

## Invitation to the IGF Organization and Information Fair

The Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development (IGF) is pleased to announce that it will be holding an **Organization and Information Fair** as a side event space to the Annual General Meeting (AGM) in Geneva, Switzerland from **Monday to Thursday, October 20<sup>th</sup> – 23<sup>rd</sup>, 2014**.

This is an opportunity for organizations attending the AGM to present their work, research and expertise in the area of mining and sustainable development to delegates from over 50 countries, industry representatives and civil society groups. Tables will be provided for participants to use.

### To Register:

Please contact the [IGF Secretariat](#) as soon as possible if you are interested in having a table at the Info Fair.

In addition, 30-minute timeslots are available for organizations to present their work at the Info Fair. If your organization would like to schedule a presentation, please visit our Doodle link and select a timeslot: <https://doodle.com/a9922u8sv5csw7wp>.

Organizations are asked to fill in the attached one-page template outlining their main areas of work which will subsequently be published and distributed in an information package on the IGF's website following the AGM. Organizations are also asked to send a 200-word (maximum) abstract highlighting their key activities and programs which will be included in the agenda/welcome package for all delegates. **Please send both documents by September 19, 2014 to ensure that they are included in both packages.**

*Please note that it is the organization's responsibility to arrange for the transportation and cover all costs of promotional literature and presentation materials, as well as the set-up and take-down of the table. Audio-visual support is not available in the room, however participants may bring laptops to show promotional videos from their tables.*

### Location:

The Info Fair will take place in the Palais des Nations; therefore all attendees must register to attend the IGF Annual General Meeting on [UNCTAD's Online Meeting Registration](#) to have access to the building.

The Info Fair will take place in **Room XXV**, which is conveniently located adjacent to **Room XXVI** where all of the presentations and workshops take place throughout the week.

The Organization and Information Fair will start **Monday, October 20<sup>th</sup> at 13:00-15:00** and close **Thursday, October 24<sup>th</sup> at 13:00-15:00**.

Room XXV will be open throughout the conference but will be highlighted in the agenda for the following hours: 09:00-10:00; 13:00-15:00; 18:00-18:30. We encourage organizations to be present at their tables during these hours to have maximum participation and networking with AGM attendees. An agenda for parallel presentations in this room during the above noted hours will be filled on a first-come basis.

