



Fifteenth United Nations Congress on Crime Prevention and Criminal Justice



Abu Dhabi, 25–30 April 2026

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Information for participants

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I. Background

1. The Fifteenth Crime Congress will be held from 25 to 30 April 2026 in Abu Dhabi under the overall theme “Accelerating crime prevention, criminal justice and the rule of law: protecting people and planet and achieving the 2030 Agenda for Sustainable Development in the digital age”, in line with General Assembly resolution 78/223.
2. Five regional preparatory meetings have been organized in preparation for the Fifteenth Congress: the Asia and Pacific Regional Preparatory Meeting, held in Bangkok from 21 to 23 January 2025; the Latin American and Caribbean Regional Preparatory Meeting, held in San José from 4 to 6 February 2025; the European Regional Preparatory Meeting, held in Vienna from 25 to 27 March 2025; the African Regional Preparatory Meeting, held in Addis Ababa from 8 to 10 April 2025; and the Western Asia Regional Preparatory Meeting, held in Marrakech, Morocco, from 23 to 25 April 2025.

II. Date and venue

3. The Fifteenth Congress will be held from Saturday, 25 April, to Thursday, 30 April 2026, with pre-Congress consultations scheduled for Friday, 24 April 2026. The Congress will take place at the Abu Dhabi National Exhibition Centre (ADNEC), Khaleej Al Arabi Street, PO box 5546, Abu Dhabi. A floor plan of the Centre is contained in annex I to the present document.

III. High-level segment and regular segment

4. The high-level segment of the Fifteenth Congress will be held during the first two days of the Congress, from Saturday, 25 April, to Monday, 27 April 2026. Following the opening of the high-level segment, the floor will be given to the high-level representatives of the Member States chairing the regional groups, followed by high-level representatives of Member States in their national capacity.

List of speakers for the high-level segment

5. The initial list of speakers for the high-level segment will be established through the drawing of lots at an intersessional meeting of the Commission on Crime Prevention and Criminal Justice, acting as the preparatory body for the Crime Congress, to be held on 27 March 2026. Member States are requested to share with the secretariat, by email to undoc-sgb@un.org by 23 March 2026, the name, title and rank of their speaker for inclusion in the drawing of lots.
6. The drawing of lots will be carried out by means of the following procedure:
 - (a) There will be two boxes, one containing the names of the States that will be represented at the level of cabinet minister, and the other containing the names of States that will be represented at a lower level than that of cabinet minister;
 - (b) A representative of the secretariat will draw the names out of the first box and continue with the second. The Member States will be listed in the order in which their names are drawn;
 - (c) If the secretariat has been informed that more than one State will be represented at a level higher than that of cabinet minister (that is, Head of State or Head of Government), there will be an additional, third box containing the names of States that will be represented at the highest level (Heads of State or Government), and the same procedure will be followed as the one described in subparagraph (b) above. The drawing of lots from that box (Heads of State or Government) will take place first;

(d) Speaking slots may be reserved for the Holy See and for the State of Palestine in their capacity as observer States.

7. If the level at which a statement is to be made is subsequently changed, the speaker will be moved to the next available speaking slot in the appropriate category.

8. Participants may arrange to exchange their speaking slots in accordance with the established practice of the United Nations. In such cases, the concerned parties must provide written notification thereof to the secretariat of the Congress.

9. Speakers who are not able to deliver statements when their speaking turn comes will automatically be moved to the next available speaking slot within their category.

10. Heads of United Nations entities, including programmes, funds, specialized agencies and regional commissions, and intergovernmental organizations may also make statements during the high-level segment after Member States on a first-come, first-served basis, if time permits. Duly registered representatives of intergovernmental organizations who wish to make statements during the high-level segment should inform the secretariat by 27 March 2026 by email to unodc-sgb@un.org.

Length of statements during the high-level segment

11. Statements made by Member States during the high-level segment may be up to five minutes long (approximately 500 words); chairs of regional groups are allowed a maximum speaking time of seven minutes (approximately 700 words). Longer statements may be posted on the website of the Congress (crimecongress.unodc.org).

Video statements

12. Representatives have the option of submitting pre-recorded video statements for the high-level segment, provided that the applicable time limit is strictly adhered to.

13. The representative delivering a video statement must be registered for the Congress as a member of a delegation. When registering for the list of speakers at the high-level segment, delegations are requested to indicate “video statement” next to the title of the representative delivering the statement.

14. Video statements and the transcript of each such statement should be transmitted to the secretariat by Friday, 17 April 2026 via a file-sharing platform with appropriate security protections (e.g. password and/or private link), such as Dropbox. The link to the files on the platform should be sent by email to congress15.statements@un.org. Delegations are kindly requested not to attach video files directly to an email.

15. Delegates are kindly reminded that many participants will rely on interpretation services, and are therefore encouraged to make themselves familiar with the guidance note entitled “Guidelines for the submission of pre-recorded video messages and statements” (see annex II) before recording their statements.

Online posting of statements

16. All statements, including video statements, made during the high-level segment will be made available online in the journal, unless the secretariat is informed otherwise by the delegation in question.

Statements during the regular segment

17. Statements made during the regular segment are limited to three minutes (approximately 300 words) each. Chairs of regional groups will be allotted a maximum speaking time of five minutes (approximately 500 words) each.

18. Speakers may register in advance for speaking slots in plenary meetings of the regular segment on the website of the Congress.

19. As there is no advance registration for Committee I and Committee II, speakers are kindly asked to indicate their intention to take the floor during the meetings of the committees.

20. Under each agenda item, up to three non-governmental organizations may make statements. Those statements are to be coordinated by the Alliance of Non-Governmental Organizations on Crime Prevention and Criminal Justice (email: info@crimealliance.org).

IV. Appointment of the Secretary-General and the Executive Secretary of the Fifteenth Congress

21. In its resolution [79/186](#), the General Assembly requested the Secretary-General to appoint a Secretary-General and an Executive Secretary of the Fifteenth Congress, in accordance with past practice, to perform their functions under the rules of procedure for United Nations congresses on crime prevention and criminal justice.

22. The Secretary-General of the United Nations has appointed the Executive Director of the United Nations Office on Drugs and Crime (UNODC) and Director-General of the United Nations Office at Vienna as Secretary-General of the Fifteenth Congress, and has appointed the Director of the Division for Treaty Affairs of UNODC as Executive Secretary of the Fifteenth Congress.

Secretariat

23. For general information regarding the Congress, please contact the secretariat of the Congress:

Secretariat to the Governing Bodies
Division for Treaty Affairs
PO box 500, Room D0676
1400 Vienna
Austria
Email: unodc-sgb@un.org

V. Pre-Congress consultations

24. Pre-Congress consultations will be held on Friday, 24 April 2026, at 3 p.m., in the Plenary Hall of ADNEC. The purpose of the pre-Congress consultations is to reach agreement on the recommendations to be made with respect to all procedural and organizational matters to be dealt with by the Congress on the opening day, such as the election of officers and the composition of the General Committee, the adoption of the agenda and organization of work and the appointment of members of the Credentials Committee.

VI. Opening of the Fifteenth Congress and seating arrangements

25. The formal opening of the Fifteenth Congress will take place on Saturday, 25 April 2026, at 9.30 a.m. Delegates are requested to be in their seats at least 15 minutes before the beginning of the meeting.

26. For the opening, each government delegation will be assigned four seats – two at the table and two in the row behind. Designated seating will be available for other participants in the Congress.

27. Committee I will start in the Committee Hall on Saturday, 25 April 2026, in the afternoon. Committee II will also be convened in the Committee Hall, starting in the afternoon on Sunday, 26 April 2026, and alternating with Committee I. Each

government delegation will be assigned two seats. Designated seating will be available for other participants in the Congress.

VII. General theme, agenda and programme of work

28. In its resolution [78/223](#), the General Assembly decided that the main theme of the Fifteenth Congress would be “Accelerating crime prevention, criminal justice and the rule of law: protecting people and planet and achieving the 2030 Agenda for Sustainable Development in the digital age”.

29. The substantive agenda items to be considered by the Congress, as approved by the Assembly in the same resolution, are as follows:

(a) Advancing innovative and evidence-based crime prevention strategies towards social, economic and environmental development;

(b) Promoting people-centred, inclusive and responsive criminal justice systems in a world of continuous change;

(c) Addressing and countering crime – including organized crime and terrorism in all its forms and manifestations – in new, emerging and evolving forms;

(d) Working better together to elevate cooperation and partnerships, including technical and material assistance and training, at the national, regional and international levels, in crime prevention and criminal justice.

30. The following issues will be considered as workshop topics in the committees:

(a) Building resilient societies, with a focus on protecting women, children and youth: fostering engagement, education and the culture of lawfulness;

(b) Ensuring equal access to justice for all: towards safe and secure societies while respecting the rule of law;

(c) Getting ahead: strengthening data collection and analysis to better protect people and planet in times of new, emerging and evolving forms of crime;

(d) Turning the digital age into an opportunity: promoting the responsible use of technologies in crime prevention and criminal justice.

31. Annotations on the substantive agenda items of the Congress are contained in document [A/CONF.241/1](#). A discussion guide on those themes has been issued as document [A/CONF.241/PM.1](#). Congress documents are available at www.unodc.org/unodc/en/crimecongress/documents.html.

32. The proposed programme of work for the Congress is set out in the annex to document [A/CONF.241/1](#). The programme of meetings will appear in the daily journal, which will provide details about daily activities and information such as the titles, times and locations of meetings, the agenda items to be considered and the relevant documentation. The journal will also include information on high-level events, ancillary meetings and exhibitions.

VIII. Ancillary meetings and exhibitions

33. In addition to the discussions in plenary meetings and the two committees, programmes of ancillary meetings and exhibitions will be organized. The guidelines for organizing ancillary meetings and exhibitions are available at www.unodc.org/unodc/crimecongress/index.html.

34. Topics proposed for exhibitions and ancillary meetings should relate to the main theme, agenda items and workshop topics of the Fifteenth Congress.

IX. Participation and costs

35. In accordance with the provisional rules of procedure for the Fifteenth Congress (A/CONF.241/2), the following may participate in the Congress:

- (a) Member States of the United Nations;
- (b) Associate members of the regional commissions of the United Nations;
- (c) Organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under its auspices, in accordance with Assembly resolutions 3237 (XXIX), 3280 (XXIX) and 31/152;
- (d) Organs of the United Nations;
- (e) Specialized agencies of the United Nations and the International Atomic Energy Agency;
- (f) Intergovernmental organizations;
- (g) Non-governmental organizations in consultative status with the Economic and Social Council;
- (h) Non-governmental organizations not in consultative status with the Economic and Social Council, as approved by means of the no-objection procedure;
- (i) Individual experts in the field of crime prevention and the treatment of offenders, such as members of teaching staff at universities, members of criminological institutes, national non-governmental organizations for crime prevention and criminal justice, courts and bar associations, social workers, youth workers, specialists in education, specialists in behavioural sciences and police officials, invited by the Secretary-General;
- (j) Officials of the Secretariat;
- (k) Other persons invited by the United Nations;
- (l) Other persons invited by the host Government.

Costs and risks

36. Any costs and risks incurred through participation in the Fifteenth Congress are to be borne by participating Governments in respect of their delegations, by intergovernmental and non-governmental organizations in respect of their representatives, and by experts attending in their individual capacity in respect of their own participation. There is no registration fee for participation in the Fifteenth Congress.

Photography and recording during the Congress

37. Meetings during the Congress will be recorded and webcast. By attending any Congress meetings and events, participants give permission for their images (captured during the Congress in videos and photographs) to be used in Congress promotional materials, publications and websites, including webcasts and social media, and waive any and all rights, including, but not limited to, compensation or ownership.

X. Participation of non-governmental organizations

38. Rule 58 of the provisional rules of procedure for the Fifteenth Congress, entitled "Observers for non-governmental organizations", stipulates that observers designated by non-governmental organizations invited to the Congress may participate, without the right to vote, in the deliberations of the Congress and its committees, subcommittees and working groups.

39. Non-governmental organizations in consultative status with the Economic and Social Council that are considered to have a substantive interest in the work of the Congress and which have received an invitation may participate in the Congress. Non-governmental organizations in consultative status with the Economic and Social Council that indicated their interest in participating also received an invitation.

40. In accordance with Economic and Social Council resolution 1996/31, entitled “Consultative relationship between the United Nations and non-governmental organizations”, non-governmental organizations without consultative status with the Council and wishing to be accredited were given an opportunity to apply through the civil society team of the secretariat by 4 November 2025 to participate as observers.

XI. Participation of individual experts

41. Experts in the field of crime prevention and the treatment of offenders may be invited by the Secretary-General to participate in the Fifteenth Congress in their individual capacity and may participate, without the right to vote, in the deliberations of the Congress and its committees, subcommittees and working groups. In accordance with past practice, experts who participated in previous congresses in their individual capacity received an invitation upon their request to the secretariat of the Fifteenth Congress to participate in the Congress. In addition, persons with an interest in crime prevention and the treatment of offenders were given the opportunity to apply to the secretariat for an invitation to participate in the Fifteenth Congress as individual experts.

42. The deadline for expressions of interest by individual experts to participate as observers in the Fifteenth Congress was 5 December 2025.

XII. Credentials for States

43. In accordance with rules 1–3 of the provisional rules of procedure for the Fifteenth Congress, the delegation of each State participating in the Congress is to consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required.

44. The credentials of State representatives must be issued either by the Head of State or Government or by the Minister for Foreign Affairs.

45. In accordance with rule 4 of the provisional rules of procedure for the Fifteenth Congress, a credentials committee is to examine the credentials of representatives and report to the Congress.

46. The credentials, including the full name as shown in the person’s passport, as well as the title, address and email address of each representative, alternate representative and adviser, must reach the Executive Secretary of the Congress by **8 April 2026** at the latest.

47. Governments are invited to submit advance scanned copies of credentials to the secretariat of the Congress (unodc-sgb@un.org) as soon as possible.

48. Hard copies of credentials should be sent or brought to:

Secretary
Fifteenth United Nations Congress on Crime Prevention and Criminal Justice
C/o secretariat of the Congress
PO box 500, Room D0676
1400 Vienna
Austria

XIII. Registration

49. In order to participate in the Congress, all participants must be registered. Registration for the Congress will start on 2 January 2026.

50. Congress registration will be handled through the United Nations registration system Indico.

51. Detailed information on registration is available on the website of the Congress: www.unodc.org/unodc/en/crimecongress/registration.html. The link to the registration system is available on the website.

52. Admission to the Congress site requires the presentation of a Congress identification badge at all times.

53. As part of the security arrangements, all participants in the Congress will be required to present their passports at the entrance before proceeding to the registration area of ADNEC. Badges must always be worn visibly at the Congress site. All persons and their bags and/or luggage will be screened at the entrance to the Congress site.

54. Participants are encouraged to collect their badges as early as possible. Member States may arrange for batch pick-up with a note verbale designating the person who will pick up the badges. All other participants are expected to pick up their badges in person, presenting their passport or official photo identification and the QR code received upon successful registration.

Registration of Heads of State, Heads of Government and ministers

55. It is strongly recommended that Heads of State, Heads of Government and ministers who plan to participate in person be registered 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 a person authorized through a note verbale.

XIV. Languages and documentation

56. The six official languages of the Fifteenth Congress are Arabic, Chinese, English, French, Russian and Spanish. As mentioned above, statements made in a language of the Congress during the plenary meetings and the meetings of Committee I and Committee II will be interpreted into the other official languages of the Congress. Official documents of the Congress will be made available in the six official languages and posted on the website of the Congress.

57. UNODC has prepared documents to facilitate the consideration of each item on the provisional agenda of the Congress, as well as background papers for the workshops. Links to those documents can be found on the website of the Congress.

Pre-session documents

58. As part of the secretariat's efforts to reduce expenditure and support endeavours to limit its environmental impact through the digitization of conference materials and publications, the pre-session documents of the Congress will be issued only electronically and will be posted in all six official languages on the website of the Congress. In-person participants are kindly requested to bring their own copies of the pre-session documents to meetings.

In-session documents

59. In-session documents will be made available on the United Nations Official Document System (ODS) and also be posted on the website of the Congress, prior to their adoption.

XV. Submission of papers

60. Governments and other stakeholders are encouraged to submit papers on the substantive items of the agenda. Such papers may contain positions, relevant research findings, examples of good practice and indications of ways to further common objectives and joint strategies with the United Nations and other stakeholders. To the extent possible, the papers should contain specific recommendations to be considered by the Congress.

Written statements

61. Written statements (prepared specifically for the Congress) on substantive topics of the Congress, including national position papers, should be submitted in electronic format (Word files) in an official language of the Congress by official communication to the secretariat of the Fifteenth Congress (unodc-sgb@un.org) by **25 March 2026**. Written statements may be submitted by Member States, United Nations entities, intergovernmental organizations, non-governmental organizations and individual experts. At the time of submission, each statement should be accompanied by an indication of the agenda item to which it relates. The contact information of a representative of the submitting entity should also be included. Written statements will be issued with an official symbol and a cover page and will be listed in the report on the Congress. They will also be posted on the Congress website.

Background information

62. Background information (e.g. existing publications, research papers, brochures or statements prepared for other occasions) relevant to the topics of the Congress should be submitted in electronic format in a language of the Congress by official communication to the secretariat (unodc-sgb@un.org) by **25 March 2026**. Background information may be submitted by Member States, United Nations entities, intergovernmental organizations, non-governmental organizations and individual experts. Background information will be made available at the Congress in a digital lounge for downloading and saving to digital devices.

XVI. Information for the media

63. Media facilities will be available at the Fifteenth Congress, including a press working area and a press briefing room.

64. Media representatives wishing to cover the Fifteenth Congress must apply for accreditation before the Congress by registering through the Indico platform and submitting valid press credentials. Further details on registration are available on the website of the Congress: www.unodc.org/unodc/en/crimecongress/registration.html. The link to the registration system is available on the website.

65. Accreditation will be granted upon presentation of 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.

66. Press passes will be issued upon presentation of an official photograph-bearing identity document and the QR code generated by the Indico system upon approval of the registration. Only media representatives who have conference press passes will have access to meetings, special events and the press working area. Press passes will be issued at the site of the Congress.

67. For further information on media accreditation, please contact press.vienna@un.org.

XVII. Visas, travel and hotel reservations for participants – information provided by the host country authorities

Visas

68. All participants are required to have a valid passport.
69. Visas may be applied for from **2 March 2026 until 1 April 2026**.
70. Congress participants whose registration has been approved by the United Nations can apply for a visa in the **dedicated conference system**. Kindly allow for at least 48 hours after registration approval before visa application.
71. Participants from the following countries do not need to make visa arrangements in advance: **Visa Exemptions For Non Citizen**. The dedicated conference visa system is not available for citizens of those countries.
72. Questions on visa-related issues may be directed to: Mohamed.Salkatheeri@icp.gov.ae.

Transportation

73. A shuttle bus service to the officially recommended hotels will be arranged free of charge from Dubai International Airport (Terminals 1 and 3) and Abu Dhabi International Airport for participants. A shuttle service schedule, which participants may view when booking their flight tickets, will be available on the website of the Congress.
74. Alternatively, participants may take a public taxi to their hotels. The fare depends on the distance travelled. Participants are advised to contact the information desk at the airport for assistance.

Transportation to and from the Congress venue

75. Shuttle buses will transport participants mornings and evenings to and from the official pick-up and drop points. Bus schedules will be available on the website of the Congress and at the Congress venue. Alternatively, participants are required to make their own arrangements for transportation to and from the venue.

Accommodation

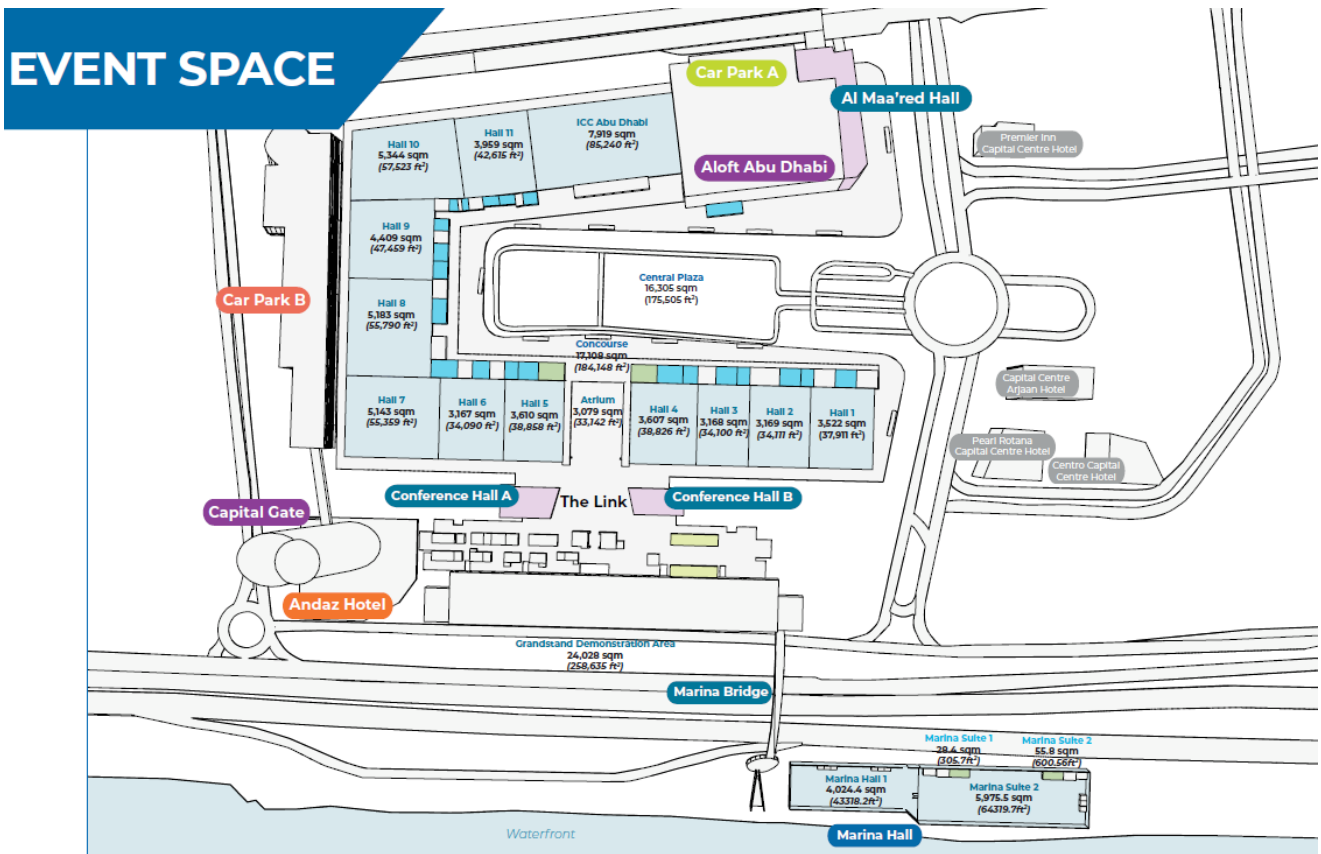
76. Participants are required to make their own accommodation arrangements and may write to official travel partner Tourism 365 at reservations@tourism365.ae, with the subject line “UNODC 2026 Abu Dhabi – Hotel Booking Request”.
77. Proposed hotels for delegates (and their distance to ADNEC):

<i>Hotel Name</i>	<i>Approximate distance to ADNEC</i>
Fairmont Bab Al Bahr	3.3 km
Shangri-La Qaryat Al Beri, Abu Dhabi	3.1 km
Traders Hotel, Qaryat Al Beri, Abu Dhabi	3.6 km
Marriott Hotel Downtown Abu Dhabi	9.3 km
Grand Millennium Abu Dhabi	9.2 km
La Quinta by Wyndham Abu Dhabi	9.4 km
Grand Hyatt Abu Dhabi Hotel and Residences Emirates Pearl	14.0 km
Bab Al Qasr Hotel	14.2 km
Conrad Abu Dhabi Etihad Towers	14.0 km

<i>Hotel Name</i>	<i>Approximate distance to ADNEC</i>
Radisson Blu Hotel and Resort, Abu Dhabi Corniche	15.3 km
Jumeirah at Etihad Towers	13.8 km
Aloft Abu Dhabi	Connected with ADNEC
Andaz Capital Gate Abu Dhabi – a concept by Hyatt	Connected with ADNEC

Annex I

Floor plan of the Abu Dhabi National Exhibition Centre



Annex II

Guidelines for the submission of pre-recorded video messages and statements

1. Delegations registered to the Fifteenth Congress on Crime Prevention and Criminal Justice 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 Congress 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:
 - Notify the secretariat of their intention when enrolling in the list of speakers. They may use the sample email below.
 - Send the video file (in .mov or .mp4 format) **at the latest one week** prior to the opening of the session, that is, **Friday, 17 April 2026**.
 - Submit a faithful transcript of the statement. Videos submitted without an accompanying text will not be interpreted.
4. Please note that for general statements at the Congress, the time limits are as follows:
 - Regional groups: five minutes
 - National statements: three minutes

Technical guidelines

5. In order for video statements to be aired during the session and enable simultaneous interpretation, they should comply with the following specifications:

Language

6. In line with the official languages of the United Nations, all video statements must 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**:
 - 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.
 - Provide the corresponding written translation of the statement into one of the United Nations official languages.

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

Content

8. With respect to the content of a video message:
 - Videos should display only the image of the person presenting the statement.

- Videos should not contain PowerPoint presentations, video clips, pictures of events, superimposed text or any other visual or audio content.
- Avoid including moving images alongside the speaker and do not include background music or sounds. Videos submitted with background music will not be interpreted.

Setting

9. With respect to the setting:
 - Record in a quiet room, free of any noise (e.g. clicking, humming or paper rustling).
 - Use a high-definition camera (720p or higher).
 - Place the camera at head height and face it when recording.
 - Close any drapes or curtains to avoid backlighting.
 - 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

10. With respect to audio:
 - 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**.
 - The microphone should be placed close to the speaker or attached to the speaker's clothing.
 - Speakers should be prompted to begin reading their message after a two-second video pre-roll.
 - Speakers should speak at a moderate pace, allowing for natural pauses at the end of phrases and ideas, and avoid abrupt transitions.
 - Speakers should speak directly into the microphone, placing it between 30–50 centimetres away.
 - Tapping, blowing or shouting into the microphone should be avoided.
 - Surround and stereo audio must be appropriately balanced and free from phase differences. Audio quality must be steady and free from fluctuations.

Video

11. With respect to video specifications:
 - Use a 16:9 aspect ratio.
 - Use the following media file formats: .mov or .mp4. Web-type compressed video file formats should not be used (.wmv, .flv, .asf).
 - Use the 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

12. With respect to content:
 - There should be no fade-in or fade-out at the beginning or end of the statement.
 - The background should be plain and not distract from the speaker.

- The framing should be medium close-up (waist-to-head).
- Speakers should address the camera.
- Captioning, subtitles, graphics and text should not be used.

Sample email

To: unov-conference.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 Congress.

Signature

Name




Phone number

Annex III

Detailed audio recommendations for pre-recorded video statements

Microphone specifications

It is recommended to use microphones that satisfy the following requirements:

Type	Table mic	
	Lapel/lavalier	 
Connector	USB	These are much more easily recognized by your computer
Pattern	Unidirectional/cardioid	In order not to pick up extraneous noise
Frequency range	At least 125–15,000 Hz	A minimum to ensure a natural sound

How to position and use your microphone

Table microphone

- Keep the microphone between **6 and 8 inches (between 15 and 20 cm)** away **from your mouth**.
- Speak into the **front side** of your microphone.
- Keep any possible unavoidable noise sources (such as your **computer's fan**) **behind your microphone**.
- If applicable, please also mind the following:
 - Use the mode or pattern knob to **select the cardioid (unidirectional) pattern**.
 - 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 noise will sound**.

Lapel microphone

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