

MODALITIES FOR PARTICIPATION IN THE RESUMED FIFTY-FIRST SESSION OF THE INDUSTRIAL DEVELOPMENT BOARD **(29 November 2023)**

The resumed fifty-first session of the Industrial Development Board (resumed IDB.51) will be held on Wednesday, 29 November 2023, at 3.30 p.m., as a **hybrid session**, involving both in-person and virtual participation. The session will be resumed on the margins of the twentieth session of the General Conference (GC.20), to decide on the application of the International Economic Senate (Internationaler Wirtschaftssenat e.V., IWS), a non-governmental organization applying for consultative status with UNIDO, as submitted to the Board under agenda item 16, matters related to intergovernmental, non-governmental, governmental and other organizations (document IDB.51/27 refers).

All Member States of UNIDO as well as Permanent Observers, United Nations organizations, specialized agencies and related organizations, and intergovernmental and non-governmental organizations (IGOs/NGOs), are invited to attend the resumed session in-person and/or virtually, as described below. States which are not Members of UNIDO, but which are Member States of the United Nations, or which enjoy observer status in the General Assembly of the United Nations, shall also be invited to participate in the Board's session, upon request.¹

REGISTRATION (no later than Monday, 20 November 2023)

INDICO registration platform

All participants are required to register for the resumed IDB.51 using the online platform INDICO, which can be accessed via the following link:

<https://indico.un.org/e/UNIDO-IDB.51.resumed>

Participants who do not have an INDICO profile are requested to create one and to then complete the registration for the resumed IDB.51.²

The deadline for registration is Monday, 20 November 2023.

When registering in INDICO, each participant will be required to upload an ID photograph in jpeg format. Should the photo not be suitable,³ in-person participants requiring the issuance of a personalized conference badge will have to proceed to the Security Pass Office at Gate 1 of the Vienna International Centre (VIC) to take a photograph for the badge to be provided.

Delegations are requested to specify their **Head of delegation** when registering for the resumed IDB.51. The Head of delegation may be chosen from the in-person as well the virtual participants.

Registration focal point

Member States and other participants may now designate a registration focal point to proceed with the registration of their respective delegation as a whole on the INDICO platform. Should such a registration focal point not yet have an INDICO profile, they are requested to create one before completing the registration of the delegation for the resumed IDB.51.

To appoint a registration focal point, Member States and Permanent Observers are requested to submit a note verbale issued by either the Permanent Mission or the Ministry of Foreign Affairs, **indicating**

¹ Please refer to rule 75 of the rules of procedures of the Industrial Development Board (available [here](#)). Non-Members of UNIDO requesting participation in the session would be allocated the same number of participants as Permanent Observers, United Nations entities, specialized agencies and related organizations, IGOs and NGOs.

² This account can thereafter be used to register for other United Nations conferences and events running INDICO. (Please find the INDICO user guide [here](#). A tutorial video is also accessible [here](#))

³ In such cases, participants are informed upon completing their registration in INDICO.

the names and functional titles of the designated focal points. A sample note verbale is contained in annex I to this document.

United Nations organizations, specialized agencies and related organizations, IGOs and NGOs are asked to send an official letter, **indicating the names and functional titles of the designated focal points.**

The notes verbales/official letters are to be sent by email to pmo-registration@unido.org.

Note verbale and official letter

As in previous sessions, Member States and Permanent Observers are kindly requested to submit a note verbale indicating the composition of the delegation, issued by either the Permanent Mission or the Ministry for Foreign Affairs to pmo-registration@unido.org. The note verbale should indicate the **names, functional titles, email addresses and type of participation** (in-person attendance, virtual participation or both) of all members of the delegation.

United Nations organizations, specialized agencies and related organizations, IGOs and NGOs are kindly asked to send an official letter to the Secretariat via email to pmo-registration@unido.org. The official letter should indicate the **names, functional titles, email addresses and type of participation** (in-person attendance, virtual participation or both) of all members of the delegation.

The note verbale/official letter should further specify who is the **Head of delegation.**

A copy of the note verbale/official letter shall be uploaded by all participants to the INDICO registration page when registering.

PARTICIPATION

IN-PERSON PARTICIPATION

Venue: Vienna International Centre (VIC)
Wagramer Strasse 5
1220, Vienna, Austria

📍 Plenary
Board Room A
M-building, 2nd floor

Each registered Government delegation of Member States that are members of the Board will be assigned two (2) seats.

For registered Government delegations of Member States that are not members of the Board, as well as registered Permanent Observers, United Nations entities, specialized agencies and related organizations, IGOs and NGOs, a free seating policy will be adopted, due to the limited available seats in the room. As such, a box of country nameplates will be available for delegates to choose their seating as they please.

To access the venue of the session, in-person participants should show their VIC grounds pass or their personalized conference badge which must be collected from the Security Pass Office located at Gate 1 of the VIC. The registration desk will be open on Friday, 24 November 2023, from 8 a.m. to 4 p.m., on Sunday, 26 November 2023, from 1 to 4 p.m., and from Monday, 27 to Wednesday, 29 November 2023, from 8 a.m. to 4 p.m.

If delegations wish to dispatch a person 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 is contained in annex II to this document.

VIRTUAL ATTENDANCE

Platform: Interprefy⁴

In addition to attending in person, all participants may also attend virtually. This should be reflected when registering in INDICO for the resumed IDB.51.

Using Interprefy

Guidelines on how to use Interprefy are available [here](#). Please click [here](#) for a short tutorial video.

Additional guidance on participating in a meeting with remote simultaneous interpretation, including recommended equipment to ensure interventions can be interpreted and understood in all six official languages of the United Nations, can be found [here](#).

Equipment self-test before the session

Participants are strongly advised to test their connectivity, as well as the video and audio devices in advance, using the following links:

- To test connectivity speed: <https://interprefy.speedtestcustom.com/>
- To test video and audio devices: <https://interpret.world/test>

During the session

On 29 November 2023, when accessing the Interprefy platform with the individual email address provided when registering on INDICO, the system will automatically send a message to the delegate's email address with a unique code to access the meeting virtually. All participants are therefore requested to **ensure access** to this email account when logging on to the platform.

When joining the session on Interprefy, participants are asked to indicate their name using the following format:

[COUNTRY/ORGANIZATION] LAST NAME, First name
(e.g. [SPAIN] CERVANTES, Ricardo)

Testing of the platform for participants

A testing window for all participants to test connectivity to the platform and the functioning of all necessary equipment will be open half an hour (30 minutes) prior to the session.

Registered delegates may use the login modalities that will be circulated. Participants are encouraged to join the test as early as possible during the allocated time to ensure that everyone can have an opportunity to test their connection and system.

LIST OF SPEAKERS

As of **Monday, 6 November 2023**, requests for registration on the list of speakers should be addressed via email to the Division of Policymaking Organs at listofspeakers@unido.org.

As interventions at the IDB should be item-oriented, and since **only agenda item 16 (i.e. Matters related to intergovernmental, non-governmental, governmental and other organizations) will be under consideration during the resumed IDB.51**,⁵ participants wishing to speak under this item are asked to indicate:

1. The name and functional title of the speaker; and
2. Whether the speaker will be delivering the statement in person, virtually, or via a pre-recorded video message (more information on the latter option is provided below).

⁴ Log-in modalities will be sent to delegates registered as virtual participants.

⁵ As the resumed IDB.51 will take place on the margins of GC.20, any request to be inscribed on the list of speakers should explicitly specify that it refers to the resumed IDB session. Requests for inscription on the list of speakers of GC.20 should be submitted separately.

Once the resumed IDB.51 has started on Wednesday, 29 November 2023, delegates attending the session in person can also notify the Secretariat's staff on site of their intention to be inscribed on the list of speakers of agenda item 16. By lifting their nameplate, delegates attending in person signify their intention to take the floor immediately for an urgent intervention.

Delegates connecting virtually wishing to speak under agenda item 16 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 the name and functional title of the speaker. Please note that all participants will be able to see comments when using the "Event Chat".

When requesting the floor online, delegates are requested to specify either:

- "[COUNTRY/ORGANIZATION] REQUESTS THE FLOOR" (for urgent interventions);
or
- "PLEASE ADD [NAME, FUNCTIONAL TITLE, COUNTRY/ORGANIZATION] UNDER ITEM 16" (to register in the list of speakers for agenda item 16).

The "raise hand" function may be used for urgent interventions or to be given the floor when it is a participant's turn to speak in the list of speakers.

The name of the country or entity will be entered on the list of speakers in the order in which requests are received, with due regard to protocol requirements.

Statements delivered by Ministers should be limited to 5 minutes. All other delegates are requested to limit their statements to a maximum of 3 minutes. Statements on behalf of regional groups should be limited to 5 minutes.

Delegates are requested to provide the Secretariat with a copy of their statements, both for the use of the interpreters during the resumed session and for them to be uploaded on the UNIDO website and the UNIDO Extranet for Permanent Missions after the resumed session. These are to be sent by email to listofspeakers@unido.org and unov.conference@un.org.

PRE-RECORDED VIDEO STATEMENTS

Delegations may also wish to **submit pre-recorded video statements to be featured under agenda item 16**, matters related to intergovernmental, non-governmental, governmental and other organizations. Delegations wishing to do so are requested to notify the Secretariat via email to listofspeakers@unido.org when enrolling in the list of speakers.

Pre-recorded video statements along with their transcript must be submitted by email to listofspeakers@unido.org no later than **Monday, 20 November 2023**. Further information regarding the technical and procedural requirements can be accessed [here](#).

Delegations are also encouraged to refer to the United Nations audio and video requirements for pre-recorded statements, including a list of recommended equipment, available [here](#).

CONTACT

Any query regarding the modalities for participation in the resumed fifty-first session of the Industrial Development Board should be addressed to the Divisions of Policymaking Organs either by telephone: +43 1 26026 5232 or via email: pmo@unido.org.

ANNEX I

Sample note verbale for the designation of a registration focal point

[LETTERHEAD]

The Permanent Mission of [COUNTRY] to UNIDO has the honour to confirm that the following person[s] are herewith being designated as registration focal point[s]:

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 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 resumed fifty-first session of the Industrial Development Board:

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]