

CSO Forum

24 September 2019, 5:00 PM – 8:00 PM

Logistics Information for Participants

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Conference Venue

The CSO Forum will be held on 24 September 2019 from 5:00 PM – 8:00 PM in Conference Room 4 at UN Headquarters in New York.

Access to the UN

Access to UN Headquarters will be restricted during the UNGA high-level week. All UN Grounds Passes (apart from D and O badges) will be suspended from 23 September to 1 October and will not be valid for participating at the CSO Forum.

In order to access the UN building, all representatives of the Major Groups and other Stakeholders will require a name-specific Special Event Ticket (SET) for the CSO Forum.

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

The 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 CSO Forum

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

Participants will be able to pick up their Special Event Ticket from the World Vision International Office located at 919 2nd Avenue, New York (49th Street and 2nd Avenue). 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 printed copy of your approval email as well as a government-issued valid photo ID with you to collect your Special Event Ticket.

The desk will be open on:

- Monday, 23 September from 2:00 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 46th Street and 2nd Avenue.

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

1. A printed letter or email 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.

Please note that registration on the spot will not be accepted.

How to Enter the UN

During the high-level week, there will be a NYPD security barrier along 2nd Avenue. The Special Event Ticket will allow access through the NYPD security barrier on 46th Street and 2nd Avenue as of 4:00 PM on Tuesday, 24 September.

Once past the NYPD security checkpoint located on 46th Street and 2nd Avenue, participants will continue to the UN security screening at the 46th Street and 1st Avenue UN entrance.

To enter the UN, all 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.

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.

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 UN Security.

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.

How to Enter Conference Room 4

Once past UN security screening at 46th Street and 1st Avenue, participants will enter Conference Room 4 through the balcony on the first floor of the building. Please note that participants may not access Conference Room 4 through the 1B level of the UN building.

Once inside Conference Room 4, participants may walk down to the floor of the room.

Please note that if participants need to exit Conference Room 4 at any time, they will need to walk back up the stairs and out the balcony doors.

To use the restroom, participants should exit Conference Room 4 at the balcony, go down the stairs to the Visitors' Centre on the 1B level and use the visitors' restrooms.

Please note that while inside UN premises, the Special Event Ticket should be worn at all times. Please ensure that you also have a government-issued valid photo ID with you.

Seating Arrangements

The first two rows of seats on the floor of Conference Room 4 will be reserved for Member States. The remaining seats in Conference Room 4 will be open to all participants.

Webcast

The CSO Forum will be webcast at: <http://webtv.un.org/>

Accessibility

CSO Forum participants 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/>

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.

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/>.

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.

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

Route Map to Enter UN HQ



1. World Vision International Office - 919 2nd Avenue

Exit office. Turn right and walk 3 blocks along 2nd Avenue to 46th Street junction.



2. Corner 46th Street and 2nd Avenue

Turn left at the corner & cross NYPD Security Barrier.



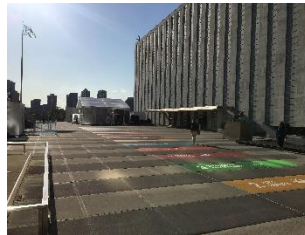
3. 46th Street

Continue along 46th Street between 2nd Avenue and 1st Avenue.



4. United Nations Visitors Entrance - 46th Street & 1st Avenue

Enter the Security Gate.



5. United Nations Building Entrance

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



6. GA Lobby

Enter Conference Room 4 via the public gallery entrance located at the rear of the photograph.