



Guidance on Registration and Application for Travel Support

Consultative workshop and a science-policy dialogue on solar radiation modification
19-20 May 2025
Geneva, Switzerland
Hybrid format

1. Registration

- a. Interested participants are required to register online by **Monday, 14 April 2025** on the following [link](#).
- b. Each participant will be required to register individually.
- c. Please note that the review and verification process of the online registration is not automatic and may take up to a few days, which may vary according to the volume of registrations received. Therefore, to prevent delays, delegates are encouraged to submit their online registration as soon as possible and not later than **14 April 2025**.
- d. Please be informed that the registration and the application for travel support are two separate processes. Please refer to section 2 below for more information on travel support applications.
- e. Participation is limited to two representatives per delegation due to space constraints at the venue.

2. Application for Travel Support

- a. To facilitate the participation of representatives from States Members of the United Nations and members of United Nations specialized agencies to the workshop, financial support will be available to support the travel of one (1) delegate from developing countries without representation in Geneva, with priority given to the Least Developed Countries and the Small Island Developing States on a first-come, first-served basis.
- b. Travel support will cover economy-class round-trip air ticket, as well as daily subsistence allowances and terminal expenses in accordance with the United Nations rules and regulations.
- c. In this regard, participating States are kindly requested to indicate in a **Note Verbale** the delegate nominated to receive travel support.
- d. Please be informed that the registration and the application for travel support are two separate processes. The delegates designated to receive travel support are requested to submit an additional online form through the following [\[LINK\]](#)
- e. The application for travel support will be open until **Thursday, 10 April 2025**.
- f. For the necessary travel arrangements to comply with the United Nations rules and regulations, nominations for travel support after the **deadline of Thursday, 10 April 2025** cannot be guaranteed. Please also note that after the travel ticket has been issued, any changes to the ticket itinerary or participant replacement shall be arranged and paid for directly by the participant – the Secretariat will not be in a position to accommodate such re-arrangements after ticket issuance.



deviations are required in relation to the most economical routing (including but not limited to deviations relating to origin city, return city, flight dates, flight times, air company, and class of service, among others), such requests shall be specified in advance in the comment box on the travel support form and the participant shall stand ready to immediately cover from personal means any potential difference in costs arising from such personal deviations.

- h. It is the participant's own responsibility to obtain a visa for Switzerland. Participants required to be in possession of a visa are advised to obtain one as early as possible.
- i. No registration or application for travel support can be processed via email and must be submitted online, by using the links and following the process detailed in this document.
- j. For any questions regarding travel support, please contact unep-chiefscientist@un.org