

Executive Committee of the High Commissioner's Programme Sixty-seventh session

Assembly Hall, Palais des Nations
Geneva, Switzerland, 3-7 October 2016

Organizational note for the session

List of speakers

- The ExCom Secretariat wishes to draw the attention of delegations to new speaking arrangements for the general debate.
- The list of speakers was opened on 5 September 2016.
- All requests for a speaking slot must be made in writing to: hqexcom@unhcr.org, indicating “speakers list” in the subject line and providing the exact name, title and rank of the speaker.
- Registration for the list of speakers will be closed on Tuesday, 27 September and the list made available by close of business on Thursday, 29 September.
- Following the publication of the list on 29 September, any delegation making a request for a speaking slot will 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 will be requested to strike their name from the list and initial.
- States/organizations may exchange places with another State/organization on the list. Both parties should approach the Secretariat together and initial the list next to where the exchange is indicated.
- Should a delegation miss their speaking slot and approach the Secretariat to re-register, they will be placed at the end of the list.
- Speakers are asked to limit their statements to 5 minutes or less. A State/organization speaking on behalf of a group of States or a 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.

Registration for the session and seating

- In order to help finalize the list of participants and the seating arrangements, registration for the session will be closed on Tuesday, 27 September. Delegations are reminded to confirm their participation in writing by sending a note verbale to hqexcom@unhcr.org, including the names and exact titles, in order of hierarchy, of all representatives who will attend and indicating who is the head of delegation. Inquiries regarding registration for NGOs should be directed to: interagency@unhcr.org.
- Seating will follow the General Assembly seating for the seventy-first session, starting with ExCom member States, and will be in English alphabetical order. The first seat will, therefore, be occupied by Brazil. ExCom member States will be given two seats at the table and two behind, while observer States will be given one seat at the table and one behind.
- Non-ExCom member States and other observers to the session registering after the deadline of 27 September may obtain a nameplate from the conference officers in the room, who will make arrangements to seat the delegation.

Statements

- Statements should be delivered in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).
- Delegations are asked to provide advance copies of their statements to the conference officers in the room to facilitate interpretation.
- This year, UNHCR has made arrangements for statements delivered during the general debate to be posted on the session website (www.unhcr.org/excom2016) under “Statement by the High Commissioner and general debate”. Delegations wishing to have their statements published on the website are invited to send the electronic “as delivered” version to excomstatements@unhcr.org, indicating the country/organization name in the subject line. Statements will be posted as soon as possible, following delivery.

Media during the general debate

- The general debate will be webcast on the session website (www.unhcr.org/excom2016).
- Delegations wishing to have their statements from the general debate recorded for their own media purposes should obtain footage from the UNHCR webcast by sending their requests in writing to: champagn@unhcr.org, cc: tibaw@unhcr.org.
- Information regarding official media accreditation may be found on the website of the United Nations Office at Geneva: <http://bit.ly/21cvcKB>.
- No unaccredited videographers or photographers are allowed in the Assembly Hall, and security will be instructed to strictly enforce this rule.
- Media access is restricted following the general debate, with the exception of the closing of the session, agenda item 14.
- Join the conversation online and follow this year’s session of UNHCR’s Executive Committee on social media:
 - * Lead hashtags - #ExCom2016, #WithRefugees
 - * Lead Twitter accounts - [@Refugees](https://twitter.com/Refugees), [@RefugeesChief](https://twitter.com/RefugeesChief), [@RefugeesMedia](https://twitter.com/RefugeesMedia)
 - * www.facebook.com/unhcr
 - * www.instagram.com/unrefugees
 - * www.youtube.com/unhcr

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