



Economic and Social Council

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Tenth United Nations Regional Cartographic Conference for the Americas

New York, 19-23 August 2013

Documentation for the Conference

Note by the Secretariat

1. The official languages of the United Nations, Arabic, Chinese, English, French, Russian and Spanish, will be the official languages of the Conference.
2. Governments are asked to forward the summaries of their country reports to the United Nations Secretariat, at their earliest convenience but no later than 5 June 2013, in at least one of the languages of the Conference. It is important that Governments comply with the deadline for submission so that the summary of their country report can be translated into the other official languages in time for the Conference. It will not be possible to guarantee the translation of summaries received after the deadline.
3. All documents being submitted in support of the items on the provisional agenda, including the country reports and their summaries, should be e-mailed to the secretariat of the Conference in Word or a compatible format to the e-mail addresses in paragraph 8 below.
4. Each summary should be no longer than one typewritten page. Acronyms and abbreviations must be spelled out the first time they appear.
5. The session will be PaperSmart, which means that the documents for the Conference will be made available at the PaperSmart portal (<http://papersmart.unmeetings.org>). Delegates are encouraged to bring their laptops, tablets and other mobile devices to the meeting in order to access electronically the official documents and statements from the portal. In addition, a print-on-demand service will be made available to delegations, and a desk will be set up in the conference room for this purpose.
6. Detailed guidelines, including a template, for the submission of full-length texts (for example, country reports and technical papers) that will not be translated by the Secretariat will be made available from the website of the United Nations regional cartographic conferences (<http://unstats.un.org/unsd/geoinfo/RCC/unrccaEvents.html>).



7. The proceedings of the Conference will be issued in one volume, which will be the report of the Conference.

8. Correspondence relating to the Conference may be addressed to the secretariat of the Conference as follows:

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