

Our ref.: 5160-24/IPCC/P61

To the Executive Heads
of International and other Organizations

Geneva, 15 May 2024

Dear Sir/Madam,

On behalf of the Chair of the Intergovernmental Panel on Climate Change (IPCC), I am pleased to announce that the Sixty-first Session of the IPCC is scheduled to take place at the Grand Hotel Millenium Sofia, 89B, Vitosha Blvd, in Sofia, Bulgaria, from **27 July to 2 August 2024** at the kind invitation of the Government of Bulgaria. It is with great pleasure that I extend the invitation to participate in the Session, through you, to your Organization.

The Session will be dedicated, among other matters, to the outline of the IPCC Special Report on Climate Change and Cities, the outline of the Methodology Report on Short-Lived Climate Forcers (SLCF) as well as the Strategic Planning Schedule for the seventh assessment cycle.

Given the substantial number of agenda items for the Session, the Secretariat has arranged for an extended Session that will run longer than usual.

Additionally, to ensure the optimal participation of registered delegates in the Plenary, the Secretariat will organize a pre-plenary briefing session on 26 July 2024.

Further information about the Sessions, including the respective provisional agendas, meeting documents and an information note for participants with details of the venue, will be made available on the IPCC website, www.ipcc.ch.

Simultaneous interpretation in the official UN languages (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the Session. Meeting documents will be in English only.

You are hereby cordially invited to nominate representative(s) of your Organization to the Session. Please transmit your nominations, with the name and affiliation of the participant **no later than Friday 14 June 2024**. These nominations should be sent to the Secretary of the IPCC, c/o World Meteorological Organization, P.O. Box 2300, 7bis Avenue de la Paix, CH-1211 Geneva 2, Switzerland, or attached to an email message addressed to ipcc-sec@wmo.int. **Nominations should be made on official letterhead**; as nominations by simple e-mail will not be accepted.

Thank you to indicate in the nomination letter if the nominated delegates will attend the pre-plenary briefing session on 26 July 2024.

Please pre-register each designated participant, no later than **Friday 12 July 2024**, at the following website: <https://apps.ipcc.ch/register>, using the unique credentials sent to all focal points in advance of the previous session. Please inform the Secretariat if there have been changes to the name of the focal point.

Pre-registered participants will be required to also register at the conference venue, at which point they will receive access to the IPCC PaperSmart system containing the session documents in electronic format. Documents will not be distributed on paper. Participants are therefore encouraged to bring their own devices to the meeting in order to access the PaperSmart system.

Please also note, it is of utmost importance for those delegates that need to secure a visa to do so as soon as possible and no later than 26 June 2024. For more information about the visa please refer to the visa section in the information for participants.

Finally, please note that WMO/IPCC shall not be held responsible for any health problems or accidents that participants may have. Participants are responsible for making all necessary arrangements for life, health and other forms of insurance as they consider appropriate.

All participants, when travelling, should ensure to have their insurance card or certificate with them as to international coverage.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Mokssit', with a checkmark at the end.

(Abdalah Mokssit)
Secretary of the IPCC