

# SDG Summit, 24-25 September 2019

## *Information Note for Major Groups and other Stakeholders*

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### Conference Venue

The SDG Summit will be held on 24-25 September 2019 in the Trusteeship Council Chamber at the United Nations Headquarters in New York.

### Accessing the UN

Access to UN Headquarters will be restricted during the UNGA high-level week. All UN Grounds Passes for ECOSOC-accredited NGOs will be suspended from 23 September to 1 October and will not be valid for participating at the SDG Summit.

In order to access the UN building, all representatives of the Major Groups and other Stakeholders will require a Special Event Ticket (SET). Separate Special Event Tickets will be issued for each of the three SDG Summit sessions:

- Tuesday 24 September, 3:00 pm – 6:00 pm
- Wednesday 25 September, 10:00 am – 1:00 pm
- Wednesday 25 September, 3:00 pm – 6:00 pm

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The Special Event Ticket will include the name of the participant, as well as the date, time and location of the SDG Summit session. The Special Event Ticket will only be valid from 1-hour before the session displayed on the Special Event Ticket, to 1-hour after.

The Special Event Ticket will only grant the participant access to the SDG Summit session which is specified on the ticket. The SDG Summit Special Event Ticket will not grant access to other Summits, High-Level Meetings or Fora taking place at UN Headquarters during the same period.

### Collection of Special Event Tickets for the SDG Summit

Special Event Tickets will be distributed to approved participants by UN DESA.

All approved registrants for the SDG Summit should have received a generic confirmation email as well as a confirmation email which identifies the specific date and time of your SDG Summit session. If you have not received the email please check your junk mail folder.

Participants will be able to pick up their Special Event Ticket from a dedicated desk in the lobby of the **World Vision International Office**, at 919 2<sup>nd</sup> Avenue, New York (corner of 49<sup>th</sup> Street). Participants will enter the World Vision International building, go up to the second floor and collect their pass from a dedicated desk in the lobby. UN DESA colleagues will be stationed at the door of the building to help identify the office. 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 3:30 PM – 5:00 PM
- Tuesday, 24 September from 10:00 AM – 12:00 PM (noon)

Participants are strongly encouraged to collect their pass beforehand at the times indicated above. For those arriving in the afternoon of 24 September, Special Event Tickets will be distributed on Tuesday, 24 September from 2:00 PM to 4:00 PM at the southwest corner of 46<sup>th</sup> Street and 2<sup>nd</sup> Avenue.

Participants are strongly encouraged to pick up their Special Event Tickets early.

Please note that if you wish to pick up another participant's Special Event Ticket for them, you will need the following:

1. A letter from the participant indicating that you are authorized to pick up their Special Event Ticket; and
2. A copy of the participant's passport bio-page (or other government-issued photo-ID).

### How to enter the UN

Please see the attached route map containing photos on page 6. During the high-level week, there will be an NYPD security barrier along 2<sup>nd</sup> Avenue. In order to pass through the security barrier, participants will need to show their SDG Summit Special Event Ticket and a government-issued photo ID. Once participants

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have gone through the 2<sup>nd</sup> Avenue NYPD security barrier, they will go through UN security screening at **the 46<sup>th</sup> Street and 1<sup>st</sup> Avenue UN entrance.**

To enter the UN, all MGoS participants must show their Special Event Ticket and a government-issued photo ID (e.g. passport, driver's license). The name on the Special Event Ticket and on the government-issued photo ID must match.

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 security screening.

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 that you plan accordingly.

The Special Event Ticket 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 Special Event Tickets are name-specific and non-transferrable and registration on the spot will not be accepted.

Please note that during the high-level week, no banners, signs, placards or posters will be permitted within the UN 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 the UN Department of Safety and Security.

### Seating arrangements

The SDG Summit will take place in the Trusteeship Council Chamber. Major Groups and other Stakeholders will be provided with 12 'at desk' nameplate seats in the Observer Section of the Trusteeship Council Chamber. There will also be a fixed number of seats available to Major Groups and other Stakeholders in the public gallery of the Trusteeship Council Chamber. These seats will be labelled.

### Overflow room

Conference Room 5 will act as the overflow room on Tuesday, 24 September. Conference Room 9 will act as the overflow room on Wednesday, 25 September. Please note that participants will still require an SDG Summit Special Event Ticket to access the overflow room. The registration process to obtain a Special Event Ticket to access the overflow room is the same as above.

### Interventions

During the SDG Summit, there will be six Leaders Dialogues. During each of the Leaders Dialogues, one representative of the Major Groups and other Stakeholders will have three minutes to provide an oral statement. The Steering Group of the Major Group of Stakeholders submitted 18 nominations for the 6 speaking slots to be considered by the President of the General Assembly. The nominations have been approved and invitation letters have been sent out.

Due to the limited time and number of speakers during each Leaders' Dialogue, it is unlikely that there will be time for additional interventions from the floor.

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### Written inputs to the SDG Summit

UN DESA created a consultation form, which was open to the Major Groups and other Stakeholders to share their comments, reflections and suggestions on the SDG Summit and the implementation of the SDGs. All responses are available [here](#).

### Webcast

The conference proceedings will be web cast live at [webtv.un.org](http://webtv.un.org).

### Accessibility

MGoS participating in the SDG Summit are requested to inform the UN Secretariat of any accessibility requirements, in order to facilitate participation in meetings. Upon request, certain adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in keeping with the rules of procedure, precedents and practices.

The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (Level 1B) (by the Secretariat Building escalators). For more information, please visit: <https://www.un.org/accessibilitycentre/>

Communication Access Real Time Translation (CART) will be available via captions on the screen in the meeting room and via webcast for all official meetings of HLPF.

A limited amount of printing on demand in Braille is available through the Accessibility Centre with prior notice.

For individual requests related to any of the above matters, please contact [HLPF@un.org](mailto:HLPF@un.org).

### Travel funding

Funding will be provided to the MGoS speakers who were selected for the Leaders Dialogues.

### Visas

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/>.

### Accommodation

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)

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### MGoS HLPF Coordination Mechanism mailing list

To receive the most up-to-date information from the Secretariat, please join the MGoS HLPF Coordination Mechanism Mailing list using the following link: <https://sustainabledevelopment.un.org/mgos>

### Contact

For any queries, please write to [HLPF@un.org](mailto:HLPF@un.org)

Please turn over for SDG Summit Route Map.

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### 1. World Vision International Office - 919 2<sup>nd</sup> Avenue

Exit office. Turn right and go 3 blocks along 2<sup>nd</sup> Avenue to 46<sup>th</sup> Street junction.



### 2. Corner 46<sup>th</sup> Street and 2<sup>nd</sup> Avenue

Turn left at the corner & cross NYPD Security Barrier.



### 3. 46<sup>th</sup> Street

Continue along 46<sup>th</sup> Street between 2<sup>nd</sup> Avenue and 1<sup>st</sup> Avenue.



### 4. United Nations Visitors Entrance - 46<sup>th</sup> Street & 1<sup>st</sup> Avenue

Enter the Security Gate.



### 5. United Nations Building Entrance

Once through Security, cross the plaza and enter through the doors on the right.



### 6. GA Lobby

Behind the Nelson Mandela statue, follow the stairs to the basement level.



### 7. UN Bookshop

Cross the UN Visitor Centre. Head towards the Security Gate near the UN Bookshop.



### 8. Corridor to Vienna Café

Turn right out of the Security Gate. Continue to the end of the corridor.



### 9. Exhibit Space

Turn left at the end of the corridor & continue to the elevators at the end. Go to the 3<sup>rd</sup> floor.



### 10. Trusteeship Council Chamber

Turn left out of the elevators & you will see the entrance to the Trusteeship Council Chamber.