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**MINISTERIAL CONFERENCE**  
**Fourth Session**  
**Doha, 9 - 13 November 2001**

**STATEMENTS AT PLENARY MEETINGS**

Information Note

**I. DELIVERY OF STATEMENTS**

1. Ministers and other speakers who take the floor at the meetings of the Ministerial Conference will be requested to do so from a lectern on the podium.
2. In order to facilitate the sequence of speakers, seats close to the rostrum will be reserved for the two next speakers. Speakers will be invited to move to these reserved seats while the preceding statements are being made.
3. While the Secretariat will make every effort to contact each delegation in advance of its upcoming speaking time, it is suggested that all delegations keep track of developments in this respect. The Chairman's list of speakers for each session will be made known as far as possible to interested delegations during the meetings. The Chairman expects delegations' cooperation and understanding in the event of unexpected, compelling and last-minute changes that may have to be made to this list.

**II. LENGTH OF STATEMENTS**

4. Statements must not exceed five minutes, which corresponds to two typed pages in single spacing. Facilities will be available for circulating longer presentations in writing.

**III. DISTRIBUTION OF THE TEXTS OF STATEMENTS**

5. The task of the Secretariat, particularly that of the interpreters, the Secretary of the Conference and the press office, will be greatly facilitated if delegations hand in five typed copies and wherever possible a copy on diskette of texts of statements (as well as any longer written presentations) in one of the official languages to the Secretariat of the Council Division as far in advance as possible. Texts of statements handed in will only be circulated after the statements have been made.
6. These texts should be handed in to the Secretariat of the Council Division (Office of Mr. Paulo Barthel-Rosa) at the Al Hubara Foyer, or in the Plenary Meeting Room the day before in the case of statements to be made in the morning, and before 2.00 p.m. for statements to be made in the afternoon.
7. All statements will be circulated as conference documents in the WT/MIN(01)/ST/- series after their delivery. Every effort will be made to do so in the three official languages on the day, following their delivery, both at Doha and Geneva.

8. If statements are handed in in writing 24 hours in advance, every effort will be made to circulate them as conference documents in the three official languages immediately after they have been made. No documents will be circulated during the plenary sessions.

9. In the documents circulated it will not be possible to take account of departures made by speakers from their written texts.

10. In cases where speakers make only brief statements, and at the same time submit a longer written presentation to the Secretariat of the Council Division, unless otherwise indicated by the delegation concerned, only the longer communications will be circulated as a document.

11. Unless otherwise indicated in advance by delegations, the texts of statements or written presentations will be made available to the press immediately after they have been made.

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