High-Level Humanitarian Conference on the Democratic Republic of the Congo

Co-hosted by the Kingdom of the Netherlands, the European Union and the United Nations Office for the Coordination of Humanitarian Affairs.

Friday 13 April 2018, Geneva, Switzerland
11:00 – 17:15
Room XIX, Palais des Nations

**Information for Participants**

**Registration**
All participants are required to register by 6 April 2018, including all Permanent and Observer Missions to the United Nations Office in Geneva with a valid badge. The registration form is available at the following link: www.unocha.org/drc/humanitarian-conference. A registration form should be completed for each delegation member.

Delegations wishing to make a statement should make the request on the registration form.

**Venue**
The venue for the event is Conference Room XIX located in building E, door 40, level 3.

**Accreditation**
UNOG badges will grant access to the meeting room. Identification badges will be issued for delegates not yet accredited by the Pass and Identification Unit of the UNOG Security and Safety Section.

It is advised that a representative may collect badges on behalf of all members of their delegation as of 08:00 on Wednesday 11 April 2018 at the UNOG Identification counter, situated at the Pregny Gate entrance. To collect the entry badges, registered participants (or their representative) will be asked to present a valid identity document.

For security reasons, the badge must be worn visibly at all times. On the day of the event, there will be a dedicated line at Pregny Gate for participants. Nevertheless, participants are encouraged to arrive early to facilitate passage through the security controls.
**Seating arrangements for the plenary**
Due to the layout of Conference Room XIX, seating arrangements will be as follows: main seat at the table for the Head of Delegation and three additional seats behind for the delegates. Other delegates may be seated in identified areas towards the back of the room or in the gallery.

Event organizers will be present in the meeting room to help you locate your seats.

**Order of speakers**
The speaking order for all Member States is in line with established UN protocol. Please note that the deadline to enlist for a statement through registration is 5 April. The speakers list will then be closed, with the exception of those delegates wishing to make a pledge.

Delegates are kindly requested to limit their statements to three minutes, and to send the statements in advance to drc-event-2018@un.org.

**Pledges**
Delegations wishing to make a pledge are kindly requested to complete the pledge form available at www.unocha.org/drc/humanitarian-conference, and submit it to drc-event-2018@un.org.

**Provisional programme**
The provisional programme will be available at www.unocha.org/drc/humanitarian-conference. Participants are encouraged to check for updates up until 12 April.

**Interpretation**
Simultaneous interpretation will be provided in all six official languages of the United Nations (i.e. Arabic, Chinese, English, French, Russian and Spanish) during the plenary. English-French interpretation will be provided during the two high-level moderated panel sessions.

**Lunch**
A light lunch will be available for all participants from 13:00-14:30.

**Secretarial services**
The event Secretariat does not provide typing or secretarial services.

**Wireless internet**
Wireless internet access will be available inside the conference room and in its immediate vicinity.

**Webcast**
The event will be live streamed and can be watched on the following link: http://webtv.un.org.

**Further information**
Queries on substantive matters regarding the above should be addressed to: Ms. Amierah Ismail (ismail53@un.org) and Ms. Pamela Cramer (cramer@un.org). For administrative/logistics matters, please contact: Ms. Jacklin Georges (georges8@un.org), copying drc-event-2018@un.org.