

**Stockholm Convention on Persistent Organic Pollutants**

اتفاقية استكهولم بشأن الملوثات العضوية الثابتة · 关于持久性有机污染物的斯德哥尔摩公约 · Convention de Stockholm sur les polluants organiques persistants
Convenio de Estocolmo sobre Contaminantes Orgánicos Persistentes · Стокгольмская конвенция о стойких органических загрязнителях



Secretariat of the Stockholm Convention
International Environment House 1
11-13, chemin des Anémones
CH-1219 Châtelaine – Geneva
Switzerland

Telephone: +41 22 917 87 29
Facsimile: +41 22 917 80 98
E-mail: ssc@pops.int
www.pops.int

Preliminary information for delegates to the paperless fifth meeting of the Conference of the Parties to the Stockholm Convention

The fifth meeting of the Conference of the Parties to the Stockholm Convention will be paperless. Printed documents will not be available at the meeting. Pre-session documents will be made available on the Convention website. In-session documents (such as conference room papers) will be available electronically via a wireless intranet, e-mail or memory stick only.

A paperless meeting has the benefit of considerably reducing the costs and the carbon footprint of the meeting. The cost savings may be used to support the participation of delegates. A paperless meeting will also make it easier for delegates to locate particular documents and will allow for faster preparation and distribution of conference room papers.

Each delegate is requested to follow the requirements described below:

1. Each delegate is required to have a laptop containing basic applications, including Microsoft Office Word, Excel and PowerPoint, Adobe Acrobat Reader and updated antivirus software.
2. Laptops must be free of viruses and pre-checked for viruses prior to arrival at the meeting. Virus-free laptops are crucial to the success of the paperless meeting.
3. Please bring a memory stick with you in case you need to transfer data. Ensure that it is virus-free.
4. Laptops should be configured for a standard wireless (wi-fi) connection. If in doubt, please check with your local information technology expert.
5. Please bring an appropriate adaptor to enable you to connect your laptop to Swiss power sockets.
6. Please include a current e-mail address when completing the meeting registration form. Your e-mail box must have enough space available to accept e-mails containing meeting documents.

All information about meeting arrangements will shortly be available on the Stockholm Convention website www.pops.int.

Your cooperation in fulfilling these requirements is highly appreciated and will ensure the success of the meeting.

Secretariat of the Stockholm Convention