

## **Preliminary information for delegates to the paperless fifth meeting of the Conference of the Parties to the Rotterdam Convention**

The fifth meeting of the Conference of the Parties to the Rotterdam Convention will be paperless. Printed documents will not be available at the meeting. Documents will be available electronically via internet downloads, e-mail or memory stick only.

A paperless meeting has the benefit of considerably reducing the costs and the carbon footprint of the meeting. The cost savings may be used to support the participation of delegates. A paperless meeting will also make it easier for delegates to locate particular documents and will allow for faster preparation and distribution of conference room papers.

Each delegate is requested to follow the requirements described below:

1. Each delegate is required to have a laptop computer containing basic applications, including Microsoft Office Word, Excel, and PowerPoint, Adobe Acrobat Reader and updated antivirus software.
2. Laptop computers must be free of viruses and pre-checked for viruses prior to arrival at the meeting. Virus-free laptop computers are crucial to the success of the paperless meeting.
3. Please bring a memory stick with you in case you need to transfer data. Ensure that it is virus-free.
4. Laptop computers should be configured for a standard wireless (wi-fi) connection. If in doubt, please check with your local information technology expert.
5. Please bring an appropriate adaptor to enable you to connect your laptop computer to Swiss power sockets.
6. Please include a current e-mail address when completing the meeting registration form. Your e-mail box must have enough space available to accept e-mails containing meeting documents.

Your cooperation in fulfilling these requirements is highly appreciated and will ensure the success of the meeting.

Secretariat of the Rotterdam Convention