



**Office of the Director-General**  
Non-Governmental Organizations Liaison Unit  
Tel (41) 22 917 1307 / 2178  
Telefax (41) 22 917 05 83

Offices 141-145  
Palais des Nations  
1211 Geneva 10

## **MEETING FACILITIES AT THE UNITED NATIONS OFFICE AT GENEVA for Non-Governmental Organizations (NGOs) in consultative status with ECOSOC**

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

Meeting rooms may only be granted for activities that are in line with the United Nations purposes and objectives, as defined in the [Charter](#), and are strictly non-commercial. Meeting rooms may be requested by NGOs through the NGO Liaison Unit at UNOG by completing the appropriate meeting room booking form below. Rooms may be made available to NGOs who have finalized their annual accreditation for the following purposes:

- For consultations with the Secretariat and/or Governments and/or other Non-Governmental Organizations on matters related to the concerns of the Economic and Social Council of the United Nations (ECOSOC);
- For meetings, seminars and conferences related to the concerns of the ECOSOC and involving the participation of one or more sections of the Secretariat;
- For meetings, seminars, conferences and consultations related to the procedures of consultative status.

Rooms cannot be made available for NGOs to conduct their own organizational business or advance their own purposes and aims.

The NGO Liaison Unit at UNOG is the focal point for NGOs requesting a meeting room at the Palais des Nations. Since official United Nations activities have priority, the availability of conference rooms shall be without guarantee. UNOG may withdraw its agreement at any time and without incurring any liability in that regard. The NGO Liaison Unit reserves the right to refuse or cancel any meeting that it considers to be inconsistent with the objectives of the United Nations.

In order to make a room reservation, the room booking form below should be filled in, signed and returned by email, with a provisional programme of the event and a signed copy of the terms and conditions governing the reservation of meeting rooms at the Palais des Nations to the NGO Liaison Unit at [unog.ngo@un.org](mailto:unog.ngo@un.org) **at least 6 weeks prior to the planned date of the meeting.**

The reservation of meeting rooms at the Palais des Nations is free of charge for NGOs. However, meeting related services (interpretation, sound assistance, issuance of the conference badges etc.) will generate a cost. In that case, a cost estimate will be issued and addressed to the NGO who shall deposit the overall due amount to UNOG's bank account at least three weeks before the date of the meeting. Failure to meet this condition will entail cancellation of the room reservation. Should an NGO cancel its meeting less than two weeks prior to the meeting for which a detailed cost estimate had previously been issued, the full amount will be charged to the NGO.

If a meeting is organized by the NGO jointly with a Permanent or Observer Mission to the UN or a Department or Office of the United Nations, the meeting room should be reserved by those respective entities. The NGO Liaison Unit does not facilitate the organization of such joint meetings as well as side events taking place on the margins of UN meetings, such as the Human Rights Council, etc. Contact should be taken with respective Secretariats to reserve rooms for such side events.

A Guide on how NGO representatives can manage the registrations to their meeting at the Palais des Nations on the [Indico](#) platform, will be provided to assist NGOs in preparing for their meeting.

\*\*\*

## MEETING ROOM BOOKING FORM

Full Name and Acronym of the Non-Governmental Organization (as shown in the [iCSO database](#)):

---

Title of meeting in English (maximum 60 characters including space)<sup>1</sup>:

---

Title of meeting in French (maximum 60 characters including space):

---

Public meeting<sup>2</sup>: \_\_\_\_\_  \_\_\_\_\_ **or** Private meeting: \_\_\_\_\_  \_\_\_\_\_

Date(s) – Option 1: \_\_\_\_\_ Option 2: \_\_\_\_\_

*NB: Meetings must be held during regular meeting hours, namely, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m., on working days:*

Time – From (a.m.): \_\_\_\_\_ to \_\_\_\_\_ From (p.m.): \_\_\_\_\_ to \_\_\_\_\_

Number of participants <sup>3</sup>: \_\_\_\_\_

**Optional meeting related services bearing a cost for the NGO:**

Interpretation provided by NGO – please choose the language in which the interpretation will be provided<sup>4</sup>: \_\_\_\_\_  A  C  E  F  R  S

Sound Recording<sup>4</sup> : \_\_\_\_\_  E  F  Floor<sup>5</sup>

*Name of authorized signatory: President, Chief Administrative Officer or Main representative (with accrediting rights):*

---

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

*Nom et prénom:* \_\_\_\_\_

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

---

<sup>1</sup> Mandatory in both languages; The 60-character limit is imposed by the meeting room reservation system.

<sup>2</sup> 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);

<sup>3</sup> NGOs may be charged for the issuance of the badges allowing access to the conference;

<sup>4</sup> A sound technician will be charged to the NGO;

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