

PaperSmart Frequently Asked Questions

How do I get access to the PaperSmart portal?

Information on the PaperSmart portal is publicly available and does not require registration.

How can I access official documents and statements via PaperSmart?

- ISPS PORTAL: Web-based access to all official documents and statements related to meetings will be available in all official languages (where available);
- ISPS MEDIA: For selected sessions, official documents shall be made available via flash drives
- ISPS e-PUBLISH: Official documents and statements can be viewed on a variety of mobile devices, tablets, being carried by delegations. QR code posters will enable downloading of documents in your available preferred language to mobile devices/ tablets;
- ISPS PRINT-ON-DEMAND: On-demand hard copy of official documents.

What information and services are available via the PaperSmart portal?

The programme of meetings, agenda, official documents and statements will be made available for meetings that are being serviced PaperSmart.

Statements

How can I submit a statement for inclusion on the PaperSmart portal?

For meetings that are being serviced PaperSmart, Delegations can email the electronic copies of their statements to papersmart@un.org for uploading to the PaperSmart portal, at least two hours in advance of their designated speaking slot. The statements will be under embargo until delegations deliver their statement.

Why am I not able to find a copy of a statement that has been given?

All statements that are emailed or provided to the PaperSmart Desk in hard copy will be published once the statement is delivered. Occasionally statements are given for services only, in which case the statement shall only be displayed to Interpreters and members of the Secretariat.

Documents

Will the documents be available in the 6 official UN languages?

All official documents will be made available in the six official languages of the UN (Arabic, Chinese, English, French, Russian and Spanish).

How can I request for a hard copy of an official document?

For meetings that are being serviced PaperSmart, documents can be requested via print-on-demand as follows:

- PaperSmart Portal – Use the 'print-on-demand' link to request a document to be printed. Just fill in the form and a copy of the document will be available for collection at the conference officer table in the meeting room within 20 minutes.
- Conference officer table - Participants can walk up to the conference officer table located within the meeting room and request for a copy of an official document from a conference officer, the document will be printed at your request.

For further information, please contact the Conference Officer or contact us via email at papersmart@un.org