



# 2024 UNITED NATIONS ECONOMIC AND SOCIAL COUNCIL (ECOSOC) YOUTH FORUM

16 – 18 April 2024

United Nations Headquarters, New York

## LOGISTICAL INFORMATION FOR PARTICIPANTS

### *Venue of the Forum and participation*

The United Nations Economic and Social Council (ECOSOC) Youth Forum 2024 on "[Youth shaping sustainable and innovative solutions: Reinforcing the 2030 Agenda and eradicating poverty in times of crises](#)," will take place on 16-18 April 2024 at the United Nations Headquarters in New York.

The plenary sessions of the Youth Forum will be held in the Trusteeship Council Chamber, and the breakout sessions in various conference rooms. **Seating in the Trusteeship Council Chamber is one [At table] + one [Adviser seat].**

Within United Nations premises, all participants are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings, or demonstrations of any kind, including passive, is not allowed.

All participants present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and ST/AI/2019/5, entitled "Authority of United Nations Security Officers".

### *UN grounds' access passes*

UN grounds' access passes for [Member/Observer States, Youth delegates representing their countries, Permanent/Observer Missions](#): Accreditation to official meetings is provided to official delegations (Representatives of Member/Observer States, youth delegates representing his/her country, and Permanent/Observer Missions). Therefore, **Permanent Missions in New York should facilitate UN grounds' access passes for the members of their delegations.** The contact details for Permanent



Missions are: [https://www.un.org/dgacm/sites/www.un.org.dgacm/files/Documents Protocol/mission\\_organization\\_emailswphn.xlsx](https://www.un.org/dgacm/sites/www.un.org.dgacm/files/Documents Protocol/mission_organization_emailswphn.xlsx). If the name and photograph of a government representative is already in the computer system of the UN Pass and ID Office, his/her pass may be collected by a representative of the Mission in the absence of the government representative. Names of youth delegates participating in the ECOSOC Youth forum as part of the delegations of their countries should be cited in the official note verbale, to be sent to the UN Secretariat.

**UN grounds passes to civil society representatives, international organizations, youth-led and youth-focused organizations, regional youth platforms, youth advocates, and youth representatives nominated by the UN System** will be handled by the UN Secretariat (More in section 2 below: Registration to the Forum and issuances of identification badges for non-government representatives).

***Registration for the Forum and issuances of special event tickets (SETs) for non-Member States representatives***

Due to the expected number of participants in New York City for 16-18 April 2024, please be advised that all registered participants (excluding Member States delegations) should pick up their special event tickets at:

**UNITAR BUILDING, [801 United Nations Plaza, New York, NY 10017](#)  
(45<sup>TH</sup> STREET AND 1<sup>ST</sup> AVENUE, THE ENTRANCE IS AT 45<sup>TH</sup> SREET)**

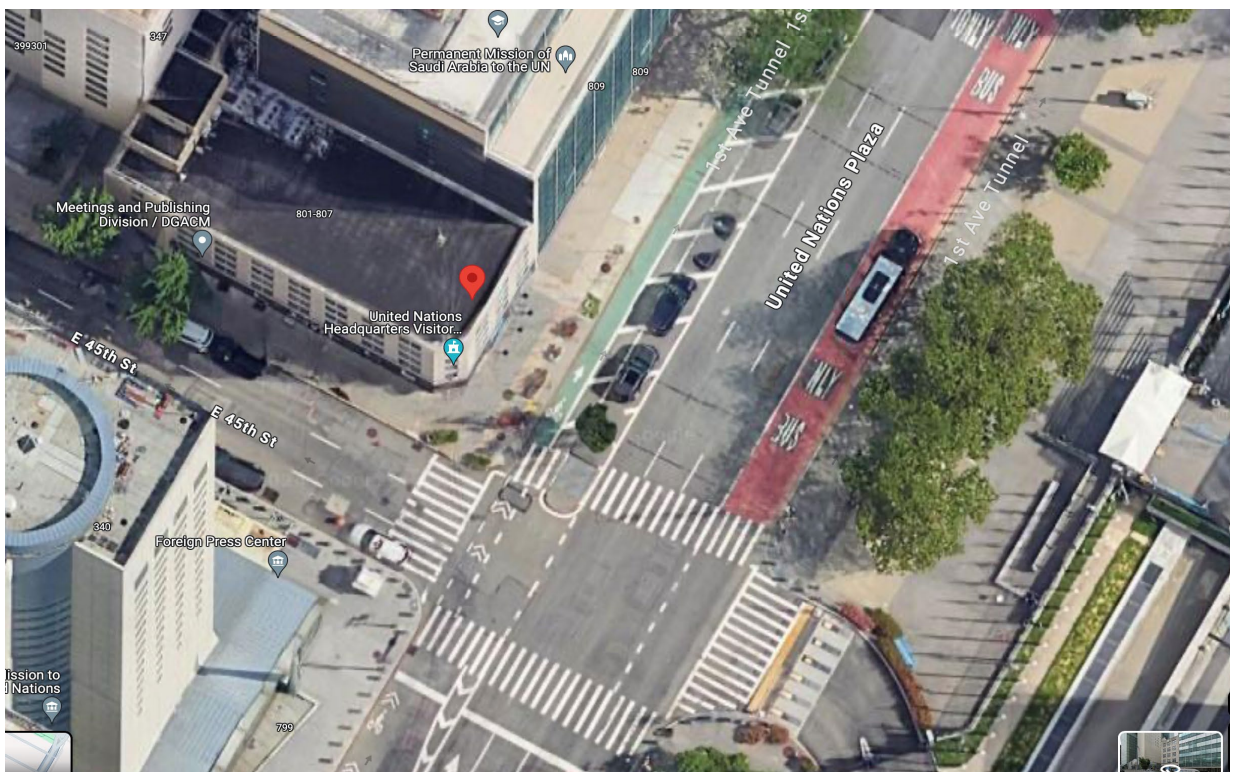
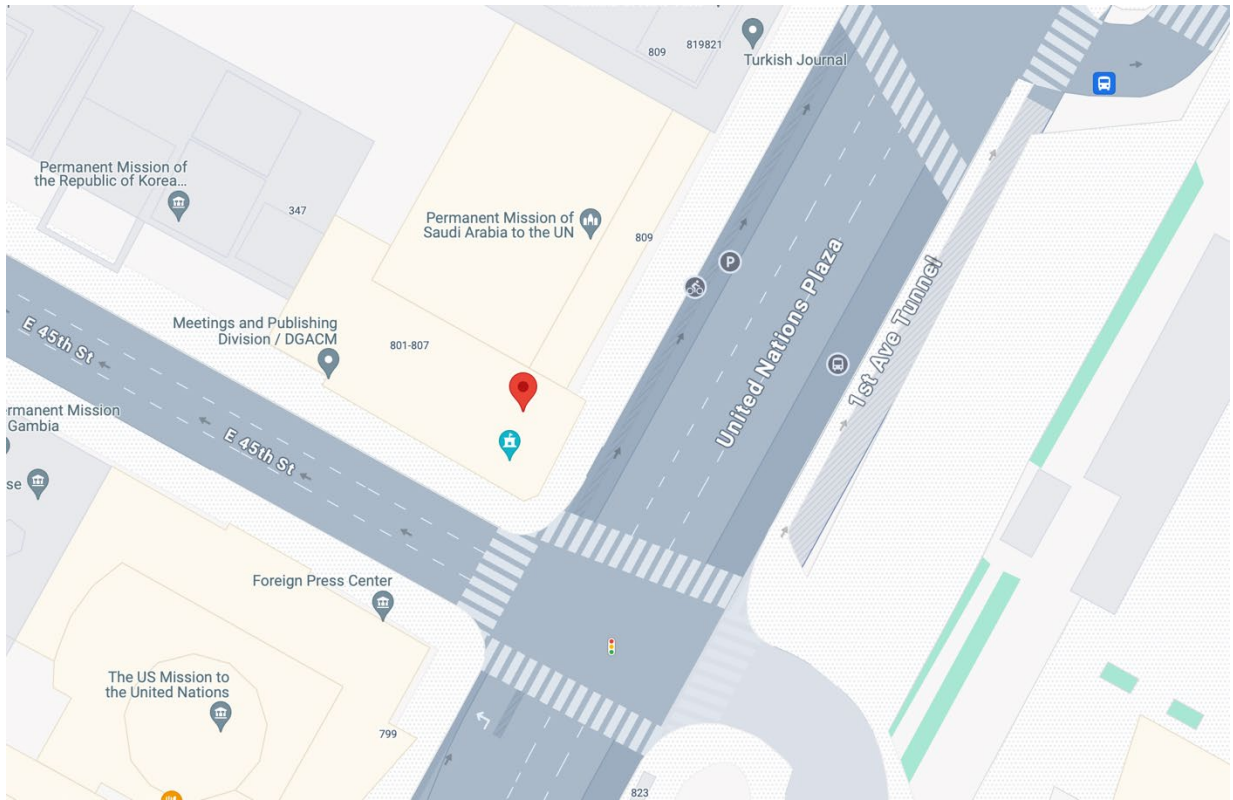
**HOURS FOR COLLECTION OF SPECIAL EVENT TICKETS:**

- **Monday, 15 April 2024 – 2:00 pm to 5:00 pm**
- **Tuesday, 16 April 2024 – 8:00 am to 1:00 pm**

**Proof of identity in the form of an official national passport or government issued ID, and the letter of invitation from the President of ECOSOC will be required to collect SETs. These documents will also be required for UN security checks and screenings.** Please note that the name in your government-issued ID, your invitation letter and your registration confirmation must match exactly.

Please note that passes will **NOT** be issued to those that did not pre-register and confirm their in-person participation. **No exceptions.** Only participants who have pre-registered and speakers and moderators whose names are on the security list will be provided with a special event ticket.

The special event ticket must be worn and be visible at all times while on the United Nations premises.





**Please note that all participants will receive only one special event ticket for the three-day event. To access entry to the UN premises, you will have to show your special event ticket to UN Security. The special event ticket will not be re-issued if lost or forgotten. Please keep your pass in a safe place, as it will be valid for the three days of the Forum. You will not be able to use your special event ticket before or after the forum dates. They are only valid from 16 to 18 April 2024.**

**Please also note that you will not be able to check in or bring in large suitcases, bags, or any form of media equipment** beyond the security checkpoint. We apologize for this inconvenience and ask that you plan accordingly. Suitcases and bags that can fit through a standard security carousel (no larger than airline carry-on size) will be permitted.

**Please also note that participation at this event is by invitation only. Those who have not been formally invited and pre-registered will not be granted access to UN grounds.**

### ***Passport and visa requirements***

It is required for many overseas visitors to obtain a visa for entry into the United States. Participants are responsible for their own visa arrangements. The United Nations Secretariat will not be able to support visa application procedures apart from issuing invitation letters in the name of nominated and registered participants.

We recommend that participants contact the nearest United States Embassy or Consulate, in the country of departure (<http://www.usembassy.gov/>), as soon as possible to determine whether a visa is required, or visit the US State Department website at: <http://www.unitedstatesvisas.us/> for further information. To obtain a visa to attend the 2024 Youth Forum, please present the official letter of invitation addressed to you, along with the visa application form, any required accompanying documentation and your passport. For more information, visit: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>

To check if your country is in a Visa Waiver country, you can check for details at: <https://www.cbp.gov/travel/international-visitors/visa-waiver-program>

**IMPORTANT:** Please also check whether you need a **transit visa** for countries in which you may have to transfer/stop over during your trip to/from New York.

### ***Documentation***

The 2024 ECOSOC Youth Forum will aim to be paper-smart. The provisional programme, various concept notes of sessions and other relevant information are available on the [official website](#) of the Youth Forum.

## ***Accessibility***

The plenary sessions held in the Trusteeship Council Chamber will have sign interpretation and Computer Assisted Real-Time Translation (CART). Participants requiring accessible seating are requested to contact the Secretariat in advance for the purpose of the seating protocol.

Print-on-demand service for meetings including for participants requiring Braille copies of official documents may also be offered by the Secretariat. Requests for Braille copies should be made at least 24 hours in advance of the meeting date for processing. In addition, the United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments.

While the meetings of the Forum will be in-person, in order to ensure inclusivity and to incorporate views from participants around the world, an informal chat platform will feature live streaming of the Forum and enable participants to provide real-time comments and questions. The plenary sessions will also have simultaneous interpretation in all UN official languages.

For more information on the Accessibility Centre and its services, please contact [accessibilitycentre@un.org](mailto:accessibilitycentre@un.org) or visit the Centre's website at <https://www.un.org/dgacm/en/content/accessibility>.

## ***Media***

Only accredited media can bring professional media equipment into UNHQ. Delegates, NGOs and other pass holders may only take photos or video from their seat using a small camera or phone, as long as it does not interfere with the sightlines of other delegates or disrupt the proceedings of the meeting. For more information, please contact the [Media Accreditation & Liaison Unit \(MALU\)](#).

## ***Transportation in New York***

- [Subway](#): Number 4, 5, 6 or 7 trains to Grand Central Station: walk east to 1<sup>st</sup> Avenue.
- [Buses](#): Coming from lower Manhattan, bus [M15](#) will stop on 1<sup>st</sup> Avenue in front of the United Nations. From uptown, bus [M15](#) will run on 2<sup>nd</sup> Avenue and stop on 46<sup>th</sup> and 42<sup>nd</sup> Streets. Buses [M42](#) and [M104](#) stop on 42<sup>nd</sup> Street and 1<sup>st</sup> Avenue in both directions.
- New York City [taxis](#) are available from any destination.
- [Uber](#) is also available. Please register online and get a [fare estimate](#) to ride with Uber.

### ***Hotel accommodation***

Participants are responsible for arranging their own reservations for hotels of their choice. When making hotel reservations, participants are encouraged to inquire about special rates for attending United Nations meetings. Please note that hotel reservations will only be guaranteed with a credit card. **A list of hotels reasonably close to the United Nations headquarters is available for reference in [Annex 1](#) below.**

### ***Other Logistical Information***

- Banks**                      The United Nations Federal Credit Union (UNFCU) is located in 1B of the United Nations General Assembly Building (405 E. 42<sup>nd</sup> Street). Hours of operation are from 8:00 am – 4:00 pm. There is an automated teller machine (ATM) and foreign currency exchange at the bank, as well as UNFCU ATMs at the lobby of the Secretariat Building. Other bank offices are located in the proximity to the United Nations ([Citibank](#), [Bank of America](#), [Chase](#)) in the event that youth participants would like to exchange foreign currency. Exchange rates for foreign currencies at those banks may be more convenient than the ones offer at the Airports or Hotels.
- Post Office**                The United Nations has postal services located in the Concourse level of the General Assembly Building near the UN Gift Shop. Hours of operation are from 9:30 am-5:30 pm.
- Medical services**        Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. Medical attention is available during regular working hours from 9:00 a.m. to 5:30 p.m. at the UN Secretariat Building (5<sup>th</sup> floor).
- Dining**                      The United Nations has several dining options. For information, please see [here](#). There are also vending machines on the ground floor. Restaurants are available within short walking distance of the United Nations Headquarters.

### ***Contact Information***

For any questions regarding the substantive and logistical preparations of the ECOSOC Youth Forum 2024, please contact: The UN ECOSOC Youth Forum Coordination Team United Nations, E-mail: [ecosocyouthforum@un.org](mailto:ecosocyouthforum@un.org)



## *Annex 1 - List of Hotels*

Below you can find the current list of hotels and apartment buildings in the vicinity of the UN Headquarters. Please check with the Hotel if preferential rates for participants attending UN meetings will be applicable to your reservation. Reservations should be made directly with the hotel and must be booked with a credit card. Please check with the hotel for their cancellation policy. **Please note that any discounts that are provided by the hotels are provided as a courtesy; and are subject to change without notice. Please confirm rates and availability with the hotel when making your booking.**

Hotel (Street Address)	Phone
ACCOR Hotels (Novotel) (226 West 52nd Street)	(212) 315-0100
AFFINIA 50 (155 East 50th Street)	(212) 751-5710
AFFINIA DUMONT (150 West 34th Street)	(212) 481-7600
AFFINIA GARDENS (215 East 64th Street)	(212) 355-1230
AFFINIA MANHATTAN (371 Seventh Avenue)	(212) 563-1800
ALGONQUIN Hotel (59 West 44 <sup>th</sup> Street)	(212) 840-6800





AMERITANIA Hotel (230 West 54th Street)	(212) 247-5000
AMSTERDAM COURT (226 West 50th Street)	(212) 459-1000
BEEKMAN TOWER (3 Mitchell Place)	(212) 355-7300
The BENJAMIN (125 East 50th Street)	(212) 715-2500
BENTLEY (500 East 62nd Street)	(212) 644-6000
CROWNE PLAZA (304 East 42nd Street)	(212) 986-8800
DOUBLETREE METROPOLITAN (569 Lexington Avenue)	(212) 752-7000
EASTGATE TOWER Hotel (222 East 39th Street)	(212) 687-8000
ENVOY CLUB (377 East 33rd Street)	(212) 481-4600







FITZPATRICK GRAND CENTRAL (141 East 44th Street)	(212) 203-0860
GRAND HYATT (42nd Street / Park Avenue)	(212) 883-1234
HELMSLEY MIDDLETOWNE (148 East 48th Street)	(212) 755-3000
HELMSLEY PARK LANE (36 Central Park South)	(212) 521-6239
KORMAN COMMUNITIES (234 East 46th Street)	(646) 291-4200
MARCEL (201 East 24th Street)	(212) 696-3800
MILLENIUM UN PLAZA (UN Plaza, 44th Street)	(212) 758-1234
MODERNE (243 West 55th Street)	(212) 397-6767
The NEW YORK HELMSLEY (212 East 42nd Street)	(212) 490-8900
PARAMOUNT Hotel (235 West 46th Street)	(212) 764-5500





PICKWICK ARMS  
(230 East 51st Street)

(212) 355-0300

RADISSON LEXINGTON  
(511 Lexington Avenue)

(212) 755-4400

ROGER SMITH  
(501 Lexington Avenue)

(212) 755-1400

SHELBURNE MURRAY HILL  
(303 Lexington Avenue)

(212) 689-5200

SURREY Hotel  
(20 East 76th Street)

(212) 288-3700

The WARWICK  
(65 West 54th Street)

(212) 247-2700

Tudor Hotel at the United Nations  
(304 East 42nd Street)

(212) 297-3558



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