

Reference: Not-INC-2024-0010

04 April 2024

Dear Madam/Sir,

Thank you for registering as an Observer to INC-4.

As per the previous INC session, a dedicated room for Observers will be available within the Shaw Centre during INC-4. This space will serve as an opportunity for Observers to have coordination meetings. **No events will be allowed in this room.** The room will be located in Conference Room 202, Second Floor.

Interested accredited Observer organizations can [reserve the room on the link here](#). Bookings can be made in slots of 1 hour and 15 minutes, on a first come first served basis. Only one booking per approved accredited organization will be considered, including coalitions or alliances.

From 23 to 29 April 2024, between 9:30 - 9:55 am, a Secretariat staff will be available daily in the Observer Room to address any questions or concerns.

In addition, we are pleased to remind Observers of the [Observers Engagement Guide](#), which provides guidance and insight into the participation and engagement of Observers in the INC process. The Guide will be regularly updated with relevant information. ([Link here](#)).

The INC Secretariat remains at your disposal for any information needed at unep-incplastic.secretariat@un.org.

Yours sincerely,

Signed

The INC Secretariat