-west, Saudi Arabia in the west, south, and south-east, and Oman in the south-east and north-east.

Climate

77. The climate of the United Arab Emirates is generally very hot and sunny during the day, and cool at night. The average temperature in November is 25°C. Abu Dhabi gets on average one day of measurable rain in November.

Language

78. The official language in the United Arab Emirates is Arabic. Other widely spoken languages include Bengali, English, Farsi, Hindi, Malayalam, Mandarin, Nepali, Russian, Sinhalese, Tagalog and Urdu.

Currency

79. The Emirati Dirham is the official currency of the United Arab Emirates, abbreviated as AED. The dirham is divided into 100 fils.

80. The Emirati Dirham is pegged to the US\$. 1 US\$ = AED 3.6725⁴. Most hotels, restaurants and shops accept internationally recognized credit cards.

81. Bank notes and travellers' cheques may be brought into the United Arab Emirates 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 of major currency exchange transactions in case they need to exchange currency again before leaving the country.

Time

82. The United Arab Emirates lies within the Gulf Standard Time (GMT/UTC + 4 hours).

Taxes and tipping

83. The United Arab Emirates levies a value added tax (VAT) of 5 per cent on the consumption or use of goods and services.

84. Tipping is not expected, but is commonly practised. Gratuities to hotel and restaurant staff are at the customer's discretion. Many fine dining and high-end restaurants may add a service charge (usually around 10 per cent) and a tourism levy of 6 per cent to the bill. These charges are often included in the menu prices and the menu will mention it when they are. If these charges are not included one may like to add a 10 to 15 per cent tip to the total bill.

Electricity

85. Domestic supply is 220 /240 volts at 50 Hz. Sockets suitable for three-pin 13 AMPs plugs of British standard design are the norm. Appliances have two-pin plugs attached.

Telephone services and useful telephone numbers

86. The country code for the United Arab Emirates is 971.

87. Telephone services are available in hotels, restaurants and cafes.

88. The United Arab Emirates have two main network providers: *Etisalat* and *du*. Pre-paid mobile telephone cards are available at the airport and in branded stores in the main shopping malls. Both network providers have shops in the arrival halls of all three terminals at the airports of Dubai and Abu Dhabi, where the SIM card can be purchased without surcharge. For buying a SIM card, a passport with a visa stamp is required. Dialling is as follows:

⁴ As of 16 May 2019.

For local calls:

- (a) From landline telephone to landline telephone: (landline telephone number);
- (b) From landline telephone to mobile phone: (mobile phone number);
- (c) From mobile phone to landline phone: (02) + (landline phone number) for the Emirate of Abu Dhabi; (04) for the Emirate of Dubai;
- (d) From mobile phone to mobile phone: (mobile phone number).

For international calls:

- (a) 00 + (country code) + (city code) + (landline telephone number);
- (b) 00 + (country code) + (mobile phone number).

89. Flight information may be obtained by accessing the following websites: <http://www.abudhabiairport.ae/english/flight-information/> for Abu Dhabi (AUH) and <https://www.dubaiairports.ae/flight-status> for Dubai (DXB). Details of a specially designated travel agency will be provided in an updated version of this document.

Postal, facsimile and Internet services

90. Postal and facsimile facilities are available at post offices and in most major hotels (including the Emirates Palace). Internet services are also available at most major hotels and cybercafés in Abu Dhabi.

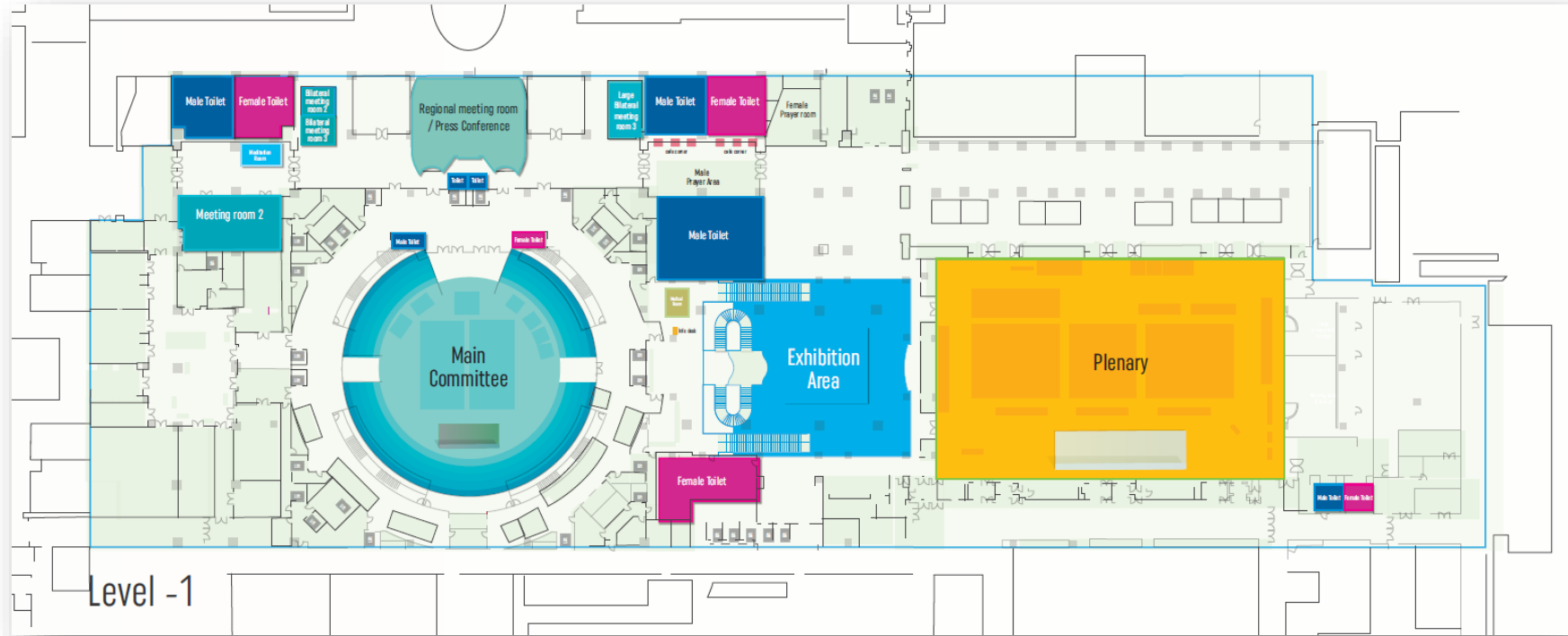
Business hours

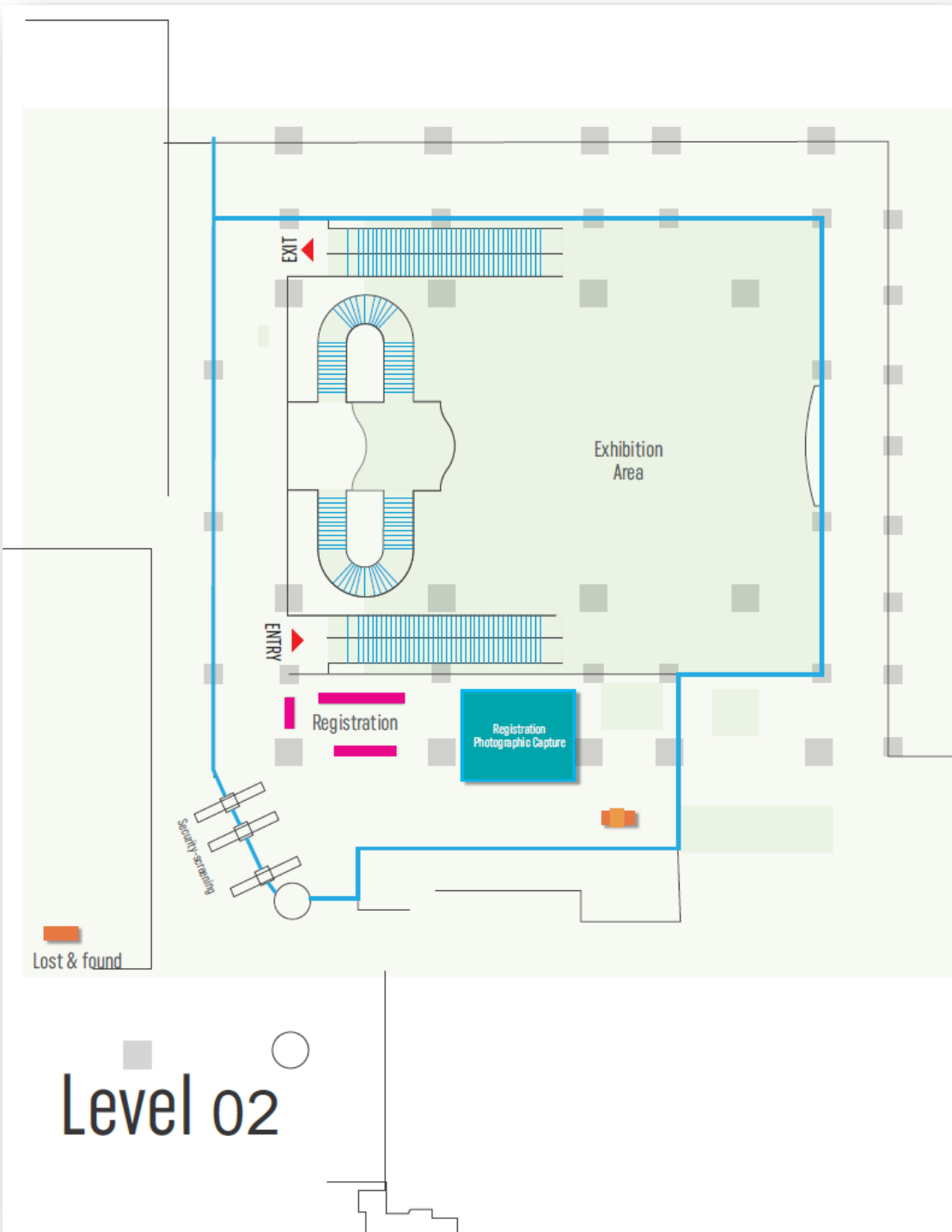
91. Government offices are generally open Sunday to Thursday from 7 a.m. to 3 p.m. or from 8 a.m. to 4 p.m. Some might end their working days at 5 p.m. Private companies normally operate between 9 a.m. and 5 p.m. (or 6 p.m.), and some of them also work on Saturdays.

Malls typically open around 10 a.m. in the morning and stay open until 10 at night or longer, with especially weekends seeing opening times late into the night. On Fridays, the majority of shops only open in the afternoon, and some smaller shops do not open at all.

Annex I

Floor plan of the Emirates Palace Hotel





Level 02

Annex II

Note Verbale Template

[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 eighteenth session of the General Conference:

FIRST NAME LAST NAME, FUNCTIONAL TITLE

FIRST NAME LAST NAME, FUNCTIONAL TITLE

FIRST NAME LAST NAME, FUNCTIONAL TITLE

FIRST NAME LAST NAME, FUNCTIONAL TITLE

FIRST NAME LAST NAME, FUNCTIONAL TITLE

[Date]

[Official seal]

Annex III

Hotel arrangements

A. Hotel reservations

1. Participants are requested to make their own hotel reservations. The following is a list of recommended hotels. It does not include all hotels available in Abu Dhabi. The hotels are listed by their distance from the Emirates Palace Hotel. As of September 2019, **registered** participants will receive a reservation link. This will allow those officially registered to the Conference to book their accommodation at a preferential rate from among the below-listed recommended hotels. Participants who would prefer to book their accommodation directly can use the following list to contact the recommended hotels or can choose to book their stay at other hotels.

B. List of recommended hotels

Bab Al Qasr Hotel *****

Address: Corniche Rd W, Abu Dhabi
Tel.: +971 (2) 205 3000, Fax: +971 (2) 305 3333;
Email: info@babalqasr.com

Jumeirah At Etihad Towers *****

Address: Etihad Towers, West Corniche, Abu Dhabi
Tel.: +971 (2) 811 5555, Fax: +971 (4) 3665001;
Email: JADinfo@jumeirah.com or reservations@jumeirah.com

Khalidiya Palace Rayhaan by Rotana *****

Address: Corniche Rd – Abu Dhabi
Tel.: +971 (2) 657 0000, Fax: +971 (2) 6570077;
Email: n/a

InterContinental Abu Dhabi *****

Address: King Abdullah bin Abdul Aziz Al Saud Street, Abu Dhabi
Tel.: +971 (2) 666 6888 or +971 (2) 693 5155, Fax +971 (2) 666 9153;
Email: reservations.icabudhabi@ihg.com

Royal M Hotel & Resort Abu Dhabi *****

Address: PO Box: 62500, Abu Dhabi
Tel.: +971 (2) 777 1000;
Email: info.rmad@royalmhotels.com

Majlis Grand Mercure Residence Abu Dhabi *****

Address: Zayed The 1st Street, 53400, Abu Dhabi
Tel.: +971 (2) 408 1111, +971 (2) 4081000
Email: H9704-RM@accor.com

TRYP by Wyndham Hotel ****

Address: Khalifa Bin Zayed The First St, Abu Dhabi
Tel.: +971 (2) 202 3555 or (+971) 2 202 3567

City Seasons Al Hamra ****

Address: Electra Street, Abu Dhabi
Tel : +971 (2) 6725000, Fax : +971 (2) 6766338;
Email: res.abudhabi@cityseasonshotels.com

Holiday Inn Abu Dhabi Downtown ****

Address: Sheikh Zayed the 1st Rd, Abu Dhabi,
Tel.: +971 (2) 6156666;
Email: n/a

Kingsgate Hotel ***

Address: PO Box 48573 Al Salam St, Al Zahiyah Area, Abu Dhabi

Tel.: +971 (2) 499 5000

Email: reservations.kgad@millenniumhotels.com
