

8 January 2016

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**United Nations Group of Experts on  
Geographical Names**  
**Twenty-ninth session**  
Bangkok, Thailand, 25 to 29 April 2016

## **Documentation for the session**

### **Note by the Secretariat**

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

1. The official languages of the twenty-ninth 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 29 February 2016, digital documents prepared in support of items on the provisional agenda for the twenty-ninth session.
2. It is important that Governments and experts adhere to the deadline for submission of documents so that their papers may be reviewed, collated and posted on the website of the Group of Experts to be made accessible before the session on the webpage (<http://unstats.un.org/unsd/geoinfo/UNGEGN/sessions.html>) of the United Nations Statistics Division.

#### **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; they should not exceed 10 pages. The documents submitted must indicate the related resolution from the United Nations Conference on Standardization of Geographical Names and under which item of the provisional agenda (GEGN/29/1) the paper is to be included. To meet the session schedule, some documents may need to be considered for information rather than for presentation. For documents longer than one page, a one- or two-paragraph summary should be provided at the beginning.
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.

### **Divisional reports**

5. Divisional reports for item 4 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**

6. 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 on Geographical Names.

7. The contact details for communications with the secretariat of the Group of Experts are as follows:

Cecille Blake  
United Nations Statistics Division  
UN Global Geospatial Information Management Secretariat  
2 United Nations Plaza, DC2-1678  
New York, NY 10017  
United States of America  
E-mail: [blake1@un.org](mailto:blake1@un.org)

Courtesy copies of correspondence should also be addressed to Ms. Vilma Frani: [frani@un.org](mailto:frani@un.org)

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