

Reference: Not-INC-2024-0015

21 April 2024

Dear Sir/Madam,

With reference to the fourth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-4), scheduled to take place at the Shaw Center in Ottawa, Canada, from 23 to 29 April 2024, please find below some practical information about the session:

1. **Venue:** the INC-4 session will take place at the Shaw Centre located at 55 Colonel By Drive, Ottawa, Ontario, Canada, K1N 9J2.
2. **Issuance of badges:** Badge issuance will take place on the second floor of the Shaw Centre. The hours for badge issuance are detailed in the [information note to participant](#) (page 5). Access to the INC-4 venue is subject to the presentation of a valid meeting badge.
3. **Collection of meeting badges:** collection of individual meeting badges must be done by each approved delegate. To receive the individual badge, delegates should present their UN event ticket/QR code and an identification document (passport or national ID). Should the individual be unable to collect his or her badge, a note verbale and / or email with the name of the individual authorized to collect the badge on his or her behalf should be sent to the unep-incplastic.secretariat@un.org
4. **No system of secondary access card is expected.** However, the delegation of each Member will be assigned four seats, two at table (with a microphone) and two seated behind. Seats for the Observers will be available on a first come first served basis. An overflow room will be available in room 301 on the third floor of the Shaw Centre.
5. **Daily Subsistence Allowance (DSA) distribution:** Distribution of DSA will take place in Show Office 1A on the ground floor of the Shaw Centre. A detailed schedule for DSA disbursement is available on the [information note to participants](#). Sponsored participants are requested to present the required documents to the designated staff.
6. **Documentation:** participants will be able to access the working documents for INC-4, including the provisional agenda and other working documents, on the [INC-4 webpage](#).
7. **In-Session Documents Platform:** this new platform will be made available for INC-4 and is only available when the Committee is in session. This is a password protected platform accessible to INC Members attending INC-4 to self-upload their in-session 1) statements and 2) textual submissions documents. Please [click here](#) for more information.
8. **Schedule for the session:** the provisional programme for the session will be available [here](#). This will be updated throughout the session. Delegates are encouraged to consult the [live daily calendar](#) for announcements and venue related information.
9. **List of participants:** as per established practice, the provisional List of Participants will be circulated to delegations on the first day of the session. The final List of Participants will be made available after the closing of the session and will reflect those who attended INC-4.

10. **Interpretation:** interpretation will be provided in all the six official languages of the United Nations during all plenary meetings of INC-4.
11. **Event:** a total of three thematic side-events will be held from 13:30-14:45 on 24 and 25 April. Please click here for the [list of facilitators and presenters](#).
12. **Plastic free meeting:** water dispensers for refilling will be provided. There will be no provision of disposable water cups at the meeting venue. Delegates are therefore requested to bring their own water bottles to the meeting.

The INC Secretariat remains at your disposal for any information as needed through unepincplastic.secretariat@un.org.

Yours sincerely,

Signed

The INC Secretariat