

COMMISSIONS

CND

CCPCJ

Application Period

CND exhibitions: 15 to 26 January 2024

CCPCJ exhibitions: 28 February to 12 March 2024

Guidelines for Exhibitions 2024

Commission on Narcotic Drugs, 67th session (14-22 March 2024)

Commission on Crime Prevention and Criminal Justice, 33rd session (13-17 May 2024)

Introduction

The present guidelines relate to the organization of exhibitions during the regular sessions of the Commission on Narcotic Drugs (CND) and the Commission on Crime Prevention and Criminal Justice (CCPCJ).

The Secretariat to the Governing Bodies Section (SGB) is responsible for the coordination of the programme of exhibitions.

I. Eligibility

Exhibitions may be organized by:

- Member States through their Permanent Mission to the UN in Vienna
- UNODC branches, sections or units through the Director of the respective division
- UNODC field offices, through the Director of Division for Operations
- Other UN entities
- Intergovernmental Organizations
- NGOs with consultative status with ECOSOC

Topics of exhibitions must be thematically relevant to the work of the respective Commission.

Member States cannot be made the focus of an exhibition without their engagement.

An organizer can only organize one exhibition. All organizers must submit their own requests.

Only complete applications received within the deadlines will be considered.

II. Application Process

A. APPLICATION¹

Exhibitions can be displayed during the following period:

CND: from 14 to 21 March 2024

CCPCJ: from 13 to 16 May 2024

A form for requesting an exhibition space will be available online at: <https://www.unodc.org/unodc/en/commissions/side-events-and-exhibitions.html>.

The exhibition application form must be accompanied with a copy of the original design (sketches), and content, or photos. Please first upload your documents to WeTransfer (<https://wetransfer.com/>), with unodc-sgb.events@un.org as a recipient. Kindly copy/paste the download link into the application form.

B. SELECTION OF EXHIBITIONS

Requests will be accommodated in the order of receipt of the application (“**first come, first served**”). Requests submitted by Member States will be accommodated first.

C. CONFIRMATION OF EXHIBITIONS

Confirmation of the programme of exhibitions is subject to the approval of the executive management of UNODC.

The final programme will be published shortly before the session.

III. Logistical information

All exhibitions must be cleared by the Secretariat prior to their installation. Each exhibitor is expected to comply with general UN rules and practice and any VIC-related rules.

Mode of conduct

Exhibitions can be organized in person or online.

i. In-person format

The limited space in the VIC Rotunda is reserved for Member States. All other organizers will be allocated slots in the M Building (M0E, M01 and M02).

The maximum space allocated for each exhibitor is 4 meters (length) and 3 meters (width).

2 panels, 2 tables and 4 chairs (max) can be provided per exhibition. All **electronic equipment** (TV monitors, computers, projectors, etc.) must be provided by the exhibitors.

ii. Online format

Organizers of online exhibitions should provide:

¹ A table containing an overview of all deadlines related to organization of exhibitions is contained in Annex 1.

- the title of the exhibition
- a web link to the exhibit that will be placed on the event platform of the respective Commission, by:
CND: 8 March 2024
CCPCJ: 8 May 2024

Promotional material

Please submit any promotional material in electronic form for review the to unodc-sgb.events@un.org by:

CND: 8 March 2024

CCPCJ: 8 May 2024

CND/CCPCJ banners cannot be used for promotional material.

Please address any questions to the Secretariat to the Governing Bodies (unodc-sgb.events@un.org)

Annex 1. Overview of exhibitions-related deadlines

CND Exhibitions	15 to 26 January 2024	Application period
	8 March 2024	Submission of promotional material; title and web links to online exhibitions
	By 22 March 2024, 12 noon	Demounting all exhibitions
CCPCJ Exhibitions	28 February to 12 March 2024	Application period
	8 May 2024	for Submission of promotional material; title and web links for online exhibitions
	By 17 May 2024, 12 noon	Demounting all exhibitions