

## **Security briefing note for meeting organizers and participants at UN Conference**

### **Centre-Addis Ababa (UNCC-AA)**

(Effective 17 August 2017)

#### **Accreditation, Registration and Badge printing**

1. The organizers or the conference focal person should submit the following information for badge preparation; minimum 2 days before the event:
  - Title of the meeting
  - Complete list of participants in prescribed format
  - Duration of the meeting
  - Event Logo
  - Country or Organization (organizers to state preference)
  - Complete Badge category/cluster
2. All meeting participants MUST present valid photo Identification Card or Passport during registration and badge collection.
3. Embassies are required to submit authorization letters for the collection of VIPs' and Ambassadors' badges. Copy of Valid IDs of the VVIPs/VIPs and Ambassadors should be presented along with the authorization letters.
4. Badge design, layout and color is decided by the UN Security.
5. Meeting organizers must assign their staff to the registration desk to facilitate the registration & distribution process.
6. When photo badges are required, all participants must register in person. If for any reason a participant is unable to do so, a photo in .jpg format should be sent in advance to the Conference Management Section.
7. For one-day meetings, participants' list written in English language and arranged in alphabetical order is required, and submitted 1 day before the commencement of the event.
8. The organizers must exercise proper care in writing the names in correct spelling, as it appears in the photo IDs.
9. It is not allowed to sell entrance tickets selling at ECA Reception Desk/Gate.
10. Each participant MUST present a valid photo ID at the Gate.

### **Pedestrian Access Control**

1. At the Registration and Entrance point:
  - a) Registration of meeting participants (Delegates) will be conducted only at the Delegates Registration Building (DRB).
  - b) Meeting badges will be distributed only by Security Officers at DRB.
2. All meeting participants or Delegates MUST wear their badges visibly in the premises and in the Conference Rooms throughout the meeting days.
3. Loss of badges is highly discouraged. If found, it should be reported to Security immediately.
4. All meeting participants are subjected to be screened at Security Check points and they are to comply with the instructions given by Security Officers.
5. Carrying fire arms or/and sharp objects are forbidden. If found during searching, it will be confiscated.
6. Meeting participants are not allowed to come with infants to the Conference Rooms.
7. Bringing own food and beverages to the Conference Center is prohibited.
8. Movement in the ECA premises is restricted within the Conference area only.
9. When leaving the Conference rooms, make sure that you have collected all your belongings.
10. If you lose any personal/official belongings inside ECA compound, report to Security Lost and Found Office at UNCC.

### **Vehicles/Pedestrian Access**

1. ONLY vehicles for VVIPs and VIPs are allowed access and parking in the compound. (Entry/Exit for VVIPs is through Gate-1 (Menelik II Avenue) and for VIPs through Gate-2. Note that definition of VVIP is Head of States (Presidents, Prime Ministers) and VIPs are Ministers, Ambassadors and High Level UN Officials (ASG and above).
2. Physically-challenged participants will be allowed to be dropped off and picked up in their vehicles.
3. The list of all authorized vehicles plate numbers and names of the drivers for meeting participants should be submitted one day prior to the meeting in order to collect vehicle passes.
4. Vehicles, participants and delegates are required to enter/exit through Gate-II.
5. Vehicles are allowed to the premises to drop and collect Exhibition materials and items associated to the meetings.

### **Exhibition:**

1. Event organizers are advised to set up their exhibition items during working hours.
2. Exhibitors should take away their personal belongings with them at the close of each day.