



RIO+20
United Nations
Conference on
Sustainable
Development

UNITED NATIONS
CONFERENCE ON SUSTAINABLE DEVELOPMENT

Rio de Janeiro, Brazil
20 – 22 June 2012

PRELIMINARY INFORMATION FOR PARTICIPANTS*

* As of 12 December 2011. Information contained is subject to the final rules of procedure of the Conference.

Dates and venue of the Conference

1. The United Nations Conference on Sustainable Development (or Rio +20) will be held from 20 to 22 June at the Riocentro Convention Center, Rio de Janeiro, Brazil.
2. The address of the Riocentro Convention Center is as follows:

Avenida Salvador Allende 6555
Barra da Tijuca
Rio de Janeiro
Brazil
3. The Convention Center is situated in Barra da Tijuca, Rio de Janeiro, approximately 50 minutes by freeway from the center of Rio de Janeiro and a 40-minute drive from Rio de Janeiro International Airport.
4. The Conference will be preceded by the third session of the Preparatory Committee meeting, to be held from 13 to 15 June 2012, also at the Riocentro Convention Center. The proposed programme of work for the Third Preparatory Committee meeting is available on the Rio +20 web site at <http://www.uncsd2012.org/rio20/>.

Opening of the Conference and seating arrangements

5. The formal opening plenary meeting of the United Nations Conference on Sustainable Development will be held at 10 a.m. on Wednesday, 20 June, in the Plenary Hall in Pavilion 5 of the Convention Center to consider all procedural and organizational matters, including the adoption of the rules of procedure and of the agenda, the election of the President of the Conference, the election of officers, the establishment of a Main Committee, the appointment of the members of the Credentials Committee and arrangements for the preparation of the report of the Conference and other matters. The plenary meeting will also hear statements from the President of the Economic and Social Council and the nine major groups. The ceremonial opening of the Conference will be held at 3 p.m. on Wednesday, 20 June, in the Plenary Hall, and will hear statements by the President of the Conference, the President of the General Assembly, the Secretary-General of the United Nations and the Secretary-General of the Conference.
6. At the opening of the Conference and at subsequent plenary meetings, each government delegation will be assigned six seats: three at table and three behind. Specifically identified seating will be available for other participants in the Conference.
7. At meetings of the subsidiary bodies of the Conference, each government delegation will have two seats, one at the table and one behind.
8. Delegations will be seated in English alphabetical order.

Agenda and programme of meetings

9. A provisional agenda, organization of work and rules of procedure will be issued.

10. Morning plenary meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon plenary meetings from 3 p.m. to 6 p.m. Evening sessions, if required, will generally begin at 6 p.m.

11. The programme of meetings will be made available in the daily *Journal of the United Nations*, giving details on daily activities and information such as titles, times and locations of meetings, agenda items to be considered and relevant documentation.

12. The list of speakers for the plenary meetings will be established by the drawing of lots. Statements will be limited to five minutes. Detailed arrangements on the list of speakers will be communicated by the Secretariat later.

13. In addition to the discussions in the plenary and in any subsidiary bodies that may be established, the Conference will feature four consecutive high-level round tables, parallel meetings including a partnership forum and learning centres, as well as special events.

14. The four high-level round tables will have a common theme "*Looking at the way forward in implementing the expected outcomes of the Conference*" and they will be held in parallel with the plenary meetings, as follows:

Wednesday, 20 June 2012, from 4:30 p.m. to 7:30 p.m.

Thursday, 21 June 2012, from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

Friday, 22 June 2012, from 10 a.m. to 1 p.m.

15. The four round table sessions will each have two Co-Chairs and a Rapporteur to be appointed by the President of the Conference from among the Heads of State or Government and ministers attending the Conference, in accordance with the principle of equitable geographical distribution. The round tables will have 70 seats each: up to 50 for Government delegations and at least 20 for other participants, including representatives of observers, entities of the United Nations system and other accredited intergovernmental organizations and major groups. Member States and other participants are encouraged to be represented at the round tables at the highest possible level.

16. Participants will be invited by the Secretariat to inscribe in order to participate in one of the round tables in advance of the Conference. The opening of the inscription for participation in the round tables will be announced in the *Journal of the United Nations*.

17. Any given State, observer, entity of the United Nations system or other accredited intergovernmental organization or representative of a major group may participate in only one of the round tables. Each participant may be accompanied by one adviser.

Interpretation

18. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary, the meetings of the subsidiary bodies of the Conference, and the four high-level round tables will be interpreted in the official languages. English and French interpretation will be provided for press conferences. The extension of meetings beyond their normal duration, or the provision of interpretation services to regional and other major groups of Member States and bilateral meetings will be arranged according to the availability of interpretation services.

19. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

20. There will be sign language interpretation in English in the Plenary. The Plenary and the four round table sessions will also have real-time captioning in English, French and Portuguese.

Documentation

21. The Conference will be served PaperSmart through the ISPS portal (isps.un.org). The official documentation of the conference will be issued digitally at the conference site in Arabic, Chinese, English, French, Russian and Spanish.

Circulation of written statements

22. Delegations and participants on the list of speakers who wish to circulate their statements in the Plenary Hall are requested to provide an electronic copy of their statements by emailing them to isps@un.org for uploading on the ISPS portal as soon as available and at least two hours in advance of their designated speaking slot.

Distribution of official documents

23. To conduct the meeting PaperSmart, all information related to the meeting will be delivered through the Integrated Sustainable PaperSmart Services (ISPS) system. The Journal and the programme of meetings and events, official documents, statements and press releases will be made available to view and download through the ISPS portal at isps.un.org. In addition to the documents provided on this portal, services will be provided to facilitate the transfer of documents to mobile devices of delegations and participants and to provide print-on-demand services when needed during the meeting. To avail of ePublish-on-demand services, delegations and participants attending the meeting are encouraged to carry their laptops or mobile devices including eReaders.

24. The meeting will be serviced through the ISPS satellite desks located in different areas in the pavilions and also inside some conference rooms. Participants will also be able to request documents in advance in Braille by sending a specific request to isps@un.org. For any further information, please contact the ISPS secretariat at isps@un.org.

Receipt and circulation of other documents

25. Other documents that United Nations funds, agencies and programmes, Governments, NGOs and other major groups or other accredited organizations may wish to make available to participants in the Conference should be forwarded to the Secretariat for review. Members of United Nations funds, agencies and programmes should forward an electronic copy of such documents to Federica Pietracci, UN system focal point, at e-mail (pietracci@un.org). Members of NGOs and major groups and other accredited organizations should forward electronic copies of such documents to Chantal line Carpentier, major groups liaison officer, at e-mail (carpentier@un.org). Any material not cleared by the above officials will be considered unauthorized and will be removed. Further details on circulation will be posted as soon as available.

Requests for meetings

26. Subject to the availability of space and services, every effort will be made to accommodate meetings of regional and other major groupings of Member States, as well as informal meetings and bilateral meetings.

Bilateral meetings

27. For bilateral meetings among Member States at the Head of State or Government or ministerial level, fourteen rooms, each with a capacity to hold a maximum of six participants, will be available in Pavillion 5 of the RioCentro Convention Center. A system for booking space for bilateral meetings through the electronic eMeets system will be established and details will be posted as soon as available.

Participation in the Conference

28. The following participants may attend or be represented at the Conference:

(a) Representatives of States Members of the United Nations;

(b) The Holy See, in its capacity as Observer State, Palestine, in its capacity as observer, and the European Union, in its capacity as observer;

(c) Representatives of intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the sessions and the work of all international conferences convened under its auspices in the capacity of observers in accordance with the rules of procedure of the Conference;

(d) Other relevant intergovernmental organizations that were accredited to the World Summit on Sustainable Development and to the Commission on Sustainable Development, as well as relevant organizations of the United Nations system;

(e) Representatives of other intergovernmental organizations approved by the General Assembly to attend the Conference;

(f) Non-governmental organizations and other major groups that are currently in consultative status with the Economic and Social Council as non-governmental organizations, including those on the roster through the list of the Commission on Sustainable Development;

(g) Non-governmental organizations and other major groups that were accredited to the World Summit on Sustainable Development;

(h) Non-governmental organizations and other major groups approved by the General Assembly to attend the Conference

Access and accreditation of delegates

29. Access to the conference site and conference rooms will be granted upon presentation of a valid United Nations conference pass issued by the United Nations. Delegates holding a conference pass are subject to screening at the main entrance of the Riocentro Convention Center. Heads of State or Government, Vice-Presidents and Crown Princes as well as their spouses, will be exempt from screening. To obtain a conference pass, the accreditation procedure specified herein must be fully respected.

30. The issuance of conference passes and VIP passes will be carried out on the basis of the following requirements:

- (a) an official communication to the United Nations Protocol and Liaison Service providing an authorized list of members of a delegation **(with names and functional titles)** who are in need of a Conference pass;
- (b) individual accreditation forms SG.6-Rio/2012 (Annex II) for all delegates, including members of the VIP group; [The accreditation form (SG.6-Rio/2012) is available in the United Nations Protocol and Liaison Service in New York, Room NL-2058, and also at <http://www.un.int/protocol>.]
- (c) passport-size colour photographs of all listed members of delegation, including cabinet ministers. All photographs must be recent or at least taken not more than six months prior to the Conference. If sent by e-mail, all photographs must be in **jpeg format**. Other formats will not be accepted. Photographs are not required for Heads of State/Government and their spouses.

Submission of accreditation requests

31. All accreditation requests should be submitted to the Protocol and Liaison Service in New York or via e-mail to **protocolconference@un.org**. This email account will accept accreditation requests only. A copy should also be sent to the Brazilian Ministry of External Relations at rio20.accreditation@itamaraty.gov.br.

32. All photographs should be sent via email to **protocolphoto@un.org**. This email account will accept photographs only. Each email can contain multiple attachments. Each attachment should consist of one photograph (in jpeg format) labelled with the full name of the participant.

33. For easy tracking of submissions via email, please put in the subject line **ONLY the name of the country, entity or organization** making the request.

34. Requests for accreditation of security details of the VIP group and media personnel must not be sent to the Protocol and Liaison Service. (Please refer to Security Responsibilities on paras. 68-81 of this note).

35. Permanent/observer missions and liaison offices are strongly advised to make use of the pre-accreditation option in order to simplify the process and to avoid inconvenience to delegates.

Pre-accreditation (through 30 May 2012 in New York)

36. In order to expedite the accreditation process, permanent/observer missions and liaison offices are urged to submit their accreditation requests to the Protocol and Liaison Service in New York for all delegates who will participate in the Conference. Pre-accreditation will be accepted for processing at the Protocol and Liaison Service in New York until **30 May 2012**.

37. From **4 June 2012** onwards, all accreditation requests **must** be submitted to the United Nations Protocol Accreditation Unit in Rio de Janeiro by fax (number will be provided when it becomes available and will be posted at the Protocol website <http://www.un.int./protocol>) or by e-mail. Please follow the accreditation requirements / procedures referred to in para. 30 of this note.

38. After review and approval by the Protocol Accreditation Unit, conference passes will be issued by the United Nations Pass and ID Unit and made available for pick-up at the Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center by representatives of the missions or embassies/consulates general. Valid and current identification, e.g., United Nations grounds pass or embassy identification, is necessary for pick-up.

39. In order to avoid unnecessary delays, delegates **must submit all three requirements**. Failure to submit photographs and completed accreditation forms will result in delegates having to line up to be photographed at the Accreditation Centre.

40. Permanent/observer missions and liaison offices are urged to advise and coordinate with their embassies and consulates general in Brazil on the proper accreditation procedure in order to avoid dual accreditation and confusion.

On-site accreditation (starting 7 June 2012 in Rio de Janeiro)

41. The on-site accreditation of delegates of Member States/Observers, intergovernmental organizations and specialized agencies will be processed in Rio de Janeiro starting from Thursday, 7 June 2012, by the Protocol Accreditation Unit at the Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center.

42. Walk-in delegates will be required to present an official communication containing an authorized list of the delegation or a letter of credentials, together with a duly completed accreditation form (SG.6-Rio/2012). Upon review and approval by the Protocol Accreditation Unit, these delegates/observers may proceed with the authorized accreditation slips to the United Nations Pass and ID Unit within the Accreditation Centre to have their photographs taken and conference passes processed and issued.

43. Members of security details of the VIP group participating in the Conference will be accredited and issued appropriate conference passes by the United Nations Security and Safety Service.

Office hours for the Protocol Accreditation Unit in Rio de Janeiro

44. The Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center will be open as follows:

7-10 June 9:00 am – 6:00 pm
11-12 June 9:00 am – 7:00 pm
13 June 8:00 am – 7:00 pm
14-17 June 9:00 am – 6:00 pm
18-19 June 8:00 am – 8:00 pm
20 June 8:00 am – 7:00 pm
21 June 8:00 am – 6:00 pm
22 June 9:00 am – 3:00 pm

Credentials

45. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the United Nations Under-Secretary-General for Economic and Social Affairs, who is the Secretary-General of the Conference, if possible not less than two weeks before the date fixed for the opening of the Conference. Any later change in the composition of delegations shall also be submitted to the Secretary-General of the Conference. All credentials should also be copied to the Protocol and Liaison Service in New York (fax: 1 212 963 1921) before 30 May 2012 and to the Protocol Accreditation Unit in Rio de Janeiro (fax number to be provided later) from 4 June 2012. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs, or in the case of the European Union, by the President of the European Council or the President of the European Commission.

List of participants

46. The United Nations Protocol Office in Rio de Janeiro will publish a list of participants to the Conference. Permanent/observer missions, intergovernmental organizations and specialized agencies are requested to submit a comprehensive list of their respective delegations to the Conference, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York (fax: 1 212 963 1921) before 30 May 2012 and to the Protocol Accreditation Unit in Rio de Janeiro (fax number to provided later) from 4 June 2012. If a comprehensive list is not received before 17 June 2012, the Protocol Office the information contained in the accreditation request received will be used.

Media accreditation and services

47. Media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization (full guidelines are available at <http://www.un.org/en/media/accreditation/request.shtml>). Accreditation will be granted upon presentation of the following documents:

(a) Letter of assignment on official letterhead of a media organization **signed** by the publisher or editor-in-chief indicating the name and duration of assignment of the journalist. The letter should be addressed to Isabelle Broyer, Chief, Media Accreditation and Liaison Unit, United Nations Secretariat, Department of Public Information. It should be sent as a scanned document in jpeg or pdf format to malu@un.org;

(b) Passport-size colour photographs of all listed media representatives. All photographs must be recent or at least taken not more than six months prior to the Conference. All photographs must be in jpeg format.

(c) Completed online accreditation form.

48. The deadline for media accreditation is 30 May 2012.

49. No double accreditation is allowed (e.g., as press and delegate, or as press and non-governmental organization).

50. The on-site accreditation of media and press will be processed starting from Thursday, 7 June 2012, in the Accreditation Centre located in Pavillion 1 of the RioCentro Convention Center. The office hours will be:

7-10 June 9:00 am – 6:00 pm

11-12 June 9:00 am – 7:00 pm

13 June 8:00 am – 7:00 pm

14-17 June 9:00 am – 6:00 pm

18-19 June 8:00 am – 8:00 pm

20 June 8:00 am – 7:00 pm

21 June 8:00 am – 6:00 pm

22 June 9:00 am – 3:00 pm

Media Centre

51. A Media Centre for the use of all journalists accredited to cover the Conference will be located in Pavillion 3 of the RioCentro Convention Center. The media centre will be equipped with appropriate electrical power outlets for personal laptop computers, telephones, fax facilities, closed-circuit television and a press documentation counter. Press rooms will also be made available. Accredited media correspondents will also have allocated seating in meeting rooms during public sessions.

52. The plenary meetings, round tables, press conferences and other activities will be broadcast live into the Media Centre. Audio-visual and sound feeds of the plenary meetings, round tables, press conferences and other events will be provided to broadcasters live, with free plug-in recording facilities.

53. To conduct the meeting PaperSmart, all information related to the meeting will be delivered through the Integrated Sustainable PaperSmart Services (ISPS) Satellite Desks. The Programme of the Day, official documents, agenda, statements and Press Releases will be made available to view and download through the ISPS portal at isps.un.org. In addition to the documents provided on this portal, services will be provided to facilitate the transfer of documents to mobile devices of members of the media and to provide print-on-demand services, when needed during the meeting. To avail of ePublish-on-demand services, members of the media attending the meeting are encouraged to carry their laptops or mobile devices, including eReaders.

54. For press materials on the Conference and its issues, see www.uncsd2012.org or www.un.org/sustainablefuture. For more information and interview requests, please contact the Strategic Communications Division, Department of Public Information, telephone 212-963-9495 or 212-963-6870, e-mail mediainfo@un.org.

DPI coverage and information materials

55. The UN Department of Public Information will provide comprehensive print, TV, radio, webcast and internet coverage of the high-level Plenary meetings, roundtables and briefings, press conferences at Rio Centro. (more complete information will be provided at a later stage)

Access and accreditation for non-governmental organizations and other major groups

Pre-registration

56. NGOs and other major groups that are eligible for pre-registration are those that are:

- a) In consultative status with the Economic and Social Council, including those on the roster through the list of the Commission on Sustainable Development.
- b) Accredited to the World Summit on Sustainable Development.

57. NGOs and other major groups and other accredited organizations can pre-register their representatives for the Conference through the Rio +20 web site at www.uncsd2012.org. **The deadline for pre-registration is 20 May 2012.**

58. When the pre-registration is completed, each nominated representative will receive a confirmation letter via e-mail. That letter serves as an official invitation to the Conference and can be used to apply for a visa to Brazil.

59. Once pre-registration is closed, on-site registration by representatives of non-accredited NGOs or major groups will *not* be accepted. All representatives that intend to attend the Conference must be pre-registered before the deadline of 20 May 2012.

60. Additionally, if a representative of an accredited organization is not able to attend the Conference, he or she cannot be replaced by another representative of the same organization.

Applications for accreditation

61. Those non-governmental organizations and other major groups who are currently *not* eligible for pre-registration (see para. 56) but who wish to attend and contribute to the Conference may apply to the secretariat for that purpose, in accordance with guidelines available on the Conference website

<http://www.uncsd2012.org/rio20/>. **The deadline for submitting accreditation applications is 20 February 2012.**

Office hours

62. The United Nations Accreditation Centre will start providing passes to pre-registered NGOs and other major group representatives on 7 June 2012 at the Olympic Arena, located at Avenida Embaixador Abelardo Bueno, 3401 in Barra da Tijuca, Rio de Janeiro, according to the following office hours:

9-11 June	8:00 a.m. – 6:00 p.m.
12 June	8:00 a.m. – 8:00 p.m.
13 June	7:00 a.m. – 6:00 p.m.
14-18 June	8:00 a.m. – 6:00 p.m.
19 June	8:00 a.m. – 8:00 p.m.
20 June	7:00 a.m. – 6:00 p.m.
21-22 June	8:00 a.m. – 6:00 p.m.

63. Pre-registered participants must come to Accreditation Centre at the Olympic Arena with a copy of the confirmation letter and valid photo identification (passport, driver's licence) for identification purposes.

Access to the Riocentro Convention Center

64. Each registered NGO representative will receive one individual Conference grounds pass to allow him/her access to the Riocentro Convention Center during the Conference.

65. Representatives of NGOs and other major groups who have obtained a Conference grounds pass can leave the Riocentro Convention Center and re-enter at any time. Entry into the Riocentro Convention Center or a particular meeting room within may need to be restricted for crowd-control purposes and secondary access passes may need to be issued for certain areas, including the Plenary Hall.

Major Groups Pavillion

66. There will be a Pavillion and working area in the Riocentro Convention Center for NGOs and other major groups. The Pavillion will have a general meeting area, and smaller working rooms for working meetings available upon request; the area will also have (a copier and a few computers).

Travel arrangements

67. Representatives are responsible for their travel to and from Brazil and accommodation in Rio de Janeiro. NGOs and other major groups representatives are also responsible for their travel arrangements to and from the airport as well as in the metropolitan area of Rio de Janeiro. The United Nations will not be able to assist in bearing any related costs. Representatives should reserve accommodations early because of the large number of participants expected at the Conference. All representatives interested in attending should ensure that they have adequate medical insurance prior to arrival.

Security

68. Effective 5 June 2012, access to the Riocentro Convention Center complex and its surrounding area will be strictly limited to persons properly accredited by the United Nations. During the period of the Conference and the preceding Preparatory Committee meeting (13 to 22 June 2012), the security arrangements are as set out below.

Security responsibilities

69. Security responsibility for the Conference is the same as that for any other activity at the United Nations. The United Nations Security and Safety Service, in close cooperation with host country law enforcement agencies, is responsible for the security of everyone while they are on Riocentro Convention Center premises. The host country and host city authorities are responsible for all arrangements relating to security and movement outside the Convention Center, as is standard for official visits.

70. Host country security authorities provide protection to heads of State or Government, as well as to a limited number of other government officials, by the assignment of protection detail personnel. Arrangements for such assignments are initiated by the embassies of the relevant countries in Brasilia, with the Brazilian Ministry of Foreign Affairs. In the case of heads of State or Government, the respective embassies should contact the Ministry of External Relations if they have not already done so.

71. Governments whose head of State or Government are attending the Conference may wish to hold direct consultations with the United Nations Security and Safety Service, particularly with regard to the accreditation of their national security details.

72. Any question should be directed to the following e-mail: uncsdsecurity@un.org.

Access to and within the Riocentro Convention Center during the Conference

73. Access to the Convention Center complex during the Conference will be restricted to those persons who are properly accredited and who are wearing a Conference grounds pass. Passes for all government delegations (Member States or observers) will be issued at the United Nations Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center. National security officers accompanying heads of State or Government should send, as of 1 May 2012, an e-mail to uncsdsecurity@un.org to obtain grounds passes.

74. It must be emphasized that for security reasons, access to the Convention Center will be denied to anyone not wearing a valid Conference grounds pass. To avoid last minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations and accompanying parties.

75. Within the Convention Center complex, there will be certain further restrictions on movements. A restricted area has been designated encompassing Pavillion 5 of the Convention Center, including the Plenary Hall and the 2nd floor (round table). The United Nations Security and Safety Service will enforce controls over access to restricted areas.

76. In the interest of security and safety of all participants, the Secretariat of the Conference reserves the right to deny and/or restrict the access to the Convention Center and to any of the pavilions, or to request registered participants to leave the premises.

77. The United Nations disclaim all responsibility for medical, accident and travel insurance, for compensation for death and disability, for loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.

78. Participants are solely responsible for attending to their personal belongings. Any bags or objects left unattended risk may be lost or seized for security reasons.

79. All deliveries must be scheduled and cleared by United Nations Security and Safety Service and Brazilian police.

80. A limited number of cars will be accredited to park inside the Riocentro area, specifically for Heads of delegations at the ministerial level. Delegations are strongly encouraged to use the mass transportation resources to be made available by the Host Government.

81. Vehicle accreditations will be issued by the United Nations Security and Safety Services. An official letter is required for vehicle accreditation. Vehicle decals for government delegations (Member States or observers) will be issued at the United Nations Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center.

Loss of pass

82. Loss of Conference grounds passes must be reported to the United Nations Accreditation Centre, located in Pavillion 1 of the Riocentro Convention Center.

Side events

83. A number of side events sponsored by Governments, Major Groups, UN system and other Inter-Governmental Organizations will be organized during the Third Preparatory Committee meeting (13 to 15 June 2012) and the Conference inside the Riocentro Convention Center. These on-site side events will be coordinated by the UNCSD Secretariat. In addition, there will be opportunities for stakeholders to organize UNCSD-related activities outside the Riocentro Convention Center (so called off-site events) in various venues in the City of Rio de Janeiro.

84. More information regarding on-site side events in Riocentro Convention Center, including criteria and guidelines for organizers, will be made available on the Rio +20 website www.uncsd2012.org. Information regarding arrangements for off-site events including a link for applications for off-site event space will also be made available. Queries regarding side events can be addressed to side_events@uncsd2012.org.

Visa requirements

85. A visa for entry into Brazil may be required. Participants concerned are strongly advised to seek information on requirements applicable in their case from Brazilian diplomatic or consular missions in their home countries. A list of the Brazilian diplomatic and consular missions can be obtained at: <http://www.itamaraty.gov.br/o-ministerio/o-brasil-no-exterior>.

86. Where a visa is required, applicants are strongly advised to apply as early as possible (please note, however, that visas for citizens of certain countries must be used within 90 days of the issuance date).

87. The Brazilian authorities will do their utmost to facilitate access procedures for all participants.

88. Special visa arrangements will be made for the accredited participants from countries where no Brazilian mission exists. The details on such arrangements will be provided by the Host Country authorities

Car parking

89. Parking inside the Riocentro is limited to accredited vehicles only. Requests in this regard may be made through the United Nations Security and Safety Services as of (date). An official letter is required for vehicle accreditation. Vehicle decals for government delegations (Member States or observers) will be issued at the United Nations Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center.

Rio +20 Secretariat

90. The Secretary-General of the Conference is Mr. Sha Zukang, United Nations Under-Secretary-General of Economic and Social Affairs. The Secretary-General of the Conference is supported by two Executive Coordinators, Ms. Elizabeth Thompson and Mr. Brice Lalonde. Specific queries can be directed to the Rio +20 Secretariat at e-mail: uncsd2012@un.org. Additional background information is also available on the Rio +20 web site at ([http://www.uncsd2012.org/rio20/.](http://www.uncsd2012.org/rio20/))

91. Additional information on logistics in Rio de Janeiro and at Riocentro will be provided shortly.

