



*“Connecting global ambition and local action”*

Special High-Level Event on the occasion of the United Nations SDG Summit 2019

**24<sup>th</sup> September 2019**

**Conference Room 3, UN Headquarters**

### **LOGISTICS INFORMATION FOR PARTICIPANTS**

#### **1. Conference venue**

The Second High Level Local and Regional Governments Forum will be held on 24 September 2019 at the United Nations Headquarters in New York. The event will take place in conference room 3 located in the first basement level. All relevant information pertaining to the Forum is available on the official website at: [www.sustainabledevelopment.un.org/SDGsummit/lrgf](http://www.sustainabledevelopment.un.org/SDGsummit/lrgf)

#### **2. Arrival at the meeting and grounds pass**

Security regulations at the United Nations Headquarters require that all participants be issued a **name-specific** special event pass in order to attend the Second High Level Local and Regional Governments Forum on the 2030 Agenda.

**Please note that the use of regular UN Grounds passes (apart from D and O badges) for the UN Headquarters complex will be suspended from 23 September to 1 October and will not be valid for participating in this event.**

Participants will be able to pick up their special event pass from a dedicated desk in the lobby of the World Vision International, at 919 2nd Avenue, New York (corner of 49<sup>th</sup> st). Please note that you must have a government issued valid photo ID with you to collect your pass.

The desk will be open on:

- **Monday 23 September, from 2 pm to 5 pm**
- **Tuesday 24 September, from 10 am to 12 noon**

Participants are strongly encouraged to collect their pass beforehand at the times indicated above. For those arriving only on the day of the event, special event passes will also be distributed on

Tuesday, 24 September, from 1 to 2 pm, at the the southwest corner of 46<sup>th</sup> Street and 2<sup>nd</sup> Avenue.

Participants are strongly encouraged to pick up their passes early.

**On the day of the event, participants will be guided to the United Nations Headquarters from a security check point located on 46<sup>th</sup> street and 2<sup>nd</sup> Avenue. The special event pass will allow access through this check point as of 2 pm on Tuesday, 24 September. All participants are strongly encouraged to arrive early to the venue due to likely traffic interruptions and in order to allow adequate time to go through the security screening.**

The special events pass should be worn *at all times* on UN premises. Please ensure that you have a government issued valid photo ID with you. Please note that the special event tickets are **name specific and non-transferrable** and registration on the spot will not be accepted. Kindly be advised that you will not be able to check in or bring any large suitcases or bags. We apologize for this inconvenience and kindly ask you that you plan accordingly.

### 3. Visa

Each participant is personally responsible for obtaining necessary entry visa(s) for travel to and from the meeting venue. Please ensure that the necessary arrangements are made in a timely fashion to obtain a US visa, as appropriate. Information regarding US visa can be found at this website: <http://usembassy.state.gov/> .

### 4. Photography

No professional cameras are allowed in the event venue without separate special accreditation by the Media Accreditation and Liaison Unit of the Department of Global Communications of the United Nations. You can find additional information from the following website: <https://www.un.org/en/media/accreditation/>

### 5. Accommodations

All participants are expected to make their own accommodation arrangements. The following link provides a list of hotels situated in the UN area: [http://www.un.org/en/ecosoc/partnership2014/pdf/new\\_york\\_hotels\\_2012.pdf](http://www.un.org/en/ecosoc/partnership2014/pdf/new_york_hotels_2012.pdf)

### PLEASE NOTE

No banners, signs, placards or posters will be permitted within United Nations premises, and distribution of flyers will also not be allowed. Demonstrations of any kind -- whether inside the United Nations headquarters or in the periphery -- will not be permitted under any circumstances by UN Security.