



Office of the Director-General  
Non-Governmental Organizations Liaison Unit  
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**Terms and conditions governing the use of United Nations premises by Non-Governmental Organizations in consultative status with ECOSOC for the organization of meetings at the United Nations Office at Geneva (UNOG)**

1. The NGO meeting's objectives are in line with the United Nations purposes and objectives as defined in the Charter of the United Nations and are strictly non-commercial.
2. The NGO meeting is organized neither jointly nor in partnership with the United Nations. The assistance provided by the NGO Liaison Unit at UNOG is only logistics.
3. The meeting organizer will comply with the established deadlines for the submission of the meeting participants list and payment for additional services.
4. The use of the United Nations emblem/logo on NGO material is expressly prohibited.
5. The United Nations flag may not be displayed in meeting rooms where NGOs organize events.
6. No entrance or enrolment fees will be demanded from participants in the meeting at UNOG.
7. The display and advertisement of names and logos of private sector companies at UNOG is expressly prohibited.
8. The meeting will be held at UNOG only. No portion of the meeting will be held simultaneously at one or more other locations outside UNOG.
9. NGOs are not permitted to host award ceremonies at UNOG.
10. Meeting participants must comply with the requests and instructions of United Nations officials and security staff relating to access and use of United Nations facilities and premises.
11. Meeting participants must display their badge visibly at all times when entering and exiting, and while present at UNOG.
12. Participants may be subjected to security scrutiny.
13. Materials containing abusive or offensive language or images are not permitted at UNOG.

14. Distribution of NGO material is not permitted at UNOG, including in the Cafeteria, Serpentine Bar and other public places.
15. Use of photography or any other form of recording equipment is not permitted at UNOG, except within the meeting room (see point 16 below).
16. Visual recording at the meeting is permitted upon written notification to the NGO Liaison Unit, subject to the following:
  - The Chair of the meeting should inform the participants at the start of the meeting that it is being recorded; and
  - Photography (still and/or video) should not interfere with the sight-lines of other delegates or disrupt the proceedings of the meeting. Tripods should be erected at the sides or at the back of the room.
17. NGOs are not permitted to hold press conferences or interviews at UNOG. Non-accredited journalists can attend as participants, invited by the NGO, however cannot perform their functions as journalists.
18. Smoking is not permitted inside UNOG premises.
19. Eating and drinking are not permitted in the conference rooms.
20. Meeting organizer will be held liable for all damage connected with the use of UNOG premises or occurring on UNOG grounds during their events.
21. If the meeting organizer cancels its meeting, for which a detailed cost estimate had previously been issued, the full amount will be charged if the cancellation is made less than two weeks before the meeting.
22. 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 the above.

**The NGO** \_\_\_\_\_

***accepts these terms and conditions in relation to its meeting entitled:***

\_\_\_\_\_

***that the NGO plans to organize at UNOG on the following date(s):***

**Option 1:** \_\_\_\_\_ **Option 2:** \_\_\_\_\_

***Name of authorized signatory: President/Chief Administrative Officer/Main representative with accrediting rights:***

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_