Fourth United Nations Conference on the
Standardization of Geographical Names
Geneva, 24 August to 14 September 1982

DOCUMENTATION FOR THE CONFERENCE

Note by the Secretariat

1. The official languages of the Conference are English, French and Spanish. Since the facilities for the translation and reproduction of documents at the site of the Conference will be limited, Governments are asked to forward to the United Nations Secretariat at their earliest convenience, but not later than 15 May 1982, any documents that they may have prepared in support of items on the provisional agenda for the Conference. It is essential that the documents be kept to a reasonable length; in no case should they exceed 15 pages. Every document submitted for official presentation should be accompanied by a summary consisting of a comprehensive condensation of the essential parts of the paper and should be limited as far as possible to two typewritten pages. The documents will be distributed in the language in which they are received (English, French or Spanish) and the summary will be translated and distributed in the two other languages.

2. To facilitate and expedite the reproduction of half-tones, charts and other black and white illustrations that may be included in any document submitted, it is important that two copies of reproducible material for each illustration be forwarded to the Cartography Section, Department of Technical Co-operation for Development, United Nations, New York, N.Y. 10017, together with the text. This will enable the Secretariat to retain one copy for the final publication of the technical paper submitted, and to use the other copy for immediate reproduction for the purposes of the Conference.

3. The proceedings of the Conference will be issued in two volumes as follows:

   Volume I : Report of the Conference
   Volume II: Technical papers
Volume I will be issued in English, French and Spanish; in accordance with United Nations policy concerning the limitation of documentation, Volume II containing the documents in support of the Conference agenda will be issued in one version only with each paper appearing in the original language, that is, English, French or Spanish, preceded by a summary in the other two languages.

4. Documents that a Government may wish the Secretariat to distribute as information papers will only be accepted at the Conference site. For satisfactory distribution, at least 300 copies will be necessary. Such papers will not, of course, be reproduced in the final proceedings of the Conference.