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**United Nations Group of Experts on
Geographical Names
Twenty-third Session
Vienna, Austria 28 March – 4 April 2006**

DOCUMENTATION FOR THE SESSION

Note from the Secretariat

Deadline and language of documents

1. The official languages of the Session are Arabic, Chinese, English, French, Russian and Spanish. Since the facilities for the translation and reproduction of documents at the Session site will be limited, Governments are asked to forward to the United Nations Secretariat at their earliest convenience, but not later than 15 February 2006, two copies of any documents prepared in support of items on the provisional agenda for the twenty-third session.
2. It is important that Governments and experts comply with the deadline for submission of documents in order that their papers be included in the United Nations UNGEGN Website and made accessible before the Session through the United Nations Statistics Division web pages (<http://www.unstats.un.org/unsd/geoinfo>).

Formatting and presentation of documents

- 3 Documents may be e-mailed to the United Nations Secretariat (see e-mail addresses listed below) in the following formats: .doc or .pdf. Alternatively, documents can be sent by regular mail to the Secretariat and must be printed on consecutively numbered pages, with margins of at least 2.5 cm (1 inch) on all four sides; a diskette with the text must be attached and the word processing program used must be indicated. It is essential that documents be kept to a reasonable length and should not exceed 10 pages. It must be indicated under which item of the provisional agenda (GEGN/23/1) the paper is to be presented
4. Prior arrangements must be made with the Secretariat for any special presentation that requires computer-projector (e.g. PowerPoint) or other audio-visual equipment.

Illustrations

5. Governments/experts submitting multicolor or oversize illustrations should send 250 copies of each to the UNGEGN Secretariat in New York for distribution during the Session.

Divisional reports

6. Divisional reports for item 5 of the provisional agenda should include material of common interest to the Division. National reports are not an agenda item, so pertinent information should be provided within Division reports. Some information may be more appropriately included under the activities of particular working groups (other agenda items) than detailed in divisional reports.

Report of the Session

7. A one volume report of the Session will be issued. Technical documents received by the deadline will be made available on the UNGEGN web site.

8. The address of UNGEGN Secretariat is:

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