

Reference: Not-INC-2024-0013

16 April 2024

Dear Madam/Sir,

We are pleased to share the [attached](#) list of selected facilitators and presenters for the respective thematic side events to take place on the margins of the fourth session of the INC, to be held from 23 April to 29 April 2024 at the Shaw Centre in Ottawa, Canada.

A [notification was issued 19 February 2024](#) containing the modalities and list of themes for the side events.

The selection of presenters was made by the INC Secretariat in consultation with the Chair, with due consideration to geographical and gender balance, representation from both Members and Observers of the Committee, as well as technical experience, participation in the process and expertise on the topics in mind. To ensure continuity and smooth coordination of the side events, Intergovernmental Organizations were selected as focal points, to act as liaison between the INC Secretariat and the presenters.

We wish to thank all Member States and Observers who will contribute to the thematic side events. A [guidance note](#) is attached to this email for reference of the presenters.

Please note that the side events will be in person and in English only, with no interpretation. More details on the **logistical arrangements** as well as the **rooms assigned** for the side events are available in the guidance note. Access to the side events room will be on a first-come-first-served basis.

We look forward to your participation in the side events.

The INC Secretariat remains at your disposal for any information as needed through [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

Yours sincerely,

Signed

The INC Secretariat