Conference Procedures

For more efficient and orderly conference procedures, the Secretariat has prepared the following rules of procedures for the 6th Meeting of the ICAPP Youth Wing and the 7th Meeting of the ICAPP women's Wing:

Registration

- All delegates who would like to join the conference are requested to complete their registration forms and send them to the ICAPP Secretariat at secretariat@theicapp.org no later than ***Monday, June 26, 2023***. A separate registration form is required for each participant.

Speeches

- There may be keynote presentations by experts regarding the main topics of the meetings.
- There will be up to one speaker from each political party for each meeting.
- **The list of speakers will be prepared in the order of request to the ICAPP Secretariat** and it will be circulated by the Secretariat in advance of the meetings. In this regard, participants who would like to speak during the conference are recommended to mark in the registration form they submit.
- The speakers are requested to make their remarks related to the topics of the meetings.
- All participants who signed up to speak are requested to send their speeches to the Secretariat at secretariat@theicapp.org as soon as possible and no later than ***Friday, August 11, 2023.***
- All speakers other than the keynote presenters will be allocated five (5) minutes each for their remarks.

Statements

- The "Ulaanbaatar Statement" for the 6th Meeting of the ICAPP Youth Wing and the "Ulaanbaatar Statement" for the 7th Meeting of the ICAPP Women's Wing that reflect the key outcomes of the meetings will be adopted at the closing sessions of the meetings.
- The initial draft statements will be prepared by the Secretariat after consultations with the Bureau Members of the Youth Wing and the Women's Wing. Afterwards, both draft statements will be circulated to SC Members in advance of the meetings. The final drafts will be circulated to all participants during the first sessions of the meetings. Participants are requested to submit their comments or suggestions, if any, on the draft statements to the Secretariat in written form.
- The final statement will be completed and circulated before the closing session.

Final Report

- The ICAPP Secretariat, in coordination with the Mongolian People's Party, will prepare and circulate the final report that summarizes key outcomes of meetings.

Working Language

- The meetings will be conducted in English in accordance with Article 15 of the ICAPP Charter.
- Participants will be responsible for their own interpreters should they require such services. However, the same time limit will be applied to all participants regardless of their use of interpreter services.