

SPEAKING ARRANGEMENTS

Plenary session, 17-18 December

- There will be **one** formal list of speakers for the debate in plenary on burden- and responsibility-sharing (no separate discussions under the panels). The panels presented in plenary will introduce new perspectives but are all related to the overall theme of burden- and responsibility-sharing. It is therefore not possible to request a speaking slot in relation to one of the panels.
- This list is expected to begin in the afternoon of 17 December, run through the morning of 18 December and carry on until the end of the closing plenary in the afternoon of 18 December.
- There will be only **one** statement per delegation during the entire plenary session, and speakers will be organized according to protocol, General Assembly procedure and registration date.
- Owing to the amount of time available during the plenary session, the number of speaking slots will be limited. There will be other opportunities for engagement in the parallel high-level dialogues on 18 December (see below) and spotlight sessions.
- Additionally, delegations will be asked to limit their interventions to three minutes. With this in mind, speakers are encouraged to keep their statements as focused as possible, highlighting key messages and the announcement of pledges and contributions.
- Due to the limited time available, there will be no group statements.
- All requests for a speaking slot must be made in writing to: hqgovern@unhcr.org, indicating “speakers’ list” in the subject line and providing the exact name, title and rank of the speaker. The request for a speaking slot should be made in addition to the note verbale that accredits the delegation.
- Registration for the list of speakers will be closed on Tuesday, 10 December 2019, and the provisional list will be made available by close of business on Friday, 13 December 2019, on the following Forum webpage under [programme and practical information](#).
- Following the publication of the provisional list on Friday, 13 December 2019, any delegation making a request for a speaking slot will be placed at the end of the list, within category of protocol.
- Should a delegation wish to withdraw from the list of speakers, this may be done in person on the day of the conference. The speaker or his/her representative will be requested to strike their name from the list and initial.
- States/organizations may swap places with another State/organization on the list. Both parties should approach the Secretariat together and initial the list next to where the exchange is indicated.
- Should the speaker originally confirmed in writing change to a different speaker, the Secretariat should be informed in person well in advance of the speaking slot. This may affect the speaking order.

- Should a delegation miss their speaking slot and approach the Secretariat to re-register, they will be placed at the end of the list, according to protocol.
- The plenary session will be webcast on the Forum [webpage](#).
- Delegations wishing to obtain a video recording of their statements may send their requests in writing to: hqvideo@unhcr.org. Requests will be answered in the order they are received.

Parallel high-level dialogues, 18 December

- There will be no list of speakers for the parallel high-level dialogues. These events will be managed informally to allow for broader engagement and a more dynamic discussion.
- Delegations wishing to speak will be asked to raise their nameplates and the Secretariat will compile an informal list.
- The Secretariat will endeavour to ensure that participants who did not get a slot in plenary will have an opportunity to speak in the high-level dialogues.
- In order to encourage interactive exchanges, participants are requested not to read out prepared statements.
- Due to the limited time available and in order to ensure that everyone has an opportunity to speak, participants will be asked to limit their interventions to **three minutes or less**. This will also help ensure that the discussion is more focused and dynamic.
- There will be no group statements during the parallel high-level dialogues.
- The parallel sessions will be webcast on the Forum [webpage](#).
- Delegations wishing to obtain a video recording of their statements may send their requests in writing to: hqvideo@unhcr.org. Requests will be answered in the order they are received.

4 December 2019