



## Information for the participants of the ECOSOC Humanitarian Affairs Segment 2019

### I. Information for Member States

#### **General discussion and list of speakers**

*Relevant to Member States and ECOSOC affiliated organizations*

The general discussion of the Humanitarian Affairs Segment will be held on Tuesday, 25 June 2019, at 10:00, and on Wednesday, 26 June 2019, at 15:00. **Requests for inscription on the list of speakers should be sent, in writing, with the full name and title of the speaker, to the Secretary of the Segment, Ms. Emer Herity ([herity@un.org](mailto:herity@un.org)) (cc: Ms. Maria Theresa Olvida ([olvida@un.org](mailto:olvida@un.org))), UN Secretariat, 30th Floor Flex Work Space.** Inscriptions to the list of speakers will close by 17:00 of the preceding day. The time limit set for statements under the segment is seven minutes for speakers on behalf of groups and five minutes for individual delegations.

#### **List of participants**

Delegations are kindly requested to send, as soon as possible and **no later than 17 June 2019**, the composition of their delegations with the names of the representatives and alternates attending the humanitarian affairs segment to the Secretary of the Council, Ms. Emer Herity ([herity@un.org](mailto:herity@un.org)) (cc: [olvida@un.org](mailto:olvida@un.org)), UN Secretariat, 30th Floor Flex Work Space. Please note that only scanned copies of notes verbales will be accepted by e-mail. Delegations are advised that only one list of participants will be issued at the end of the 2019 session of the Council, containing the names of the participants to all segments.

#### **Seating arrangements**

**In order to be assigned a seat and nameplate in the plenary room**, States not members of the Economic and Social Council as well as intergovernmental organizations, UN specialized agencies and related organizations are requested to confirm their interest in attending the plenary meetings of the Council **to the Secretary of the Segment, Ms. Emer Herity ([herity@un.org](mailto:herity@un.org)) (cc: Ms. Maria Theresa Olvida ([olvida@un.org](mailto:olvida@un.org)))**.

#### **PaperSmart arrangements for the 2019 session of the Council**

Delegations are reminded that PaperSmart services are available for all the meetings of the 2019 session of the Economic and Social Council. To access the Council's PaperSmart portal, please [click here](#). Delegations wishing to circulate their statements electronically through the PaperSmart Portal should send a copy of the statement at least one hour in advance of delivery to [papersmart2@un.org](mailto:papersmart2@un.org). The date and time of the meeting as well as relevant agenda item should be indicated in the heading of the statement and in the subject line of the e-mail. The statements will be made available on the PaperSmart Portal of the Council during delivery by delegations.

### II. Access to the Palais des Nations

#### **Information for UN Pass holders**

Security passes issued by the UN in Geneva and New York (i.e. valid UN photo ID pass) will be **accepted for diplomats, UN staff, UN bodies and specialized agencies and accredited NGOs. These categories will still pass by Pregny Gate on the first day so their passes can be registered for the entire duration of the HAS.** They will

then be allowed to enter either through Pregny Gate or Nations Gate. **It is strongly suggested that UN pass holders from New York also register through the Indico system for a pass in case they forget to bring their UN pass or LP (see instructions below for how to register).**

### ***Information for non-UN Pass holders***

All participants who are not in possession of a valid UN photo ID pass issued either by UN Headquarters in New York or by the United Nations Office in Geneva will need to register on the Indico System (<https://reg.unog.ch/>) by **Wednesday 19 June 2019**. To register for the ECOSOC Humanitarian Affairs Segment, please following the instructions below:

**Please use one of the following browsers to register: Google Chrome, Mozilla, Firefox, Safari, Edge or Opera**

### **Getting started with INDICO Online Registration in 2 steps:**

#### **1) Creation of an INDICO account (as first user)**

- Click on the link of accreditation for the session: <https://reg.unog.ch/event/19374/>
- Go to Log-in (top right side of the webpage)
- Click on “**Create a new account**”
- Fill-out the form
- A confirmation message will be displayed on the screen
- You will be notified by e-mail once your request has been approved

#### **2) Meeting Registration with your INDICO account**

- Once logged in with your credentials, a link will appear to the registration form for the ECOSOC Humanitarian Affairs Segment.
- Click on “**Register to this Conference**” and fill out the form
  - Enter the full name of your organization, your name and date of birth, country of origin, your passport or ID number with expiry date, telephone number, e-mail address, occupation, and upload a recent photograph. Please note that the photograph to be uploaded to the profile, as part of the online registration process, should be a head and shoulders/passport type photo.
- Click on **Register**
- You will be notified by email once the Secretariat has approved your request for accreditation.

### **How to get your badge**

- In order to get your badge, **please bring the confirmation of registration which includes the QR code, with a valid ID bearing a photograph**, and appear in person at the United Nations Pass and Identification Unit, Prégny Gate, United Nations Office at Geneva, Avenue de la Paix 8-14, Geneva, Switzerland. The office hours are 8:00 to 17:00, Monday through Friday.
- Your badge will be ready for pick-up starting on **Friday 21 June 2019 at 14:00** and will be available any day and time thereafter during the office hours of Prégny Gate.
- Participants will be issued a UNOG photo conference pass valid for the duration of the HAS.

### **IMPORTANT**

- Please keep your passport in hand while filling the form. Your personal data must match your details on your passport or ID.
- Technical Issues: For any technical issues with INDICO, please contact [support.accreditation@unog.ch](mailto:support.accreditation@unog.ch).

## **Map of the Palais**

[http://unog.ch/80256EDD006B8954/\(httpAssets\)/88FFDD768F055AECC1256F2A0052A3CC/\\$file/Palais+des+Nations+map.pdf](http://unog.ch/80256EDD006B8954/(httpAssets)/88FFDD768F055AECC1256F2A0052A3CC/$file/Palais+des+Nations+map.pdf)

## **Misplacement or loss of Visitor Pass**

Participants are requested to keep their visitor passes for the entire duration of the 2019 ECOSOC HAS. In the case of loss, new passes cannot be issued and participants will not be allowed to enter the Palais des Nations.

## **II. Information for side-events' organizers**

### **Rooms, technical and logistical needs**

All side-events' rooms can welcome at least 130 guests and are set up to accommodate a panel discussion. Sound, projector and screen will be provided by UNOG, but side-events' sponsors are **required to take their own laptop(s) and USB keys, where all presentations, movies, etc, should be prepared in advance**. Interpretation is not provided.

### **Podiums and nameplates**

We encourage sponsors to bring your own **podium signs** for panelists, but would this not be possible, kindly provide the names of your panel's participants so that UNOG can create podium signs for them. Please include the participant's names exactly as you would like them to appear on the name plates. This information should be sent to [nameplates.conferencerequest@un.org](mailto:nameplates.conferencerequest@un.org) with copy to [riin.koppel@un.org](mailto:riin.koppel@un.org), [alexis.dubouchet@un.org](mailto:alexis.dubouchet@un.org) and [ochaecosochas@un.org](mailto:ochaecosochas@un.org) by COB Friday 14 June 2019.

### **Visibility items and publications**

It is not allowed to hang posters/signs in the rooms of the Palais. Hence, would you like to have some visibility items, we advise to bring stand-alone banners. Finally, some tables will be available at the entrance of the rooms to display some publications related to your event (space is limited though).

### **Timing of events**

Please strictly respect the starting and ending time of your side-event so that Conference Management can set up the room(s) for the next booking and all events can start on time. Side-event organizers are advised to be present next to the room where the event will take place at least 15 minutes before the start.

### **Interpretation**

Please note that no interpretation will be provided for side-events. Side-event organizers will have access to the interpretation booths, but side-event organizers are responsible for making any arrangements to provide interpretation and are responsible for any associated costs. If you plan on having interpretation at your event, please contact the **ECOSOC HAS team (ochaecosochas@un.org) ASAP and no later than COB Friday 14 June**.

### **Catering**

You have the opportunity to offer coffee/food depending on when your side-event takes place. We would like to encourage you to offer catering in accordance to your specific needs and budget; however please note that food is not permitted inside the Conference Rooms. All catering costs will be paid for by the side event organizer. If you wish to organize coffee and/or food in the margins of your event, please contact directly: **Ms. Karine Vanhee**; [9240-adj@eldora.ch](mailto:9240-adj@eldora.ch), +41 (0)22 917 3739; by COB Friday 14 June.

### ***Videoconference/VTC***

Please note that videoconference/VTC services are not systematically provided for side-events and organizers will need to organize and pay for these services accordingly. Should you require videoconference, please contact the **ECOSOC HAS team (ochaecosochas@un.org) ASAP and no later than COB Friday 14 June.**

### ***Communication***

All side-events will be publicized on the ECOSOC HAS webpage (<https://www.unocha.org/ecosoc-2019>). We also encourage you to advertise and promote your event through your own means and contacts to attract as many interested participants as possible. The hashtags of the Humanitarian Affairs Segment are **#ECOSOC**.

### ***Side-events' summary***

Each side-event organizer is requested to provide a summary of their event, to enable a synthesis to be included in the ECOSOC HAS 2019 synthesis report. Please use the attached template to provide your report to [ochaecosochas@un.org](mailto:ochaecosochas@un.org). Please share your summary by **Friday 12 July 2019 COB latest.**