



PROTOCOL AND LIAISON SERVICE
DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

Reference: PRO/NV/4th International Conference on SIDS/Registration and arrangements

The Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) of the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations and has the honour to provide them with general information about the **Fourth International Conference on Small Island Developing States (SIDS4)**, which will take place in Antigua and Barbuda, from 27 to 30 May 2024, pursuant to General Assembly resolutions 77/245 and 77/238 and the resolution adopted by the Preparatory Committee of the Conference on 30 May 2023¹.

The Conference

1. The Conference will be held from 27 to 30 May 2024 at the American University of Antigua (AUA), University Park, Coolidge, Antigua. For the detailed address of the conference venue, please contact the SIDS4 Satellite Office at (+1) 268 562-7359 or visit <https://sids4.gov.ag/>.
2. It will consist of eight (8) plenary meetings (including the opening and closing segments) and five (5) interactive dialogues. There will also be other parallel events. The full programme of the Conference can be found on the United Nations official conference website at <https://sdgs.un.org/smallislands/about-sids4>.

Access to the Conference venue, plenary meetings and interactive dialogues

3. Registered delegates will be issued a conference badge by the United Nations for access to the conference venue, subject to screening at the main entrance and other access points. Holders of VVIP/VIP passes (Heads of State/Government, Vice Presidents, Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses) will be exempt from screening upon presentation of their VVIP/VIP passes.
4. Access to the Plenary Hall for the opening plenary meeting on 27 May and subsequent plenary meetings will require a secondary access card, in addition to a conference or VVIP/VIP pass. All States and the European Union will be assigned four (4) seats in the Plenary Room: two (2) at the table and two (2) behind. Limited seating will also be available and specifically assigned for other participants of the SIDS4 Conference.

¹ See A/CONF.223/2024/PC/L.1.

5. Access to the interactive dialogues will also be limited. Further details on the seating and secondary access card requirements can be found in the Note for Participants by the Secretariat to be issued as document A/CONF.223/2024/INF/1.

Registration of members of official delegations

6. Registration of official delegations of participating States and of the European Union, intergovernmental organizations and other entities that have observer status with the General Assembly, associate members of the regional commissions, specialized agencies and related organizations, and other intergovernmental organizations and international bodies is handled by the Protocol and Liaison Service (Protocol Office) through the online “eRegistration system”, which is available through the e-deleGATE portal at (<https://edelegate.un.int>).

7. Official delegations must go through the “**designated eRegistration focal points**” of their respective missions or liaison offices in New York, who have access to the eRegistration system, to request registration. Delegations are advised to do so as early as possible to ensure timely registration. It is possible to request registration onsite in Antigua and Barbuda, but the request will need to be routed through the respective mission or liaison office in New York via the “online eRegistration system”.

8. Registration period for the Conference is as follows:

<u>Pre-registration in New York:</u>	1 March to 10 May 2024
<u>Onsite registration in Antigua and Barbuda:</u>	24 May to 29 May 2024 (till 1:00 pm)

9. Representatives of intergovernmental organizations and other entities that have observer status with the General Assembly, associate members of the regional commissions, specialized agencies and related organizations, and other intergovernmental organizations and international bodies **without an office in New York or not enrolled in the eRegistration system** that wish to participate in the SIDS4 Conference must enroll in the online “eRegistration system” in advance to receive temporary access to the system for registration to the SIDS4 Conference. To request temporary access to the eRegistration system, the instructions in the [Guidelines to apply for eRegistration "Temporary Access" \(for conferences outside UNHQ\)](#) posted on the Protocol website <https://www.un.org/dgacm/en/content/protocol/meetings> need to be followed. Requests for temporary access to the eRegistration system must be received by the Protocol Office **no later than 19 April 2024**. The review and processing of these requests may take up to 4-5 working days.

10. Delegations wishing to obtain information on the “eRegistration system” may refer to the updated “Guidelines on e-Registration” and “Frequently Asked Questions” posted on the Protocol website above.

Pre-registration in New York (1 March - 10 May 2024)

11. Pre-registration in New York for the Conference will open on **Friday, 1 March 2024 through Friday, 10 May 2024** to designated eRegistration users via the online “eRegistration system” at <https://edelegate.un.int>.

12. Following past practice, Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses will be provided with a VVIP pass without a photograph. Delegates at the level of Deputy Prime Minister and Cabinet Minister and their spouses will be issued a VIP pass with a photograph.

13. Missions/offices are kindly reminded that, as part of the registration process, copies of credentials/delegation lists must be uploaded onto the registration form at the time of online registration. Also note that passport-size colour photographs (with white background) of all listed members of delegations, including the VIPs specified in paragraph 12 above (except Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses), are mandatory requirements and must be uploaded in the registration form for each member of the delegation. All photographs must be recent and taken within the past six months. The attached **photo specifications** (see Annex) provide further information. The review and verification process of the online registrations may take up to 4-5 working days.

14. Delegations are kindly reminded that the Protocol Office will not register representatives of non-governmental organizations and side events participants who do not form part of the official delegations of participating States, intergovernmental organizations, associate members of the regional commissions, specialized agencies and related organizations. Representatives of non-governmental organizations and participants attending side events in the margins of the Conference should not be included in the official credentials or official delegation lists. For questions relating to the participation of non-governmental organizations, civil society organizations including youth, academic institutions, and the private sector, an email should be sent to sids4@un.org or npls@un.org.

Onsite registration in Antigua and Barbuda (24-29 May 2024)

[MUST READ – NEW ARRANGEMENT]

15. Onsite registration in Antigua and Barbuda and collection of conference passes/secondary access cards for pre-registered participants will begin on **Friday, 24 May 2024 and continue until Wednesday, 29 May 2024 at 1:00 pm.** at the United Nations Registration Centre in Antigua and Barbuda. Collection of conference badges and onsite troubleshooting will continue through the last day of the conference on 30 May till 1:00 p.m.

16. Starting at 9:00 am on 24 May 2024 (local time in Antigua and Barbuda), the eRegistration system will re-open for registration. Special attention is drawn to the new arrangement for **onsite registration** – all onsite registrations presented to the Protocol Registration Team in Antigua and Barbuda **must be submitted by the eRegistration focal points** of the permanent missions/offices/organizations in New York, or by the temporary eRegistration focal points for organizations without an office in New York and **processed via the online eRegistration system.** The review and processing time for onsite registration will require at least 2 days upon receipt in the system.

17. Given the new arrangement for “online” onsite registration via the eRegistration system, delegates planning to seek onsite registration in Antigua and Barbuda must coordinate with their respective permanent missions/offices/organizations well in advance by providing the designated eRegistration focal points with their passport details, .jpeg coloured photos and letters of credentials to complete the online registration form. Walk-in delegates who are not already registered in the system but wish to register for the conference onsite will be directed to contact

their respective missions/offices/organizations in New York or their headquarters for proper online registration. Onsite registrations for walk-in delegates cannot be processed until the online registration has been completed by their permanent missions/offices/organizations and received by the Protocol Registration Team via the eRegistration system.

18. Permanent Missions and Observer Offices are kindly reminded that they are responsible for registering all members of their delegation (pre/onsite registration) attending the Conference and are strongly advised to coordinate as early as possible with their governments and embassies/consulates-general in Antigua and Barbuda or in the region on the proper [online registration procedure](#) and to make use of the pre-registration option in New York to avoid long queues at the Registration Centre in Antigua and Barbuda.

Registration of security and media personnel

19. Members of national security accompanying the VVIP/VIP groups participating in the Conference will need to be registered and have appropriate conference badges issued by the United Nations Security and Safety Service. For additional information/questions, please email to krokan@un.org, with a copy to rantalap@un.org.

20. Registration of media personnel, including journalists accompanying the delegations and official photographers and videographers, will be handled by the United Nations Media Accreditation and Liaison Unit (Tel: +1 (212) 963-6934, Email: malu@un.org). Delegations must register media through their respective permanent/observer mission or liaison office in New York, using the eRegistration module on the e-deleGATE portal (<https://edelegate.un.int>). Instructions for submitting requests for media personnel are posted at https://www.un.org/en/media/accreditation/pdf/eRegistration_guide_media_passes.pdf. Media personnel requesting on-site accreditation will be directed to contact their respective permanent/observer mission or liaison office in New York to register through the eRegistration module.

Distribution of conference badges and secondary access cards

21. Issuance and distribution of conference badges for approved participants, as well as secondary access cards, will start from 24 to 30 May 2024 at the United Nations Registration Centre located at the AICASA building of the Conference venue at AUA.

22. Approved participants may collect their conference badges by visiting the Registration Centre upon presentation of the approval emails issued by the United Nations along with their passports or government-issued photo identifications. Only participants approved by the United Nations will be issued a conference badge for access to the Conference venue at AUA.

23. Conference badges for approved participants may also be collected by representatives of the embassies/consulates-general of the delegations in Antigua and Barbuda or in the region. For this purpose, a Note Verbale (with official stamp) from the Permanent Mission of the delegation to the United Nations in New York or the embassy/consulate-general in Antigua and Barbuda, indicating the name (**in English**) and contact mobile number of the representative authorized to collect the conference badges and secondary access cards for the delegation, must be presented at the Registration Centre along with a passport or a government-issued photo identification of the representative to collect the conference badges and secondary access cards. Note that copies of

the passports of the delegation must also be presented together with the Note Verbale to collect the conference badges.

24. Delegates/representatives collecting the conference badges and secondary access cards must be mindful that it is their responsibility to ensure the safe delivery of the badges and access cards to members of their delegations. The Registration Centre will not re-issue duplicate passes/secondary access cards.

Working hours of the Registration Centre in Antigua and Barbuda

25. The office hours for the Registration Centre at the conference venue are as follows (subject to change):

24-25 May 2024	9:00 a.m. – 6:00 p.m.
26-27 May 2024	8:00 a.m. – 6:00 p.m.
28-29 May 2024	8:00 a.m. – 5:00 p.m.
30 May 2024	9:00 a.m. – 1:00 p.m.

Credentials

26. 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 Commission. The credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations.

27. A scanned copy of the credentials, as well as other communications containing the names of representatives to the Conference (such as letters and notes verbales from the permanent missions), should be submitted through the online “e-Credentials” module which is accessible through the e-deleGATE platform (<https://edelegate.un.int>). The original hard copy of the credentials should be delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building, if possible, **no later than 20 May 2024**. In addition, from 26 May until 30 May, the original hard copy of the credentials may be submitted to a representative of the Office of Legal Affairs onsite at the Conference venue. Email submissions of scanned copies of the credentials will not be accepted. For inquiries, please email ecredentials@un.org.

Special attention

28. Beginning 24 May 2024, all official communications for the Protocol Office, including credentials/lists of delegations and Conference-related materials, should be sent to the Protocol Registration Office at the Registration Centre located at the Conference venue in Antigua and Barbuda by email to protocolconference@un.org.

29. For any changes to the original delegation lists already submitted to the Protocol Office, a separate official letter with the changes only, e.g., name of additional delegate or name of delegate no longer attending the Conference, should be sent. There is no need to resend the entire delegation list every time a change is made to the delegation. Alternatively, the changes may be communicated in an official letter which can be uploaded to the eRegistration system.

30. Visa - Except for nationals of the countries with visa-free entry to Antigua and Barbuda, all registered participants must obtain a visa to travel to Antigua and Barbuda. For detailed information, please visit <https://immigration.gov.ag/visa-services/countries-exempt-from-visa/>. Holders of UN Laissez-Passez are permitted visa-free entry into Antigua and Barbuda. Also, holders of US, UK, Canadian or Schengen visas are permitted visa-on-arrival facilities at a fee.

31. COVID - For current travel advice when travelling to Antigua and Barbuda, participants are advised to refer to <https://www.visitantiguabarbuda.com/travel-advisory/> or the United Nations SIDS4 Conference website <https://sdgs.un.org/smallislands/about-sids4> regularly for updates and additional information.

Information of the Conference

32. Detailed information on the SIDS4 Conference is available on the United Nations official Conference website at <https://sdgs.un.org/smallislands/about-sids4> and in the Note for Participants by the Secretariat to be issued (A/CONF.223/2024/INF/1).

The Protocol and Liaison Service of the Department for General Assembly and Management of the United Nations avails itself of this opportunity to renew to the Permanent Missions and Observer Offices to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations accredited to the United Nations the assurances of its highest consideration.



1 March 2024

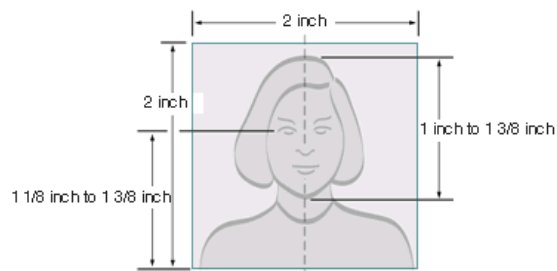
Annex

UNITED NATIONS PASS AND IDENTIFICATION UNIT

Photograph specifications for UN grounds pass

- In color
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Dimensions The image dimensions must be in a square aspect ratio (the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels. Maximum acceptable dimensions are 1200 x 1200 pixels.
- Color The image must be in color (24 bits per pixel) in sRGB color space which is the common output for most digital cameras.
- File Format The image must be in JPEG file format
- File Size The image must be less than or equal to 240 kB (kilobytes).
- Compression The image may need to be compressed in order for it to be under the maximum file size. The compression ratio should be less than or equal to 20:1.
 - Taken in clothing that you normally wear on a daily basis:
 - Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.
 - You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
 - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
 - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo. Glare on glasses is not acceptable in your photo.
 - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).

Photo Head Size Template



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo