



**ORGANISING LARGE CONFERENCES/EVENTS AT UNOG: COMPENDIUM OF SERVICES**

**TITLE OF THE EVENT:**  
**DATES:**  
**ESTIMATED NUMBER OF PARTICIPANTS:**  
**ESTIMATED NUMBER OF PARTICIPANTS WITH DISABILITIES:**  
**IF SO, PLEASE SPECIFY ANY AD-HOC REQUIREMENTS:**

**Focal point from the organizer:**  
**Title:**  
**Organization:**  
**E-mail:**  
**Telephone number:**

**DCM Coordinator:**  
**E-Mail:**  
**Telephone number:**

ITEM	SERVICES and CONTACTS	CLIENT'S REQUIREMENTS AND OTHER REMARKS/INFORMATION
MEETING ROOM RESERVATION	The first step to organise an event/conference at UNOG is to secure the conference room(s), done through electronic system gMeets. To initiate the reservation, please contact Meetings Management Section at: T: + 41.22. 917.36.68 - <a href="mailto:mms@un.org">mms@un.org</a>	
	Reservation of conference rooms based on number of participants and meeting requirements.	
REGISTRATION	Participants registration is done through the Indico system ( <a href="https://reg.unog.ch/">https://reg.unog.ch/</a> ), once the meeting request has been approved in gMeets	
	Support on how participants can register in Indico is provided by the Indico team at: <a href="mailto:support.accreditation@un.org">support.accreditation@un.org</a>	

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	Accreditation for journalists T +41.22.917.43.59 / +41.22.917.23.25 <a href="mailto:accreditation-media@un.org">accreditation-media@un.org</a>	
SECURITY	Contact regarding security issues (badges, access, etc...) – T +41.22.917.50.02 <a href="mailto:identification.security-unog@un.org">identification.security-unog@un.org</a>	
	Special security measures in front of the conference room(s), such as X-Ray machine(s), security officer, etc.?	
CONFERENCE SERVICES	Meetings Management Section is responsible for the coordination of conference services. T.+41.22.917.36.68 - <a href="mailto:mms@un.org">mms@un.org</a>	
	Set up of conference rooms: classroom, theatre, Davos, round table, etc.	
	Nameplates: which ones? Where? <a href="mailto:nameplates.conferencerequest@un.org">nameplates.conferencerequest@un.org</a>	
	Do you need a stand-alone rostrum?	
	Basic audio-visual services: Automatic sound (without dedicated technical staff), sound operator (required with interpretation), sound recording (requires one additional sound operators and AV technician) - Contacts: T+41.22.917.50.50 <a href="mailto:audiovisualservices@un.org">audiovisualservices@un.org</a>	
	Other technical equipment: Portable microphones Hands-free microphones Portable interpretation equipment (bidule) Headset monitors Interpretation booths Sound amplification system for 10 to 50 participants Portable recording system Timing device PowerPoint Plasma /LDC displays (55" or 85")  Any other technical device?	
	Do you plan to have remote participation or hold a VTC in the conference room? T +41.22.917.57.57 <a href="mailto:audioconference@un.org">audioconference@un.org</a> (for audio conf.) <a href="mailto:videoconferences@un.org">videoconferences@un.org</a> (for VTC) If VTC requires interpretation, please inform Interpretation Service at: <a href="mailto:videoconfint@un.org">videoconfint@un.org</a>	
	Do you need Webcast?	

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	<p>Interpretation services:</p> <p>Will UNOG provide interpretation? Which languages?</p> <p>Will the organizers provide their own interpreters? If yes, please specify the languages of interpretation provided</p> <p>Need of flags for a specific event? (Which country flags? How many? In which rooms?)</p> <p>Do you need floral decoration in the room?</p> <p>Do you need tables outside the conference room(s) to display information material <a href="mailto:jose.pombo@un.org">jose.pombo@un.org</a></p> <p>Would you like anything else for your event not been listed above?</p>	
ACCESSIBILITY CONFERENCE SERVICES	<p>Do you need international sign language interpreters? If yes, please specify the number of meetings and in which rooms.</p> <p>Do you need real time captioning? If yes, please specify the languages requested/number of meetings and in which rooms.</p> <p>Do you need hearing loops? If yes, please specify the number requested</p> <p>Do you need a rostrum for wheelchairs?</p>	
OFFICES	<p>What office space is needed?</p> <p>Office equipment:</p> <ul style="list-style-type: none"> <li>• a computer?</li> <li>• a printer?</li> <li>• a multifunction photocopier (copying/printing/scanning)?</li> <li>• a telephone line?</li> <li>• office supplies (flipchart, stationery...)?</li> </ul>	
EXHIBITIONS	<p>Do you need stands outside the room, in the open space to display pictures and other material? Mr. Etienne Martinet - T+41.22.917.29.97 <a href="mailto:etienne.martinet@un.org">etienne.martinet@un.org</a></p> <p>Do you wish to organise also an exhibition? Mr. Thomas Kryger – T+41.22.917.41.83 <a href="mailto:thomas.kryger@un.org">thomas.kryger@un.org</a></p>	

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CATERING SERVICES	Mr. David Dugelay – T+41.22.917.14.68 david.dugelay@un.org Ms. Karine Vanhée - Eldora SA ( <a href="http://www.eldora.ch">www.eldora.ch</a> ) - Palais des Nations - T +41.22.917.56.19 - <a href="mailto:onu@eldora.ch">onu@eldora.ch</a>	
	Lunches and/or dinners (timing and number of guests)?	
	Coffee breaks and/or refreshment outside conference rooms (timing and number of guests)?	
	Cocktail reception (timing and number of guests)?	
	Any dietary restrictions?	
PRESS		Contact details of the organizer's spokesperson:
	Need of media coverage and other media services? Ms. Alessandra Vellucci – T+41.22.917.23.00 <a href="mailto:alessandra.vellucci@un.org">alessandra.vellucci@un.org</a> Mr. Rheal Leblanc – T+41.22.917.23.36 <a href="mailto:rheal.leblanc@un.org">rheal.leblanc@un.org</a>	
	Accreditation for journalists T +41.22.917.43.59 / +41.22.917.23.25 <a href="mailto:accreditation-media@un.org">accreditation-media@un.org</a>	
OTHER SERVICES	Multi-purpose/meditation room in C-building, room C.018. An electronic booking system for this multi-purpose/meditation room is in place and managed by the Office of the Staff Counsellor of the Human Resources Management Service at UNOG – T+41.22.917.25.37 <a href="mailto:staffcounsellor@un.org">staffcounsellor@un.org</a>	
	Breastfeeding rooms: E-building, third floor, room E.3054-2 and S-building on the ground floor, room S-036	
COSTS ESTIMATES, INVOICES AND PAYMENTS		Name and details of a contact person from the organisers for all matters related to billing:

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	<p>For meetings and events whose costs are not covered by resources provided under the regular budget, a preliminary cost estimate of relevant services can be formulated online directly by the client at the following link:  <a href="https://conf.unog.ch/xbcaculator">https://conf.unog.ch/xbcaculator</a></p> <p>To obtain access to cost estimate calculator, please send the name of the organization, first/last names of the users and their email addresses to Ms. Daiva Kazdaile  T+41.22.917.29.80 <a href="mailto:kazdaileviciene@un.org">kazdaileviciene@un.org</a> and  Ms. Renu Goel – T+41.22.917.25.50  <a href="mailto:renu.goel@un.org">renu.goel@un.org</a> in the Executive Office of the Division of Conference Management.</p> <p>The above contacts are also valid for questions related to online cost estimates.</p> <p>For technical issues, please contact Ms. Sehar Shahzad T+41.22.917.52.60  <a href="mailto:sehar.shahzad@un.org">sehar.shahzad@un.org</a></p>	
	<p>A consolidated official estimate covering the estimated costs of each service is prepared in advance by the Financial Resources Management Service (FRMS) and sent to the organisers with instructions for payment. The final bill is sent after the event, reflecting the actual expenses.</p> <p>Stefano Bardi – T+41.22.917.48.84  <a href="mailto:stefano.bardi@un.org">stefano.bardi@un.org</a></p>	