



## Attending the 4<sup>th</sup> International Conference on Small Island Developing States, 27 – 30 May 2024, St. John’s, Antigua and Barbuda

### Practical Guide for Representatives of Non-Governmental Organizations, Major Groups and other stakeholders

As of 8 May 2024

This guidance is based on the [note by the Secretariat with information for participants](#) and is intended to feature relevant information for the participation of representatives from non-governmental organizations, major groups and other stakeholders.

*This document will be updated regularly. Information will also be shared with all registered participants via email.*

#### CONFERENCE PROGRAMME

The Conference Programme and all substantive information is available here: <https://sdgs.un.org/conferences/sids2024>

#### REGISTERING TO THE CONFERENCE

Registration for representatives of NGOs, major groups and other relevant stakeholders closed on **26 April 2024**. Each approved representative has received a confirmation letter by e-mail, which serves as an official invitation to the Conference.

No late application or on-site application will be accepted for representatives of non-governmental organizations, major groups and other stakeholders. Swapping representatives is also not possible.

#### BEFORE YOU TRAVEL

Representatives are responsible for their travel to and from Antigua and Barbuda and for acquiring necessary visas for transit countries. The United Nations will not be able to assist in bearing any related costs or in obtaining required visas.

For logistical information including accommodation and visa requirements, please refer to the **host country website**: <https://sids4.gov.ag/>

Representatives are responsible for obtaining a visa for entry into Antigua and Barbuda. Visas for the entry into Antigua and Barbuda will be granted upon arrival at the airport for a fee of US\$100. This fee will be waived upon presentation of a valid Conference registration.

For a list of citizens of countries that do not require a visa for entry into Antigua and Barbuda and the related condition, visit <https://immigration.gov.ag/visa-services/countries-exempt-from-visa/>.

For the conditions and procedures for obtaining a visa for entry into Antigua and Barbuda, visit <https://immigration.gov.ag/visa-services/general-visa-information>.

Representatives are responsible for their accommodation and can make reservations by visiting the following websites set up by the host government: <https://sids4.gov.ag/accommodations.php>, <https://www.visitantiguabarbuda.com/> or all major booking websites to secure their accommodations. The United Nations will not be able to assist in booking or in bearing any related costs.

## ACCESSING THE CONFERENCE

The Conference Venue is the **American University of Antigua College of Medicine**, University Park, Jabberwock Beach Road, Coolidge, Antigua.

### Transportation

Special shuttle services will be offered by the Government of Antigua and Barbuda to participants of the Conference and the media between the airport, the hotel areas and the Conference venue from 25 to 31 May 2024. There will be liaisons on the ground to facilitate and coordinate transportation.

**IMPORTANT!** In order to be included in the transport service provided by the host country, participants must fill [this form](https://bit.ly/transportarrangements) at their earliest convenience: <https://bit.ly/transportarrangements>

Detailed information regarding local transportation during the Conference will be available in due time on the website set up by the host country: <https://sids4.gov.ag/>.

### Registration Centre in Antigua and Barbuda

Conference badges for representatives of non-governmental organizations, major groups and other stakeholders whose registrations have been approved will be issued and distributed from 24 to 30 May 2024 at the United Nations Registration Centre located at the AICASA building of the Conference venue during opening hours (see below).

The United Nations Registration Centre at the Conference venue will be open as follows:

24-25 May	9 a.m.- 6 p.m.
26-27 May	8 a.m.-6 p.m.
28-29 May	8 a.m.-5 p.m.
30 May	9 a.m.-1 p.m.

Persons seeking to access the Registration Centre to obtain a conference badge must present a **printed confirmation letter or a copy on a tablet or smartphone as well as a valid government-issued photo identification at the entry gate** and will be directed to the Registration Centre.

**Photo ID:** *A valid photo identification issued by the government of a United Nations Member State. The photo identification must be original (no photographs or photocopies accepted), in Latin/Roman characters, and may include passports or national identity cards (for nationals of*



Antigua and Barbuda). *The name on your ID must match the name on your INDICO registration exactly.*

Participants are strongly encouraged to get Conference badges as early as possible considering long lines are expected during the Conference days.

In view of the need for heightened security measures, the wearing of conference badges will be strictly enforced, and access will be denied to anyone not wearing a valid badge.

The loss of a conference badge or any personal item must be reported to the registration centre and/or the United Nations Security and Safety Service, located in the Registration Centre at the Conference venue.

Participants are solely responsible for taking care of their own personal belongings. Any bags or objects left unattended will be removed for security reasons.

Please, expect queues and allocate appropriate time to go through security proceedings.

## ATTENDING THE CONFERENCE

### Plenary meetings

**Secondary access cards will be necessary** to access the Plenary Room. A limited number of single seats will be assigned to non-governmental organizations, major groups and other stakeholders. Information about distribution of secondary access cards (Plenary) to representatives of non-governmental organizations, major groups and other stakeholders will be shared by the Secretariat with registered participants.

All other interested stakeholders are invited to follow the plenary meetings in the Plenary Overflow Room on the first floor of the South Block building of the Conference venue.

### Interactive dialogues

Representatives of non-governmental organizations, major groups and other stakeholders will be able to observe the proceedings from the seats allocated in Area 3 of the Interactive Dialogue Room. Seats in this area will be available on a **first-come first-served basis**, up to the capacity of the room.

Interested representatives unable to enter the Interactive Dialogue Room, due to seating capacity restrictions, are invited to follow the interactive dialogues in the Interactive Dialogue Overflow Room on the first floor of the South Block building of the Conference venue.

## SPEAKING SLOTS AND WRITTEN INPUTS

### Plenary

Representatives of non-governmental organizations, major groups and other stakeholders that have registered for the Conference interested to speak in the plenary, will need to apply through a dedicated form shared by the Conference secretariat with all registered participants. Deadline is

10 May 2024. Only selected speakers will be contacted by the Secretariat of the Conference regarding access to the Plenary Room.

A time limit of three (3) minutes will be established and strictly enforced for statements made.

### **Interactive dialogues**

Representatives of non-governmental organizations, major groups and other stakeholders that have registered for the Conference interested to speak in the interactive dialogues, will need to apply through a dedicated form shared by the Conference secretariat with all registered participants. Deadline for applications is 10 May 2024.

### **Stakeholders Caucus Room**

The Secretariat has reserved a Conference Room to be used as “caucus room” for organized groups of civil society, major groups and stakeholders’ networks during the SIDS4 Conference. Instructions about how to apply for a slot in the Stakeholders Caucus room were shared by the Secretariat with all registered participants. Deadline for applications is 17 May 2024.

### **Submission of Written Inputs**

Non-governmental organizations, major groups and other relevant stakeholders who have been accredited in accordance with General Assembly resolution A/RES/77/245 as well as by A/CONF.223/2024.PC.L1. are invited to submit written statements/inputs to the Conference via a dedicated form by 30 May 2024. Find details about how to submit written inputs here: [https://sdgs.un.org/conferences/sids2024/stakeholders#written\\_inputs](https://sdgs.un.org/conferences/sids2024/stakeholders#written_inputs).

## **OUTREACH**

### **Branding**

The Conference logo is available in six languages and can be downloaded on the [Conference website here](#). Please follow the Conference branding guidelines [available here](#).

### **Social Media**

Promotional videos, digital cards, sample social media messages and other materials are available on our Trello board here: <https://trello.com/b/CUPe3IBO> You are welcome to use these on your personal or organizational platforms.

Please use hashtags #SIDS4 and #SmallIslands when writing about the Conference on social media.

Accounts to follow:

- **Twitter/X:** @UNDESA, @UNOHRLLS, @SustDev, @GlobalGoalsUN
- **Facebook:** @joinundesa, @unohrlls, @sustdev, @globalgoalsun
- **Instagram:** @unohrlls, @unitednations

## OTHER EVENTS AND ACTIVITIES

### Side Events

A preliminary programme of side events will be available on the official Conference website at <https://sdgs.un.org/conferences/sids2024/programme/side-events>. Queries regarding side events should be addressed to [sids4@un.org](mailto:sids4@un.org) with [Side Events] in the subject.

### Special Events

There will be five special events spearheaded by United Nations entities to be held from 24-29 May 2024. Information on these special events is available on the Conference website at <https://sdgs.un.org/conferences/sids2024/programme/special-events>. Queries regarding special events should be addressed to [sids4@un.org](mailto:sids4@un.org) or the focal points listed on the website.

### SIDS4 Civil Society Forum Special Event

The [SIDS4 Civil Society Forum](#) will be held on 29 May 2024, from 18:30 – 20:00, as a special event in connection with the SIDS4 Conference. It will be an opportunity to bring together diverse voices and perspectives to deliberate on strategies for achieving resilient prosperity in SIDS over the next 10 years, and to rally and mobilize civil society, including non-profit organizations, indigenous peoples, women's and youth organizations, persons with disabilities, academia and other stakeholder groups to highlight their contributions to the sustainable development of SIDS and to share reflections, priorities and announce commitments towards the implementation of the SIDS4 outcome document.

This forum will foster a collaborative and inclusive approach, recognizing the unique contributions of civil society in driving the sustainable development agenda in SIDS. The forum will also foster enhanced collaboration between civil society and SIDS governments, the UN system, and other development partners.

**For more information about the SIDS4 CSO Forum Special Event, please check here:** <https://sdgs.un.org/events/sids4csoforum>

### IMPORTANT:

- Within United Nations premises, including the Conference zone, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings or demonstrations of any kind, including passive, is not allowed.
- All individuals present on the United Nations premises, including the Conference zone, are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with the Host Country Agreement and ST/AI/2019/5, entitled "Authority of United Nations Security Officers".

## Additional useful tips

- Please bring your own water bottle! Participants are encouraged to bring their own water bottle and to enjoy the fresh water from the fountains inside the Conference premises.
- Consider wearing comfortable shoes as the venue is quite spacious.
- Light summer clothing is customary all year round. Formal attire for men includes light suits or blazers and/or button-down collars and ties, and women wear a dress or a blouse and skirt or pants. Evenings can become cooler, and packing a light sweater is recommended.
- Please, be mindful that by attending the SIDS4 Conference you will be entering an area where photography, as well as audio and video recording, may occur. By joining the event, participants consent to appearing in images and recordings and for the release, publication, exhibition and reproduction of such images and recordings.
- Please note that backpacks and bags larger than 14" (35 cm) x 13" (33cm) high x 4" (10 Cm) deep are not permitted and that there are no luggage storage facilities available.
- The United Nations Security reserves the right to deny entry or remove from the premises anyone not behaving or dressed appropriately.
- The SIDS4 Conference premises is accessible for disabled visitors and persons with limited mobility.
- Anyone under the age of 18 must be accompanied by a duly registered chaperone.