

19 September 2008

Original: English

---

**United Nations Group of Experts on  
Geographical Names**  
Twenty-fifth session  
Nairobi, 5-12 May 2009

## **Documentation for the session**

### **Note by the Secretariat**

#### **Deadline and language of documents**

1. The official languages of the twenty-fifth session of the United Nations Group of Experts on Geographical Names 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 18 March 2009, digital documents prepared in support of items on the provisional agenda for the twenty-fifth session.

2. It is important that Governments and experts comply with the deadline for submission of documents so that their papers may be posted on the website of the Group of Experts and made accessible before the session on the webpage of the United Nations Statistics Division (<http://www.unstats.un.org/unsd/geoinfo>).

#### **Formatting and presentation of documents**

3. Documents may be e-mailed to the secretariat of the Group of Experts (see addresses below) either in Microsoft Word or pdf format. It is essential that documents be kept to a reasonable length, not exceeding 10 pages. It must be indicated under which item of the provisional agenda (GEGN/25/1) the paper is to be presented.

4. Prior arrangements must be made with the secretariat of the Group of Experts for any special presentation that requires a computer projector (e.g., PowerPoint) or other audio-visual equipment.



**Illustrations**

5. Governments/experts submitting multicolour or oversized illustrations for distribution during the session should send 250 copies of each to the secretariat of the Group of Experts in New York before 18 March 2009.

**Divisional reports**

6. Divisional reports for item 5 of the provisional agenda should include material of common interest to the divisions. National reports have not been allocated a separate agenda item, so pertinent information should be provided within divisional reports. Some information may be more appropriately included under the activities of particular working groups (or other agenda items) than 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 website of the Group of Experts.

8. The address of the secretariat of the Group of Experts is:

Yacob Zewoldi  
United Nations Statistics Division  
Statistical and Geographic Conferences Unit  
2 United Nations Plaza, DC2-1644  
New York, NY 10017  
United States of America

E-mail: [zewoldi@un.org](mailto:zewoldi@un.org);  
cc: Ms. Li Wang: [wangl@un.org](mailto:wangl@un.org)