

Guidelines for Observers

1. The number of seats that can be made available for public observers is limited, we are allocating on a first-in-first served basis and as such we cannot always guarantee a seat will be available.
2. **Observers are asked to register on arrival at the meeting. Your badge will be given to you then.** IASB Staff will admit people who have not given advance notification only if space permits.
3. Delegations of more than **two people** from the **same organisation** (including global affiliates) attending the same session will be admitted only at the discretion of IASB Staff and only if space permits.
4. The meeting agenda and timetable for individual agenda items will be posted in advance of the meeting on the IASB website (www.iasb.org). Observers are encouraged to check the website shortly before the meeting for last minute changes. IASB cannot accept any responsibility for losses or inconvenience caused by changes to timing or difficulties in accommodating members of the public.
5. Deliberations are conducted in English without translation into any other language.
6. Papers, summaries or slide presentations will be available at the meeting.
7. Observers are asked not to participate in discussion at the meetings and not to take photographs or operate mobile phones, video cameras, or tape recorders in the meeting room.
8. Observers are asked to remain in the public seating area.
9. IASCF is not able to invite visitors for luncheon or dinner and observers are requested not to bring food into the meeting room.
10. Smoking is not permitted in the meeting room.
11. IASCF does not make hotel arrangements for observers.
12. ***IASCF does not have telephone, fax, or copying facilities available for observers.***