



UNODC

United Nations Office on Drugs and Crime

CONFERENCE OF THE PARTIES TO THE UNITED NATIONS CONVENTION AGAINST TRANSNATIONAL ORGANIZED CRIME

Twelfth session of the Conference of the Parties to the UN Convention against Transnational Organized Crime Vienna, Austria | 14-18 October 2024

Guidelines for Exhibitions

Application deadline: 20th September 2024

The present guidelines relate to the organization of exhibitions during the Twelfth session of the Conference of the Parties to the UN Convention against Transnational Organized Crime (UNTOC). The Secretariat to UNTOC 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 United Nations in Vienna.

Exhibitions can be displayed from 14 to 18 October 2024.

Topics of exhibitions must be thematically relevant to the work of the Conference.

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.



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II. Application Process

A. APPLICATION¹

The deadline for submission of applications is **20 September 2024**.

A form for requesting an exhibition space is available [here](#).

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 untoc.cop@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**”).

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 on the webpage of the Conference.

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 in the M Building is reserved for exhibitions (MOE, M01 and M02).

The maximum space allocated for each exhibitor is 4 meters (length) and 3 meters (width) can be provided per exhibition through Building Management Services (BMS). There may be a charge for services provided by BMS.

All **electronic equipment** (TV monitors, computers, projectors, etc.) must be provided by the exhibitors.

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



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ii. Online format

Organizers of online exhibitions should provide by **7 October 2024**:

- the title of the exhibition,
- a web link to the exhibit that will be placed on the webpage of the Conference.

Promotional material

Please submit any promotional material in electronic form for review untoc.cop@un.org by **7 October 2024**. UN logos and banners cannot be used for promotional material.

Please address any questions to the Secretariat to the Conference of the Parties (untoc.cop@un.org).

Annex 1. Overview of exhibitions-related deadlines

20 September 2024	Deadline for submission of applications
7 October 2024	Submission of promotional material; title and web links to online exhibitions
11 October 2024	Mounting of all exhibitions
14 October 2024	Start of exhibitions
By 18 October 2024, 12 noon	Demounting of all exhibitions