

Procedure for NGOs
in consultative status with ECOSOC
to book a conference room at the United Nations Office at Geneva (UNOG)

In accordance with the [ECOSOC Resolution 1996/31](#), which governs the consultative arrangements between the United Nations (UN) and Non-governmental Organizations (NGOs), accommodation may be provided for conferences or smaller meetings of NGOs in consultative status with ECOSOC.

Conferences must be in line with the UN purposes and objectives, as defined in the [Charter](#) and that are strictly non-commercial. Rooms may be made available to NGOs for the following purposes:

- Meetings, seminars, conferences and consultations with the Secretariat and/or Governments and/or other NGOs on matters related to the concerns of the Economic and Social Council of the United Nations (ECOSOC).
- Meetings, seminars, conferences, and consultations in support of the UN mandate and activities.

The [NGO Liaison Unit at UNOG](#) is the focal point for NGOs requesting conference rooms at the Palais des Nations. Official United Nations activities have priority; therefore, the availability of conference rooms is without guarantee. At its sole discretion, UNOG reserves the right to refuse or cancel any meeting.

Please note that given the length of time needed to facilitate a conference, the submission must be submitted at least 6 weeks prior to the planned date of the event.

Instructions and check list:

To request the use of a conference room, please complete the below form, read and accept the terms and conditions by signing the room booking form.

- Please return the duly completed form to the NGO Liaison Unit at unog.ngo@un.org;
- Please add in your email
 - a concept note for the conference, and
 - a provisional program for the conference.

Conference room booking form

A. General information

Full Name of the requesting NGO (as shown in the [iCSO database](#)):

Has your NGO already organized a conference at UNOG?

Title in English (maximum 60 characters)¹:

Title in French (maximum 60 characters):

Estimated number of participants in the Conference room²:

Type of meeting: 3

B. Dates and time

Date option 1:

Date option 2:

Time (a.m.): Time (p.m.):

C. Optional services (see Annex 1 for price list):

Interpretation provided by NGO in the following language(s)⁴: A C E F R S

Audio recording: E F Floor⁵

Webcast for in-person conference (to be arranged by the organizing NGO)

Type of webcast:

Hybrid meeting (via UNOG Webex or Zoom accounts)⁶

Session recording for hybrid conference

Streaming to social media for hybrid meeting

D. Consent and submission:

The NGO

Accepts the terms and conditions applicable to the booking of a conference room at UNOG (Annex 2);

Accepts the relevant UN rules and regulations set forth by the UNOG [Security and Safety Service](#) and the [NGO Liaison Unit](#);

Accepts the costs for the requested services and applicable charge for badges (Annex 1).

First and Last name of authorized signatory: President, Chief Administrative Officer or Main representative (with accrediting rights):

Date:

Signature: _____

¹ The 60-character limit is imposed by the meeting room reservation system for both titles, French and English.

² The estimated number of participants will allow UNOG to determine which room best suits your needs.

³ NGOs can choose if they wish to host a public meeting (open to anyone inside the Palais des Nations) or a private meeting (by invitation only). Choosing "private" will limit certain services. Please consult with the NGO Unit when considering to hold a Private conference.

⁴ A sound operator will be charged to the NGO.

⁵ The option « Floor » indicates the spoken language at any point of time.

⁶ Hybrid meetings means that several participants are inside the meeting room at UNOG and remote participants connect to the room remotely.

Annex 1: Meeting related services estimated costs (subject to change)⁷

Costs for NGO meetings at UNOG <u>without services</u>	
Conference room	Conference badges for participants present at UNOG
Free of charge	USD 1 per badge for meetings with 25 or more participants

Costs for <u>optional services</u>					
In-person meeting	In-person meeting	In-person meeting	Hybrid meetings without interpretation	Hybrid meetings with multiple audio channels for interpretation	Hybrid meetings
Audio operator * Necessary for interpretation * Necessary if the meeting room does not have automatic sound * Includes digital audio recording (if requested)	Audio operator for digital audio recording	Dedicated bandwidth for webcast	Hosting on UNOG account * Includes technician in the room * Includes audio and video recording (if requested)	Hosting on UNOG account * Includes technician in the room * Includes audio and video recording (if requested)	Streaming to social media
USD 240 half day USD 480 full day	USD 240 half day USD 480 full day	USD 874 full day plus USD 105 per 10mb streamed	USD 1,216 half day ⁸ USD 2,016 full day USD 2,216 full day non-stop	USD 1,476 half day USD 2,276 full day USD 2,476 full day non-stop	USD 142 per event

Details of optional services:

Hybrid meeting with interpretation provided by the NGO

Before the meeting: Configuring and setting-up platform, interpretation channels, and meeting as per client specifications (first meeting only); Testing room and connection (verifying connection between platform and room sound system); Creating the token in the platform; Distributing the token.

Setting-up and testing the room and the hybrid platform (Technician); Testing the participants.

During the meeting: Providing platform and technical support (continuously monitoring the meeting to improve quality and preventing connection issues).

Introducing the Audio-Visual system to the client and recalling best practices; Managing the microphones in the room; Moderating the hybrid platform.

Manual digital audio recording provided by UNOG may be requested against additional costs: Recording the meeting through digital audio system with markers.

⁷ Prices exclude the cost of interpretation services and other services not provided by the United Nations.

⁸ The cost for half-day is the same whether the meeting lasts one hour or three hours.

Hybrid meeting without interpretation

Before the meeting: Configuring and setting-up the platform with one channel or bridging VTC conferencing service; Testing platform, connection stability, video, and audio quality; Testing room/venue connectivity; Creating the token in the platform; Distributing the token.

During the meeting: Monitoring continuously event quality and intervening immediately, if necessary.

In person meeting with interpretation

Before the meeting: Setting up and testing the room; Testing the participants.

During the meeting: Introducing the Audio system to the client and recalling best practices; Managing the microphones in the room in case of digital audio recording¹⁰; Recording the meeting through digital audio system with markers.

In person meeting without interpretation

For meetings with 50 or more participants, it is strongly recommended to opt for a audio operator to ensure smooth proceedings.

Annex 2: Terms and conditions governing the use of UN premises by NGOs for the organization of conferences at UNOG

General Provisions	<ol style="list-style-type: none">1. NGO meetings at the Palais des Nations are organized within the framework of the General guidelines for NGO representatives accredited at UNOG. The NGO Liaison Unit reserves the right to cancel the meeting and deny the possibility to reserve other conference rooms for the NGO in case of non-compliance with these terms and conditions.2. NGO meetings are organized neither jointly nor in partnership with the UN. The assistance provided by the NGO Liaison Unit at UNOG is only logistical.3. Rooms cannot be made available for NGOs to conduct their own organizational business or advance their own purposes and aims.4. NGO meetings at the Palais des Nations should be strictly non-commercial. Commercial activities, such as charging entrance and/or enrolment fees for participation in NGO meetings, sale of NGO materials, publications, NGO-branded souvenirs, etc. are not authorized.5. The NGO who signs the <i>Conference booking form</i>, is the only entity with which the NGO Liaison Unit will interact in the facilitation of the conference.6. The meeting organizer should comply with the deadlines set by the NGO Liaison Unit for the submission of the meeting room booking form and requested documentation, as well as for the requests of services provided by UNOG, which may include payment for additional services.7. The annual accreditation to UNOG of the organizing NGO must be up to date for the ongoing year.8. The President/CEO, Chief Administrative Officer or Main representative with accrediting rights in iCSO database must be present at the conference.9. The NGO Liaison Unit sets up a page in Indico for the registration of participants. The NGO is responsible for managing registration of participants to its conference.
Partnerships	<ol style="list-style-type: none">10. The NGO Liaison Unit does not facilitate meetings organized jointly by NGOs with Permanent or Observer Missions to UNOG, with UN entities, nor side events to UN conferences. For these joint meetings, the meeting room should be reserved by the respective co-organizing entity.11. For side-events taking place on the margins of UN meetings, such as the Human Rights Council or its subsidiaries bodies, NGOs should contact the respective Secretariat to reserve rooms.
Hybrid conferencing	<ol style="list-style-type: none">12. NGOs cannot use their individual accounts for hybrid conferences. A hybrid conferencing must be arranged through UNOG against payment (see annex 1).13. The use of hybrid conferencing platforms, such as Zoom or WebEx, inside UNOG Conference Rooms is governed by OICT Cybersecurity policies and UNOG's guidelines on virtual conferencing in the UN Secretariat. In Geneva, the use of such platforms is limited to UNOG accounts, with UNOG technicians performing the set-up, configuration,

and moderation.

Cost and payment

14. The reservation of conference rooms at the Palais des Nations is free of charge for NGOs. However, some meeting related services may generate a cost (see annex 1).
15. If a cost estimate is issued by UNOG to the conference organizer, the latter will pay from the bank account of the organizing NGO at least 3 weeks before the date of the event. Payment from personal bank accounts or from any third party will not be accepted.
16. Should an NGO cancel its conference less than two weeks prior to the event date, the full amount will be charged to the NGO.

Use of premises, conference rooms and related facilities

17. Meetings must be held during UNOG regular meeting hours, namely, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m., on working days.
18. NGOs are not permitted to host award ceremonies at UNOG.
19. The display and advertisement of names and logos of private sector companies is not allowed.
20. Smoking is not permitted inside UNOG premises.
21. Eating and drinking are not permitted in the conference rooms.
22. The meeting organizer will be held liable for all damage connected with the use of UNOG premises or occurring on UNOG grounds during their events.

Information materials and media coverage

23. Distribution of NGO material is not permitted outside of the allocated conference room.
24. Visual recording at the meeting is permitted upon written notification to the NGO Liaison Unit, provided that the Chair of the meeting has informed the participants at the start of the meeting.
25. Non-accredited journalists can attend as participants, invited by the NGO. However, they cannot perform their functions as journalists.