2nd Meeting of the ICAPP Business Council
(Bangkok, Thailand, May 27-30, 2024)

ICAPP/2IBC/005

Conference Procedure

For more efficient and orderly conference procedures, the Secretariat has prepared the following rules of procedure.

Registration

- All delegates who would like to join the conference are asked to complete their registration forms at https://forms.gle/4NYTFaefivKtc8Zd7 by ***Wednesday, May 1, 2024***.

Speeches

- There may be keynote presentations by experts from international organizations.
- One (1) delegate from each participating political party and one or two (1-2) business leaders from each country will be invited to speak in either one of the two plenary sessions of their preference.
- The list of speakers will be in the order of registration forms received, and it will be circulated by the Secretariat in advance of the conference.
- The speakers are requested to make their remarks related to the conference topics.
- Participants who would like to speak during the conference are required to mark in the registration form they submit.
- 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 ***Wednesday, May 1, 2024.***
- All speakers other than the keynote presenters will be allocated five (5) minutes each for their remarks.

Statement

- The "Bangkok Statement" for the 2nd Meeting of the ICAPP Business Council that reflect the key outcomes of the meetings will be adopted at the closing session.
- The initial draft statements will be prepared by the Secretariat after consultations with the Bureaus of the Business Council. Afterwards, the draft statements will be circulated to all participants and the ICAPP SC in advance of the conference. All participants and the ICAPP SC Members are requested to submit comments or suggestions, if any, on the draft statements to the Secretariat at secretariat@theicapp.org by ***Friday, May 24, 2024*** in written form. Physical copies of the revised draft incorporating these changes will be circulated by the Secretariat to the conference participants on May 27, 2024.
- After consultations with the participants, the final statement will be completed and circulated before the closing session.

Final Report

- The Secretariat, in coordination with the Parliament of Thailand, will prepare and circulate the final report that summarizes key outcomes of meetings.

Working Language

- The conference 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. As such, simultaneous rather than consecutive interpretation is recommended.