



# Parliamentary Hearing at the United Nations



28-29 November 2011  
United Nations Headquarters  
New York

## INFORMATION NOTE

The meeting will take place in Conference Room 1 in the North Lawn Building (ground level) on 28 and 29 November. The proceedings will start at 10 a.m. Doors will open at 9:30 a.m. to allow delegations sufficient time to find their seats.

The United Nations Secretary-General, the President of the United Nations General Assembly and the President of the IPU will welcome participants at the opening. Panels will feature members of parliament, senior officials of the United Nations, members of the diplomatic corps and experts.

## FORMAT

The proceedings will be structured as an interactive informal consultation. Each session will start with short panel presentations followed immediately by a discussion among the panelists which will be guided by a moderator. After that, participants will be invited to ask questions or make comments in intervals of two to three minutes so as to allow for as many interventions as possible.

Prepared statements are strongly discouraged and will not be circulated. There will be no formal list of speakers and all interventions (by show of hand) will be managed by the moderator who will endeavor to keep the discussion focused and interactive. Other details concerning the format of the meeting will be announced at the opening.

## LANGUAGES

Simultaneous interpretation will be provided in English, French, Spanish and Arabic. In addition, there are three interpretation booths available to national delegations wishing to bring their own interpreters. Requests for these booths should be submitted by email to [ny-office@mail.ipu.org](mailto:ny-office@mail.ipu.org). They will be treated on a first-come, first-served basis.

## TRAVEL AND ACCOMMODATION

Delegations are expected to make their own travel and accommodation arrangements. Please note that hotels in New York can be fully booked during the fall period and that better rates and more choice may be afforded when reserving early. Your country's Permanent Mission to the United Nations may be of assistance in this.

**BADGE TO ENTER THE UN BUILDING**

Security arrangements at the United Nations are very strict and no one is allowed to enter without an entry badge issued by the Pass Office. Pass applications must be submitted in advance through your country's Permanent Mission to the United Nations, and at the request of your parliamentary delegation.

Please note that the UN Pass Office is closed on weekends and only opens to the public at 9 a.m. Arrangements should be made in advance with Permanent Missions to expedite the obtainment of entry badges in order to arrive at the Hearing in time for the official opening at 10 a.m. on Monday, 28 November.

**REGISTRATION OF PARTICIPANTS**

A separate registration form (attached) must be filled out for each participant and submitted to the Office of the IPU Permanent Observer to the United Nations in New York. Please note that the same form applies to both members of parliament and accompanying staff.

**FURTHER INFORMATION**

The full agenda will be circulated to all members in October. It will also be posted on the IPU Web sites at [www.ipu.org](http://www.ipu.org). Please consult this site regularly for any announcement concerning the meeting.