

## High-level meeting on global responsibility sharing through pathways for admission of Syrian refugees

Palais des Nations, Geneva, Switzerland  
30 March 2016

### Organizational note

#### **List of speakers**

- The list of speakers will be opened on 1 March 2016.
- All requests for a speaking slot must be made in writing to: [hqexcom@unhcr.org](mailto:hqexcom@unhcr.org), indicating “speakers list” in the subject line and providing the exact name, title and level of the speaker.
- Registration for the list of speakers will be closed on Monday, 21 March and the list made available by close of business on Thursday, 24 March.
- Any delegation making a request to be added to the list of speakers following the deadline of 21 March will be considered on the basis of calculated time available. The delegation would, time permitting, be placed at the end of the list.
- Should a delegation wish to withdraw from the list of speakers, this may be done in person on the day of the conference. The speaker or his/her representative must strike their name from the list and initial.
- States may swap places with another State on the list. Both States should approach the Secretariat together and initial the list next to where the swap is indicated.
- Should a delegation miss their speaking slot and wish to re-register, the delegation would, time permitting, be placed at the end of the list.
- Speakers are asked to limit their statements to 5 minutes or less. A State or organization speaking on behalf of a group of a State or group of organizations will be accorded 7 minutes. Time may be reduced, according to the number of registered speakers and calculation of time available. Delegations will be advised should the time limit change.

#### **Participation and seating**

- Registration for attendance at the meeting is extended until 21 March and should be confirmed in writing by note verbale to [hqexcom@unhcr.org](mailto:hqexcom@unhcr.org). Please include the names and exact titles, in order of hierarchy, of all representatives who will attend. Accredited NGOs should register in writing to: [interagency@unhcr.org](mailto:interagency@unhcr.org).
- Seating will follow the General Assembly seating for the seventieth session and will be organized in English alphabetical order according to the delegations that have registered for the meeting by 21 March 2016.
- Any State registering for the meeting after 21 March may obtain a nameplate from the conference officers in the room and occupy a desk after the last registered State.

**Interpretation and documentation**

- Interpretation will be provided in all six official languages of the United Nations. Delegations are requested to provide advance copies of their statements to the conference officers in the room to facilitate interpretation.
- Documentation will be provided in English and French only.

**Other**

- The meeting is considered public and will be webcast on: <http://unhcr.org/pathways>.
- No individual photographs or video recordings are allowed in the conference room, and security will be instructed to strictly enforce this rule.

*17 February 2016*