



**UNWTO/ICAO HIGH-LEVEL FORUM ON
TOURISM AND AIR TRANSPORT FOR DEVELOPMENT
Monday, 14 September 2015, Medellín, Colombia**

Guidelines for Participation

The following guidelines have been drafted in addition to the programme of the event to explain the structure and designated timing, thereby enabling interventions to receive the highest possible level of attention.

Structure (sequence of interventions)

The Forum will begin with welcoming remarks by the Secretary-General of the World Tourism Organization (UNWTO), Dr. Taleb Rifai, and the Secretary General of the International Civil Aviation Organization (ICAO), Dr. Fang Liu, followed by Mr. Richard Quest, Anchor of CNN's Quest Means Business, who will provide a ten-minute introduction to the topic.

This will be followed by moderated sessions of approximately one hour and twenty-five minutes each. The moderator of each session (UNWTO Secretary-General and ICAO Secretary General) will introduce the session experts ensuring that the allotted time is respected (five minutes for each session expert) and guide the following interventions by delegations.

Remarks by Delegations

At the conclusion of session experts' remarks, the moderator will indicate to the delegations that the floor is open for interventions. In order to ensure the interactive character and dynamism of the High-Level Forum, guarantee a wide participation of the delegations as well as to best focus on the session themes, pre-prepared statements are discouraged. Delegates' remarks should not exceed three minutes.

Simultaneous interpretation will be available in Arabic, Chinese, English, French, Russian and Spanish.

Statement of the High-Level Forum

Delegations are invited to submit comments on the draft Statement by e-mail to the UNWTO Secretariat (sdt@unwto.org) by **Wednesday, 9 September 2015 COB**. These comments will be included into an updated version (in English, with track changes) and the Statement will be re-submitted to delegations for consideration at the UNWTO Regional Commissions meetings celebrated on the occasion of the 21st Session of the UNWTO General Assembly.

Programme and Registration

The Programme of the High-Level Forum is available at the UNWTO's General Assembly dedicated web-page (<http://imd.unwto.org/event/general-assembly-twenty-first-session>). To attend the Forum, please ensure that you are registered for the General Assembly at <https://www.cvent.com/events/21st-session-of-the-unwto-general-assembly/registration-3a923b7d409b4721af8e6cd73d39b11e.aspx>.