



# Conference of the States Parties to the United Nations Convention against Corruption

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## Tenth session

Atlanta, United States of America, 11–15 December 2023

### Information for participants\*

#### I. Date and venue

1. In its decision 9/2, entitled “Venue for the tenth session of the Conference of the States Parties to the United Nations Convention against Corruption”, the Conference of the States Parties to the Convention, welcoming the offer of the Government of the United States of America to act as host to the tenth session of the Conference, decided that the tenth session would be held in the United States in 2023.
2. Pursuant to that decision, the tenth session of the Conference will be held at the Georgia World Congress Center in Atlanta, United States, from 11 to 15 December 2023.
3. **In view of the crucial nature of the matters to be considered by the Conference at the session and the need to reach important decisions, government representation in person at the highest possible political level is strongly encouraged.**

#### II. National organizing committee

4. The host Government has identified a focal point for logistical arrangements, headed by the Bureau of International Narcotics and Law Enforcement Affairs of the United States Department of State.
5. The officials of the United States in charge of coordinating all organizational aspects of the tenth session of the Conference can be contacted as follows:

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\* For reasons of economy, the documentation for the present session will be printed in limited quantities. Delegates are therefore requested to bring their copies of this and other Conference documents to the session.

COSP Planning Team  
Bureau of International Narcotics and Law Enforcement Affairs  
COSP10@state.gov

### III. Opening ceremony, opening statements and seating arrangements

6. For the formal opening ceremony, each Government delegation will be assigned four seats: two at the table and two in the row behind. Specifically identified seating will be available for other participants in the session of the Conference.

7. In line with past practice, the list of speakers for agenda item 1 (f) entitled “General discussion”, which is scheduled to be considered on Monday, 11 December, and Tuesday, 12 December 2023, will be opened as of **13 November 2023 00:00 Vienna time**. Requests received before 13 November 2023 will have to be resubmitted once the list is open.

8. The procedures for the establishment of the list of speakers for the general discussion will be as follows: (a) representatives of States will be included on the list of speakers on a first-come, first-served basis, on the understanding that representatives at the ministerial or higher levels will be given priority; (b) should a ministerial-level speaker be replaced by a speaker at the non-ministerial level, the speaker will be added to the list of speakers on the basis of the time the notification regarding the change of speaker is submitted to the secretariat; and (c) should a speaker from one delegation wish to switch places on the list with a speaker at the same level from another delegation, those delegations should make their own arrangements and inform the secretariat in writing.

9. In addition to statements delivered by high-level representatives present at the Conference in person, delegations will be given the opportunity to submit pre-recorded video statements by high-level representatives, such as Heads of State or Government, ministers, vice-ministers, heads of delegation and other dignitaries. Such pre-recorded video statements will be played in the Plenary Hall after being introduced either by the delegation’s representative who is physically present or the President of the Conference if the delegation is not physically represented at the session. The deadline for the submission of such pre-recorded video statements and the text of the statement has been set for **4 December 2023**. Links to files containing such pre-recorded statements should be sent by email to the secretariat ([cosp10.statements@un.org](mailto:cosp10.statements@un.org)) via a file-sharing platform with appropriate security protections (e.g. password and/or private link), such as Dropbox. Delegations are kindly requested **not** to attach video files to an email directly (please also see annexes III and IV for guidelines and technical requirements). Delegates are kindly requested to familiarize themselves with the guidance and requirements before recording their statements. **Beyond the pre-recorded statements, there will be no possibility to deliver statements in an online format.**

10. In line with rule 45 of the rules of procedure for the Conference and established practice, delegations will be requested to adhere to a speaking time of a maximum of 4 minutes (or 400 words), allotted to all speakers, including high-level representatives, with 7 minutes being allotted for the chairs of the regional groups.

11. Longer statements will be posted on the website of the Conference, provided that a clean copy of the statement has been forwarded to the secretariat (and unless delegations inform the secretariat that they do not wish to have their statement posted online).

12. The preliminary list of speakers for the general discussion (item 1 (f)) will be circulated to delegations in a special message shortly before the tenth session of the Conference.

13. Participants are reminded that mobile telephones should be either switched off or switched to “silent” mode during all proceedings.

#### **IV. Provisional agenda and proposed organization of work**

14. The annotated provisional agenda and proposed organization of work of the session are contained in document CAC/COSP/2023/1, available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC) ([www.unodc.org/CoSP10](http://www.unodc.org/CoSP10)).

#### **V. Special events and pre-session events**

15. During the session, a number of special events will be organized. Details of these special events will be made available on the website of UNODC (<http://www.unodc.org/CoSP10>).

16. A number of pre-session events will also be organized on 9 and 10 December. Details of these events can be found at [www.unodc.org/CoSP10](http://www.unodc.org/CoSP10) and [www.cosp10.us](http://www.cosp10.us).

#### **VI. Participation and costs**

17. The Conference will be held in person. Participants will be able to observe the proceedings online. Delegations are therefore encouraged to ensure that statements are delivered by the representatives present in the meeting room or send a pre-recorded message in line with the guidance provided in paragraph 9 (please also see annexes III and IV for guidelines and technical requirements).

18. According to the rules of procedure for the Conference, the following may take part in the proceedings of the Conference:

- (a) States parties to the Convention;

- (b) States and regional economic integration organizations that have signed the Convention;
- (c) Other States and regional economic integration organizations that have not signed the Convention;
- (d) Representatives of entities and organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices;
- (e) Representatives of United Nations bodies, specialized agencies and funds;
- (f) Representatives of the functional commissions of the Economic and Social Council;
- (g) Representatives of any other relevant intergovernmental organization;
- (h) Relevant non-governmental organizations having consultative status with the Economic and Social Council;
- (i) Other relevant non-governmental organizations.

**19. Participating Governments, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.**

## **VII. Draft resolutions**

20. In accordance with rule 51 of the rules of procedure for the Conference, States intending to submit draft resolutions for consideration by the Conference at its tenth session are requested to do so as soon as possible and not later than one day in advance of the session.

21. Draft resolutions should be submitted as early as possible in order to enable productive discussions prior to the session. In accordance with Conference decision 9/1, States parties are strongly encouraged to submit draft resolutions to the secretariat no later than one month prior to the session, namely by **13 November 2023, 00:00 Vienna time** at the latest.

22. Draft resolutions should be submitted in Word format and sent by email to the secretariat of the Conference (uncac@un.org). The intended scope of the resolution, a proposed timetable for its implementation and information on the resources available to implement it should be indicated, together with other relevant information. The draft resolution should be accompanied by an official note verbale from the State party submitting the draft resolution.

## **VIII. Bilateral meetings**

23. To reserve rooms for bilateral meetings between Member States during the session, please send a request by email to [cosp10.reservations@un.org](mailto:cosp10.reservations@un.org). Please note that requests will be considered on a first-come, first-served basis.

24. When submitting a room reservation request, Member States are reminded to include with which delegation they will be meeting, the date and time of the meeting and the number of officials in attendance.

## IX. Credentials

25. Rule 18 of the rules of procedure, entitled “Submission of credentials”, provides that the credentials of representatives of each State party and the names of the persons constituting the State party’s delegation shall be submitted to the secretariat of the Conference if possible **not later than 24 hours in advance of the opening of the session.**

26. **The rules of procedure also provide that the credentials shall be issued by the Head of State or Government, by the Minister for Foreign Affairs or by the Permanent Representative to the United Nations of the State party, in accordance with its domestic law or, in the case of a regional economic integration organization, by the competent authority of that organization.**

27. Advance scanned copies of credentials (see annex I for a sample format) should be sent by email to the secretariat of the Conference ([uncac@un.org](mailto:uncac@un.org)).

28. Prior to the session, delegations will be able to submit the original credentials either in person (office E1280 in the E-Building, Vienna International Centre) or by post to:

Secretariat of the Conference of the States Parties to the United Nations Convention against Corruption  
United Nations Office on Drugs and Crime  
P.O. Box 500  
1400 Vienna  
Austria

29. Delegations submitting credentials to the secretariat in Vienna must ensure that the original credentials, whether submitted in-person or by post, reach the secretariat by **Friday, 1 December 2023**, at the very latest.

30. Starting at 10 a.m. on Saturday, 9 December 2023, it will also be possible to submit original credentials to the office of the secretariat of the Conference, located at the Georgia World Congress Center (GWCC).

31. In this regard, States parties are reminded that, in accordance with rule 19 of the rules of procedure for the Conference, the Bureau of any session shall examine the credentials and submit its report to the Conference.

32. **The requirement to submit the original credentials applies to delegations participating both in-person and online.**

## **X. Registration and list of participants**

33. Registration for the Conference will be handled through the United Nations registration system Indico, which works on the basis of self-registration. Participants first need to create an account in Indico (<https://indico.un.org/login/>) and then, as a second step, register for the Conference.

34. Delegates are requested to complete the registration process as early as possible before the Conference. The registration for the session is accessible through the following link:

[www.unodc.org/unodc/corruption/registration/cosp10/](http://www.unodc.org/unodc/corruption/registration/cosp10/)

Governments are hereby informed that an official note verbale must be uploaded in the Indico system, together with the mandatory details for each delegate (name, job title, individual email address and whether participation will be in person or online) as well as a photograph in case of in-person registration. Registration requests will be approved by the secretariat only after being cross-checked against the official note verbale uploaded in Indico. The Government is kindly requested to share the note verbale with the nominated delegates to enable them to complete the registration process as soon as possible in order for the secretariat to finalize all the necessary technical preparations for the meeting. Photographers or videographers accompanying a delegation and listed on the note verbale must be accredited as media in the Indico system.

35. Detailed information on registration will be made available on the web page of the session (<http://www.unodc.org/CoSP10/>).

### **In-person participation**

36. Admission to the Conference site will require the presentation of an identification badge for the Conference at all times.

37. Please note that only if a registration request has been approved can conference passes be pre-printed and made ready to be picked up at the registration area. Please also note that:

(a) Conference participants are requested to collect their conference passes in person;

(b) A representative of a permanent mission may also collect the conference passes for all members of their delegation. In such cases, however, the designated collector will need to:

(i) Be in possession of an appropriate authorization signed by the Permanent Representative or the Chargé d’Affairs;

(ii) Be responsible for the delivery of the conference passes to all members of his or her delegation.

38. Representatives who do not complete the pre-registration procedure, as detailed above by **1 December 00:00 Vienna time**, must complete their registration in the Indico system upon arrival at the Georgia World Congress Center, uploading all required documents in order to be issued with a conference pass.

39. As part of the high-level security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, as they make their way to the registration area located at the main entrance of the GWCC in order to register and obtain their conference passes for the session. Passes must be worn visibly at all times in the conference centre during the session. All persons and their bags and briefcases will be screened at the entrance of the conference centre.

40. On-site registration and pick-up of pre-printed badges will begin on Friday, 8 December 2023. The registration desk will be open as follows:

- 8 to 10 December 2023: 10 a.m. to 7 p.m.
- 11 to 13 December 2023: 8 a.m. to 6:30 p.m.
- 14 and 15 December 2023: 9 a.m. to 2 p.m.

### **Online participation**

41. Delegates not taking part in person can register for online participation. Information on procedures for in-person and online registration and links to the Indico system are available on the web page of the session ([www.unodc.org/CoSP10](http://www.unodc.org/CoSP10)).

### **Registration of Heads of State or Government and ministers**

42. It is strongly recommended that Heads of State, Heads of Government and ministers who plan to participate in person be registered in Indico well in advance in order to expedite the preparation of badges and minimize inconvenience. Those badges will be ready for collection at the registration desk by an authorized person at the registration area located at the main entrance of the GWCC. Permanent Missions may collect the Conference VIP badges (please see paras. 37 for details). In such cases, however, the designated collector will need to be in possession of an appropriate authorization signed by the Resident Representative or the Chargé d’Affairs. Questions regarding distribution of VIP badges should be sent by email to Elena Angelescu ([elena.angelescu@un.org](mailto:elena.angelescu@un.org)) of the United Nations Security and Safety Service.

43. All requests for vehicular access permits for Government ministers (only) must be submitted in writing to Noel Heffernan ([heffernann@un.org](mailto:heffernann@un.org)) of the United Nations Department of Security and Safety Service. Access

regulations for the above-mentioned category will be provided together with vehicle authorization decals.

## **Registration of members of the press and the media**

44. Media representatives are required to apply for accreditation in Indico (see paragraphs 33 and 34 above), preferably in advance of the session. Accreditation is also possible at the press registration counter, located at the GWCC. For further information, please see section XIII, below.

## **XI. Languages and documentation**

45. The official languages of the Conference are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language of the Conference during plenary meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages.

46. Each seat in the meeting rooms for which simultaneous interpretation is available will be provided with a portable receiving set and headphones. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.

47. The secretariat has prepared a number of documents to facilitate consideration of the items on the provisional agenda for the session. Those documents may be downloaded from the web page of the session. ([www.unodc.org/CoSP10](http://www.unodc.org/CoSP10)).

48. In furtherance of the secretariat's efforts to reduce expenditure and support endeavours to limit environmental impact as a result of the session, documentation will be available at the conference venue in limited quantity. Delegates are encouraged to access these documents on the web page of the session, as well as from the VIC Online Services. **Delegates are therefore kindly requested, if required, to bring their own copies of the pre-session documents to the session, if required.**

49. The main documents distribution counter will be located near the Plenary Hall.

50. To determine exact requirements for **in-session** documents, each delegation is requested to inform the persons working at the documents distribution counter of its requirements, specifying the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. The number of copies requested should be sufficient to cover all requirements, as it will not be possible to request additional copies.



## XII. Submission of papers

51. Copies of national statements and position papers prepared by participating States will be distributed during the session in the languages and quantities provided by Governments.
52. It is strongly recommended that delegations bring sufficient quantities of documents to the conference centre well before the opening of the session.
53. Specialized agencies, intergovernmental organizations and non-governmental organizations may also prepare background information on specific questions pertaining to the subjects under consideration.
54. **Copies of all national statements** and position papers, as well as other relevant documents, **should be sent by email as soon as possible to the secretariat (uncac@un.org).**

## XIII. Information and the media

55. Media facilities, including a press centre and a press briefing room will be available at the GWCC.
56. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the Accreditation Office of the United Nations Information Service in Vienna:  

Anne Thomas / Christine Dierk  
United Nations Information Service  
Email: [press.vienna@un.org](mailto:press.vienna@un.org)
57. Media representatives are required to register in Indico (see sect. X). To obtain accreditation, media representatives must upload valid press credentials, including a letter of assignment on the official letterhead of a media organization signed by the publisher/assignment editor, editor-in-chief or bureau chief, specifying the name and functional title of the journalist. A photocopy of a valid press card or work pass is also required.
58. Media representatives covering the session should contact Anne Thomas or Christine Dierk to provide exact details of the equipment that they wish to bring to the United States, as some equipment may require special permission from the national authorities.
59. Starting at 10 a.m. on Friday, 8 December 2023, media representatives can receive accreditation by applying in person at the press registration counter, located at the GWCC. Press passes will be issued upon presentation of an official photograph-bearing identity document. Only those representatives of the media who have the special conference press passes will have access to meetings, special events and the press working area.
60. Further information for the media on the session is available on the UNIS web page [unis.unvienna.org/unis/en/events/2023/cosp10.html](https://unis.unvienna.org/unis/en/events/2023/cosp10.html) and the [web](#) page of the session.

## **XIV. Visas, travel and hotel reservations**

61. Generally, individuals who are not United States citizens or permanent residents must present a valid passport and nonimmigrant visa for entry to the United States of America, or, for citizens or nationals of certain participating countries a valid passport and approval for travel under the Visa Waiver Program are required. No Conference-specific visas are offered for participants, but diplomats, employees of international organizations and foreign governmental bodies, and those travelling for business purposes may apply for the visa category appropriate for their purpose of travel and may submit, with their application a letter of invitation to the Conference, or a note verbale, containing advance information about the Conference (“save the date”), issued by UNODC. All travelers who require visas will undergo the standard visa application procedure through overseas embassies and consulates of the United States. Given a surge in international travel and ongoing backlog in visa processing following the global pandemic, Conference participants are strongly encouraged to start the visa application process as early as possible, regardless of what websites may show in terms of wait times. United States embassies and consulates have visibility on event dates and can process visas accordingly. Once an application has been submitted, an applicant can reach out to the relevant Embassy or consulate with any questions regarding their appointment. Every visa processing post has a web site with instructions on how applicants with urgent travel can request an expedited appointment if the original appointment date is too late. Passports must be valid at least six months from the date of entry into the United States.

62. Related information on visa requirements may be obtained from [travel.state.gov/content/travel/en/us-visas.html](https://travel.state.gov/content/travel/en/us-visas.html).

63. Commercial airlines enforce strict limits regarding the size and weight of baggage. Passengers should independently familiarize themselves with relevant limits on the weight of baggage and carry-on items prior to departure in order to avoid unnecessary expense or complications. In the interest of air safety, passengers are not permitted to transport dangerous items or substances either on their person or in checked baggage.

### **Accommodation**

64. Participants are responsible for making their own hotel reservations for the Conference session. (See annex II for a list of officially recommended hotels and booking links)

### **Airport reception**

65. A diplomatic line and an information booth for the Conference session will be available at Hartsfield-Jackson Atlanta International Airport.

## **Transportation to and from hotels and airports**

66. Participants are responsible for making their own transportation arrangements from Hartsfield-Jackson Atlanta International Airport to their hotel.

67. There are a variety of transportation methods from the airport to downtown Atlanta, including taxis, rideshare companies, and metro. Taxis from the airport to downtown Atlanta are approximately 30 USD for one person, and 2 USD for each additional person.

68. Participants may go to [www.itsmarta.com/](http://www.itsmarta.com/) for more information on public transportation options from the airport to downtown Atlanta hotels. Public transport from the airport to downtown Atlanta is approximately 5 USD per person.

69. Given the close proximity of hotels to the GWCC, shuttles will not be provided from the hotels to the GWCC.

## **XV. Facilities at the Georgia World Congress Center**

70. The following facilities will be available to participants at the GWCC
- (a) Food vendors (no cash payment: only credit and debit cards and tap-pay are accepted);
  - (c) Wireless connectivity, available throughout the conference centre at no additional cost to participants;
  - (d) Medical Service / First aid;
  - (e) ATMs;
  - (f) Information counter for participants;
  - (g) Business Centre;
  - (h) Meditation room for all faiths.

## **XVI. Useful information about the United States of America**

### **Medical insurance**

71. It is recommended that participants obtain, prior to departure, international medical insurance for the period of their participation in the session.

### **Geography and history**

72. Atlanta is the capital of Georgia, and it is the state's largest city. Georgia was the last of the original Thirteen Colonies, established in the 1730s. Long before the first European settlers came to what is now called Georgia, the

Mississippian Indians developed complex societies on these lands. The Creeks and Cherokees are among the tribes that left landmarks and cultural legacies.

73. In the mid 20th century, Atlanta became an important epicentre of the burgeoning civil rights movement that aimed to abolish legalized racial segregation, discrimination, and disenfranchisement in the United States. The city was home to many prominent civil rights leaders, such as Dr. Martin Luther King Jr and John Lewis. This rich history of activism can still be seen throughout the city's neighbourhoods and civil rights landmarks.

74. Today, Atlanta is one of the most accessible cities in the world and home to the world's busiest airport. Hartsfield-Jackson Atlanta International Airport is two hours by plane from more than 80 percent of the country's population and provides direct, non-stop access from more than 150 United States cities and 75 international destinations from six continents.

### **Climate**

75. The climate in Atlanta is humid subtropical temperatures ranging between 2°C and 25°C in the winter months. Snowfall is highly unlikely in December. Snow has not fallen in recent years in Atlanta. Despite having a mild climate, Atlanta experiences all four seasons. Atlanta's moderate climate allows visitors and locals to take advantage of the many outdoor activities the city has to offer.

76. The United States uses the Fahrenheit scale (°F), rather than the Centigrade scale (°C), to measure temperature.

### **Language**

77. The most commonly used language in the United States is English.

### **Currency and measurements**

78. The national currency of the United States is the United States dollar. In the United States, all transactions are made in dollars.

79. Currency exchanges can be found at the airport, and at major hotels and banks throughout the city. Exchange rates may differ depending on the bank.

80. A variety of fees could be charged, including an out-of-network bank ATM usage fee as high as 5 United States dollars per use, ATM operator access fee, and international transaction fee. Please check with your bank and credit card companies regarding fees before you travel. ATMs often offer the most competitive rates for currency conversion. Check the currency conversion rate before withdrawing money to make sure you are getting a fair exchange rate. Major credit cards and traveller's cheques in major currencies are generally accepted in large hotels, restaurants, and large stores. Traveller's checks and bank notes in all major currencies may be exchanged at all commercial banks and most hotels and foreign exchange counters. ATM services are also available.

81. Credit cards are widely accepted throughout the United States for everything from hotels and dining to entertainment and public transportation. Depending on your credit card, you might be charged currency conversion and international transaction fees. Check with your credit card company prior to travel to keep these fees to a minimum. Keep a photocopy of all your cards and international phone numbers for your credit card companies in a separate place from your credit cards in the event the cards are lost, stolen or stop working.

82. You should notify your bank about international travel before you depart to ensure your credit cards work properly upon arrival. Some independent merchants do not accept credit cards, so it is best to check with merchants in advance to determine whether you need to withdraw cash. Although the majority of restaurants and many stores in Atlanta accept bank cards, it is recommended that visitors also carry some cash.

83. For weights and measures, the United States uses the customary measurement system. The following are a few helpful conversions from metric to the United States measurement system:

- a. 1 mile = 1.6 kilometers
- b. 1 yard (3 feet) = 0.91 meter
- c. 1 foot = 0.3 meter
- d. 1 inch = 25.4 millimeters
- e. 1 pound = 0.45 kilograms
- f. 1 ounce = 28.3 grams
- g. 1 gallon = 3.79 liters
- h. 32°Fahrenheit = 0°Celsius
- i. 75°Fahrenheit = 24°Celsius

### **Gratuity**

84. It is common practice to provide gratuity for certain services in the United States. A gratuity of 15-20 per cent on top of the total bill is appropriate for restaurants and taxi services.

### **Time**

85. Atlanta is Eastern Standard Time. (Greenwich Mean Time (GMT) – 4 hours).

86. In the United States, time is read on a 12-hour clock with a.m. (before noon) and p.m. (after noon).

### **Taxes**

87. Sales tax rates are not provided because they vary.

88. The amount of sales tax on goods and services varies from state to state. State sales tax ranges from nearly 3 to 7.5 percent nationally. However, counties and cities can levy additional sales taxes. The sales tax is printed on the sales receipt.

89. The minimum combined 2023 sales tax rate for Atlanta, Georgia is 8.9 percent. This is the total of state, county, and city sales tax rates. The Georgia sales tax rate is currently 4 percent. The county sales tax rate is 3 percent while the city of Atlanta sales tax rate is 1.5 percent. There is also another Atlanta sales tax of 0.4 percent.

90. When you are securing a service, you might also be charged a tax. Services like hotel rooms and rental cars are also typically taxed at higher rates as well. In Atlanta, there is an 8 percent bed tax on lodging accommodations as well as a 5USD per night hotel fee.

91. The United States Government does not refund sales tax to international visitors.

#### **Electricity**

92. Currents and electric outlets are standardized and operate on 110/120 volts in the United States, so international visitors may need a voltage converter to operate their appliances if they operate on 220/240 Volts.

93. Power plug sockets of type A and B are the norm. It is recommended to bring adapter plugs. Many hotels and accommodations are also adding USB ports for charging devices, which is a convenient way to charge many of your devices without an adapter or converter.

#### **Telephone services and useful telephone numbers**

94. All telephone numbers begin with a three-digit area code, which indicates the area where the call originates, followed by a seven-digit telephone number. Before travelling to the United States, check with your mobile phone carrier to see if your phone has international capability and whether it will operate on the Global System for Mobile (GSM) communications used in the United States. Most accommodations, whether hotels, motels or bed-and-breakfasts, have telephones in guest rooms, but often charge a fee for use, regardless if the call is local, long distance or toll free.

95. All emergency calls are free of charge at pay phones and hotel phones. Emergency calls include 911 calls to police and calls made to Telecommunications Relay Service (TRS) — a service that enables people with hearing or speech disabilities to communicate with standard telephone users.

#### **Postal and Internet services**

96. The United States Government operates the United States Postal Service (USPS). Shipments can also be arranged using the following three services:

- a. DHL

- b. FedEx
- c. United Parcel Service (UPS)

97. Wi-Fi is readily available throughout the United States. Free Wi-Fi is available at many coffee shops, restaurants and public libraries.

98. Many lodging facilities offer Wi-Fi for laptops, tablets and smartphones. Luxury hotels often charge for the service, while less expensive hotels often offer it for free. Some hotels only offer Wi-Fi access in their lobbies or have computers available in the lobbies for guest use. It is recommended to check the hotel's offerings before making your reservation.

99. Wi-Fi usually is available on trains, buses and airplanes. On United States domestic flights, passengers are allowed to use their computers, tablets, reading devices and smartphones as long as they are set to airplane mode. Check your transportation provider's website in advance of travelling to see if Wi-Fi is provided and if there is an access fee.

#### **Business hours**

100. Business hours vary greatly throughout the city. It is always helpful to check operating hours by calling the particular business in advance. Here are some general business hours in Atlanta:

- a. Banks: Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9 a.m.-6 p.m. Saturday: 9 a.m.-noon; Sunday: Closed
- b. ATMs open 24 hours
- c. Post offices; Monday-Friday: 8:30 a.m.-5 p.m.; Saturday: 9 a.m.-noon
- d. Shopping malls: Monday-Saturday: 10 a.m.-9 p.m.; Sunday: 11 a.m.-6 p.m.
- e. Supermarkets: Daily: 8 a.m.-8 p.m.; Some open 24 hours
- f. Convenience Stores; Open: 24 hours or until midnight; sells food, drinks, toiletries and other necessities

## **XVII. Special and social events**

101. Participants wishing to arrange social events during the session are kindly requested to contact:

102. For catering services, individuals may contact:

Stuart Wade  
 Director of Retail and Restaurants  
 Phone: 404 223-4547  
 SWade@GWCC.com

Kate Vandeford | Director of Sales –Special Projects  
 kvandeford@levyrestaurants.com

Phone: 970-508-7274 (cell)  
www.levyrestaurants.com

103. For information concerning exhibitions, please contact:

[uncac-cosp-special-events@un.org](mailto:uncac-cosp-special-events@un.org)

104. To contract interpretation services for special events, please contact:

ALTA Language Services, Inc.  
3355 Lenox Rd NE, Suite 450  
Atlanta, GA 30326  
[interpretation@altalang.com](mailto:interpretation@altalang.com)  
(404) 920-3860

105. For individuals wishing to ship items to the Congress Center, they should mark the following on the package: "Hold at Fedex Office" and mail the package to:

FedEx Office  
Convention Services at Georgia World Congress Center  
285 Andrew Young International Blvd.  
Atlanta, GA 30313

## **XVIII. Protocol-related issues**

106. Port courtesies may be extended to Cabinet level ministers and Vice Cabinet ministers and their official entourage members at the first port of entry into the United States. Individuals should contact [COSPI0@state.gov](mailto:COSPI0@state.gov) and [portcourtesies@state.gov](mailto:portcourtesies@state.gov) to request port courtesies. Transportation from the airport to the hotel may be arranged for Cabinet level ministers and Vice Cabinet ministers and their entourage if requested. Individuals may visit [www.state.gov/resources-for-foreign-embassies/port-courtesies/](http://www.state.gov/resources-for-foreign-embassies/port-courtesies/) for more information. For other general protocol related matters, delegations may contact the protocol focal point of the host Government:

[COSPI0@state.gov](mailto:COSPI0@state.gov)

107. For protocol-related issues during the session of the Conference, kindly contact:

Mr. Teymuraz Gogolashvili  
Protocol Officer  
Office of the Director General/Office of the Executive Director  
UNOV/UNODC  
Telephone: +43 1 26060 3955  
E-mail: [teymuraz.gogolashvili@un.org](mailto:teymuraz.gogolashvili@un.org)

108. In relation to bilateral meetings with the Executive Director of UNODC, kindly contact:



Mr. Sergey Peresada  
Executive Officer  
Office of the Director General/Office of the Executive Director  
UNOV/UNODC  
Telephone: +43 1 26060 8762  
E-mail: [sergey.peresada@un.org](mailto:sergey.peresada@un.org)

ADVANCE UNEDITED

## Annex I

### Sample format for credentials

#### CREDENTIALS

I, the undersigned [*Head of State, Head of Government, Minister for Foreign Affairs, Permanent Representative to the United Nations*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*country*] at the [...] session of the Conference of the States Parties to the United Nations Convention against Corruption to be held in [*city/venue*], [*country*] from [*date*].

Representative/Head of delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Adviser(s) [*Name(s) of adviser(s)*]

Done in [*city*] on this [*day*] of [*month*] in [*year*]

[Signature block]

## **Annex II**

### **Hotel arrangements**

#### **A. Hotel reservations**

1. Participants are responsible for making their own hotel reservations for the Conference session. Participants are strongly encouraged to make their hotel reservations as soon as possible, given that December is a busy holiday season in Atlanta.

#### **List of recommended hotels**

2. The table below shows the special rates negotiated for rooms in the various recommended hotels. Prices are per night; breakfast, fees and taxes are estimates as of August 2023. The special rates are available only through the reservation links below and on the host country website at <https://www.cosp10.us/>.

Hotel Name	Rate Single/Double Room	Taxes and Other Fees	Meals	Notes	Miscellaneous	Reservation Link
<b>Omni Hotel</b>	173 USD	16.9% Room Sales and Occupancy taxes, \$5.00 State Hotel Fee	Breakfast: \$41++ Lunch: \$9 - \$18++ Dinner: \$25 - \$40++	Restaurants on property: Top Draft, New South Kitchen, Vues Lobby Bar, Centennial Grounds Coffee Shop. Room service is available	A \$50 per night incidental hold will be authorized/charged at check in. Incidentals may not be waived and is a requirement at check in.	<a href="https://www.omnihotels.com/hotels/atlanta-cnn-center/meetings/un-convention-against-corruption-conference-of-states-parties-12092023">https://www.omnihotels.com/hotels/atlanta-cnn-center/meetings/un-convention-against-corruption-conference-of-states-parties-12092023</a>
<b>Embassy Suites</b>	173 USD	16.9% Room Sales and Occupancy taxes, \$5.00 State Hotel Fee	Complimentary Breakfast Lunch: \$5 - \$10++ Dinner: \$39++	Restaurants on property: Starbuck's Coffee, Ruth Chris' Steak House (only open for dinner). Breakfast is complimentary each morning. Room service is available	Guests may call 1-800-EMBASSY (362-2779) to book their reservations. A \$50 per night incidental hold will be authorized/charged at check in. Incidentals may not be waived and is a requirement at check in. 1 night's room and tax will be charged within 3 days of arrival. Reservations are subject to cancellation without notification should cards decline for the initial room deposit. Early Departure Fee of 1 night's room & tax; this fee applies to all guests that attempt to change their departure within 7 hrs of arrival or after checking in.	<a href="https://www.hilton.com/en/attend-my-event/atleses-907-706cf892-496e-4a25-b1c5-1b6778c164cf/">https://www.hilton.com/en/attend-my-event/atleses-907-706cf892-496e-4a25-b1c5-1b6778c164cf/</a>

<b>Hilton Garden Inn</b>	173 USD	16.9% Room Sales and Occupancy taxes, \$5.00 State Hotel Fee	Breakfast: \$17.95 Lunch: \$15++ Dinner: \$15++	Restaurants on property: City View Room for Breakfast, Dos Bocas (only open for lunch and dinner). Room service available	A \$50 per night incidental hold will be authorized/charged at check in. Incidentals may not be waived and is a requirement at check in.	<a href="https://www.hilton.com/en/attend-my-event/conventionagainstcorruptionconferencedecember2023/">https://www.hilton.com/en/attend-my-event/conventionagainstcorruptionconferencedecember2023/</a>
<b>Glenn Hotel</b>	173 USD	16.9% Room Sales and Occupancy taxes, \$5.00 State Hotel Fee	Breakfast: \$8-\$15++ Lunch: \$10-\$18++ Dinner: \$10 - \$42++	Restaurants on property: Glenn's Kitchen (open for breakfast, lunch and dinner), SkyLounge at Glenn (only offer appetizers and cocktails), The Glenn's Living Room (only offer cocktails and coffee, 4-6pm daily). Room service available	A \$50 per night incidental hold will be authorized/charged at check in. Incidentals may not be waived and is a requirement at check in.	<a href="https://www.marriott.com/event-reservations/reservation-link.mi?id=1683837900984&amp;key=GRP&amp;app=resvlink">https://www.marriott.com/event-reservations/reservation-link.mi?id=1683837900984&amp;key=GRP&amp;app=resvlink</a>
<b>Westin</b>	173 USD	16.9% Room Sales and Occupancy taxes, \$5.00 State Hotel Fee	Breakfast: \$5++ Lunch: \$10++ Dinner: \$18-\$107++	Restaurants on property: The Sun Dial Restaurant (only open for dinner), The Café (open for breakfast and lunch), Starbucks Coffee and Bar 210 (open 3pm-11pm daily, light fare and cocktails only). Room service available	A \$50 per night incidental hold will be authorized/charged at check in. Incidentals may not be waived and is a requirement at check in.	<a href="https://book.passkey.com/e/50553510">https://book.passkey.com/e/50553510</a>

<b>Marriott Marquis (20-minute walk)</b>	173 USD	16.9% Room Sales and Occupancy taxes, \$5.00 State Hotel Fee	Breakfast: \$5-\$29++ Lunch: \$10-\$30++ Dinner: \$8-\$62++	Restaurants on property: Sear (open 6:30am - 10pm), High Velocity (open 2pm - midnight, light pub fare and cocktails) Starbucks Coffee, Pulse Bar (open 5pm - Midnight), M Store (open 7am - 11pm daily; snacks, light breakfast, drinks offered). Room service available	A \$50 per night incidental hold will be authorized/charged at check in, please ensure that you communicate this to your guests as incidentals may not be waived and is a requirement at check in.	<a href="https://book.passkey.com/event/50548070/owner/321/home">https://book.passkey.com/event/50548070/owner/321/home</a>
<b>Hyatt Regency (20-minute walk)</b>	163 USD	16.9% Room Sales and Occupancy taxes, \$5.00 State Hotel Fee	Breakfast: \$15++ Lunch: \$15++ Dinner: \$20++	Restaurants on property: Sway Restaurant (open for breakfast and lunch), Polaris (open for dinner, 5pm - 11pm), Twenty-Two Storys Lobby Bar (open 4pm - 12am, dinner and cocktails), Market Store (open 6am - 11pm)	A \$50 per night incidental hold will be authorized/charged at check in, please ensure that you communicate this to your guests as incidentals may not be waived and is a requirement at check in.	<a href="https://www.hyatt.com/en-US/group-booking/ATLRA/G-WDFE">https://www.hyatt.com/en-US/group-booking/ATLRA/G-WDFE</a>
<b>Hotel Indigo (20-minute walk)</b>	173 USD	16.9% Room Sales and Occupancy taxes, \$5.00 State Hotel Fee	Prices TBD	Restaurants on property: The Drafting Table Cocktails and Kitchen (open for breakfast and dinner)	A \$50 per night incidental hold will be authorized/charged at check in. Incidentals may not be waived and is a requirement at check in.	<a href="https://book.passkey.com/gt/219203063?gtid=c993d700d883de7550489fa3aea27b5f">https://book.passkey.com/gt/219203063?gtid=c993d700d883de7550489fa3aea27b5f</a>

## Annex III

### Guidelines for the submission of pre-recorded video messages/statements

1. Delegations registered to the tenth session of the Conference of the States Parties to the United Nations Convention against Corruption may submit a pre-recorded video of a statement following the guidelines below.
2. Video statements following the below guidelines will be aired during the plenary session, and published on the website of the Conference unless clear instructions to the contrary are given by the submitting delegation.

#### Submission guidelines

3. Delegations wishing to submit a pre-recorded video of a statement are requested to:
  - (a) Notify the secretariat of their intention when enrolling in the list of speakers by writing to the address [cosp10.statements@un.org](mailto:cosp10.statements@un.org). They can use the sample email below.
  - (b) Send the video file (.mov or .mp4) at the latest one week prior to the opening of the session, i.e. **Monday, 4 December 2023**.
  - (c) Submit a faithful transcript of the statement. Videos submitted without text will not be interpreted.
4. Please note that for general statements at the Conference, the time limits are as follows:
  - Regional Group: 7 minutes
  - National statements: 4 minutes

#### Technical guidelines

5. To be aired during the session and enable simultaneous interpretation, video statements should respect the following specifications:

##### Language

6. In line with the official languages of the United Nations, all video statements have to be delivered in one of the official languages: Arabic, Chinese, English, French, Russian, or Spanish. The videos will be published only in the original language (simultaneous interpretation is offered when the video is displayed during the session);
7. If submitting a pre-recorded statement in a **non-United Nations language**,
  - (a) Provide a video file with the audio recording of the interpretation into one of the United Nations official languages as a voice-over. The voice of the original speaker must be completely muted;

- (b) Provide the corresponding written translation of the statement into one of the United Nations official languages.

**8. Statements accompanied by subtitles only or just a written translation in a United Nations official language will not be interpreted.**

**Content**

9. Videos should display only the image of the person presenting the statement;
10. Videos should not contain PowerPoint presentations, video clips, pictures of events, superimposed text or any other visual or audio content;
11. Avoid including moving images alongside the speaker, do not include background music or sounds.

**Setting**

12. Record in a quiet room, free of any noise (ex. clicking, humming, paper ruffling);
13. Use an HD camera (720p or higher);
14. Place the camera at head-height and face it when recording;
15. Close any drapes/curtains to avoid backlighting;
16. Use artificial light to illuminate the speaker indirectly (with a single light source pointing up), or from three different angles, if multiple light sources are available.

**Audio (see Annex IV for more detailed recommendations)**

17. Use a proper microphone. Please note that microphones integrated into a computer or mobile device, mobile phone earpieces, and Bluetooth headsets do not provide requisite sound quality and must not be used;
18. The microphone should be placed close to the speaker or attached to the speaker's clothing;
19. Speakers should be prompted to begin reading their message after a two-second video pre-roll;
20. Speak at a moderate pace, allowing for natural pauses at the end of phrases and ideas, avoid abrupt transitions.
21. Speak directly into the microphone, placing it between 30-50 centimeters away.
22. Avoid tapping, blowing or shouting into the microphone.
23. Surround and stereo audio must be appropriately balanced and free from phase differences. Audio quality must be steady and free from fluctuations.

**Video**

- Specifications
  - 16:9 aspect ratio;



- Media file format: mov or mp4. Web-type compressed video file formats cannot be used (wmv, flv, asf);
- Native size (16:9) and frame rate (e.g. 1920 x 1080 or 1280 x 720);
- Statements should be provided in a single media file with no editing required.
- Content
  - There should be no fade in or fade out at the beginning or end of the statement;
  - Background should be plain and not distract from the speaker;
  - Framing: medium close-up (waist-to-head);
  - Speakers should address the camera;
  - No captioning, subtitles, graphics or text should be used.

#### **Submission of a pre-recorded video statement**

##### **Sample email**

To: [cosp10.statements@un.org](mailto:cosp10.statements@un.org)

From: *[official email address]*

Subject: Submission of video recorded statement

The Permanent Mission of *[country]* wishes to submit a pre-recorded video statement of Ms./Mr. *[name]*, *[functional title]*, together with the accompanying written statement(s). Ms./Mr. *[name]* will deliver his/her statement in *[language]*. The delegation of *[country]* will therefore not deliver a statement during the Conference.

*[Signature]*

*[Name]*

*[Telephone number ]*



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## ANNEX IV

## Detailed audio recommendations for pre-recorded video statements

### I. Microphone specifications

It is recommend using microphones that satisfy the following requirements:

Type	Table mic  Lapel / Lavalier 
Connector	USB Those are much more easily recognized by your computer.
Pattern	Unidirectional / Cardioid In order not to pick up extraneous noise.
Frequency range	At least 125-15.000Hz A minimum to ensure a natural sound.

### II. How to position and use your microphone

#### Table microphone

- i. Keep the microphone **6 to 8 inches (15 to 20 cm) to your mouth.**
- ii. Speak into the **front side** of your microphone.
- iii. Keep any possible unavoidable noise sources (such as your **computer's fan**) **behind your microphone.**
- iv. If applicable, please also mind the following:
  - a. Use the mode or pattern knob to **select the cardioid (unidirectional) pattern.**
  - b. The gain knob controls the amount of sound you are feeding into your computer. So, **the higher you turn the gain the louder you and any background sound will sound.**

#### Lapel microphone

- i. Position the microphone on the chest, about a handspan from the mouth (6-8 inches / 15-20 cm).
- ii. Clip it to the edge of a suitable piece of clothing (shirt, blouse, jacket, tie...) or on the neckline of a t-shirt or sweater.
- iii. Avoid a position where other clothing might rub against the microphone.

### III. Suggested examples of recommended microphones

#### Table microphone

<b>Manufacturer</b>	<b>Series / Model</b>	<b>Pattern</b>	<b>Microphone frequency range</b>
Blue	Yeti USB	Multiple	20 – 20.000 Hz
Fifine	Gooseneck USB	Cardioid	50 – 17.000 Hz
Rode	NT USB	Cardioid	20 – 20.000 Hz
Rode	NT USB mini	Cardioid	20 – 20.000 Hz

#### Lapel microphone

<b>Manufacturer</b>	<b>Series / Model</b>	<b>Pattern</b>	<b>Microphone frequency range</b>
Fifine	K 053 USB	Cardioid	50 – 16.000 Hz

#### Headset

<b>Manufacturer</b>	<b>Series / Model</b>	<b>Microphone frequency range</b>
Cyber Acoustics	AC 6012	100 - 16.000 Hz
HAMA	AH 100	30 - 16.000Hz
HAMA	Black Desire	30 - 15.000 Hz
HAMA	Urage Soundz 113737	20 - 20.000 Hz
Logitech	G 332	100 - 20.000 Hz
Logitech	Zone Wired	20 - 16.000 Hz
Sennheiser	GSP 350	10 - 24.000 Hz

## ANNEX V

**Recommendations on how to participate in a meeting with remote simultaneous interpretation**

1. Interpreters need optimal sound in order to do their job properly and safely. What is often perceived as passable sound for meeting participants is actually unacceptable for those working in the booths.

2. To enable proper interpretation of your statement in all six United Nations languages, please follow the four steps below. Additionally, it is strongly recommended that you participate in the sound checks conducted by conference staff prior to every session and every meeting.

**Use an Ethernet cable to connect your computer to your router**

3. Wi-Fi Internet connections are not stable enough for meetings using an interpretation platform.

4. If you are using a cable and your connection is still poor, please check the additional Computer Troubleshooting Tips below.

**Use a proper external microphone**

5. Please make sure you use a unidirectional table or lapel microphone, as this is essential for the interpreters' hearing health and capacity to do their job properly.

6. See in Annex IV the specifications to look for, a list of suggested devices and advice on how to use your microphone.

7. Make sure you procure your microphone ahead of the meeting. Should you not have a lapel mic or unidirectional table microphone before the start of the meeting, you may use a headset as a last resort.

8. Neither your computer's built-in microphone nor your mobile phone earbuds with microphone will deliver the sound quality required for interpreters to do their job. Avoid wireless devices, including Bluetooth, as they create interferences.

**Intervene from a quiet setting**


9. Participate from a quiet room. Close the doors and windows, mute all notifications on your computer and devices around you. Preferable are smaller rooms to avoid echo.

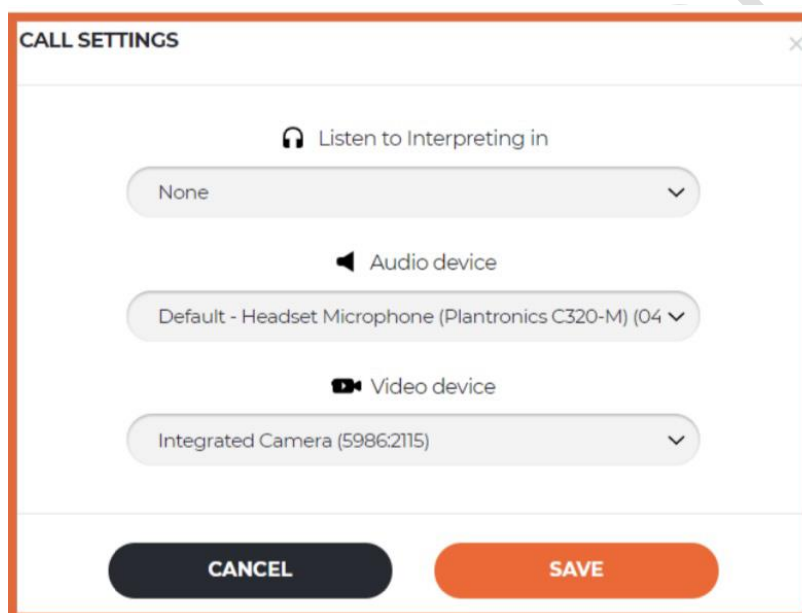
**Turn on your camera when taking the floor**

10. Interpreters rely on the visual cues to do their job properly. Mind your background and lighting.

11. If you are experiencing connectivity issues, these are best solved by following steps 1 and 2 above, rather than by turning off your camera.

### HOW TO ENABLE YOUR USB MIC ON INTERPREFY

12. Please plug in your USB mic before logging in.
13. Make sure you have allowed your browser access to your camera and audio.
14. Log in to Interprefy and check that it is using the proper microphone.
  - Go to settings  on the Interprefy web page;
  - Make sure that your USB mic is the one selected in the “Audio device” drop-down box. Please note that you cannot change the setting while streaming.
  - If you logged in before plugging in your USB audio device, Interprefy might not recognize it right away. Just log out, plug in your device and log in again.



### COMPUTER TROUBLESHOOTING TIPS

15. Are you using an Ethernet cable and a recommended table/lapel mic and, still, the sound quality remains substandard? The additional steps below may help:
  - Clear all cookies in your browser and reboot your computer prior to the meeting;
  - Close all programmes and applications that are not strictly necessary for the meeting;
  - Use a computer that matches the minimum technical requirements: the equivalent of an Intel i5+ or above CPU, with at least 8GB memory (RAM).
16. If the sound quality remains substandard after taking the above measures, we recommend that you participate from a different location with a better Internet wired connection and repeat the sound check at your earliest convenience