



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

The NGO Liaison Unit at UNOG is the focal point for NGOs requesting a meeting room at the Palais des Nations. Official United Nations activities have priority; therefore, 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. UNOG reserves the right to refuse or cancel any meeting that it considers to be inconsistent with the objectives of the United Nations.

To make a room reservation, the below terms and conditions governing the reservation of meeting rooms at the Palais des Nations and the room booking form (page 4) should be filled in, signed and returned by email, with a provisional programme of the event to the NGO Liaison Unit at 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, some meeting related services will generate a cost. In that case and depending on the service reserved, 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. Meeting organizers are fully responsible for all costs associated with servicing the meeting.

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.

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 UNOG. 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. 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:
5. The use of the United Nations emblem/logo on NGO material is expressly prohibited.
6. The United Nations flag may not be displayed in meeting rooms where NGOs organize events.
7. No entrance or enrolment fees will be demanded from participants in the meeting at UNOG.
8. The display and advertisement of names and logos of private sector companies at UNOG is expressly prohibited.
9. 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.
10. NGOs are not permitted to host award ceremonies at UNOG.
11. 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.
12. Meeting participants must display their badge visibly at all times when entering and exiting, and while present at UNOG.
13. Participants may be subjected to security scrutiny.
14. Materials containing abusive or offensive language or images are not permitted at UNOG.
15. Distribution of NGO material is not permitted at UNOG, including in the Cafeteria, Serpentine Bar and other public places.
16. Use of photography or any other form of recording equipment is not permitted at UNOG, except within the meeting room (see point 17 below).
17. 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.
18. NGOs are not permitted to hold press conferences or interviews at UNOG. Non-accredited journalists can attend as participants, invited by the NGO. However, they cannot perform their functions as journalists.
 19. Smoking is not permitted inside UNOG premises.
 20. Eating and drinking are not permitted in the conference rooms.
 21. Meeting organizer will be held liable for all damage connected with the use of UNOG premises or occurring on UNOG grounds during their events.
 22. If a cost estimate is issued by UNOG to the meeting organizer, the latter will pay from the bank account of the organizing NGO. Payment from personal bank accounts or from any third party will not be accepted. Should an NGO cancel its meeting less than two weeks prior to the meeting date, the full amount will be charged to the NGO.
 23. 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.

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)¹:

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

Public meeting or Private meeting²

Date(s)³ – Option 1: _____ Option 2: _____

Time – From (a.m.): _____ to _____ From (p.m.): _____ to _____

Please select the type of meeting you wish to host and the optional meeting services, which might bear a cost for the NGO.

IN-PERSON

HYBRID (via WebEx)⁴

Estimated number of participants: _____

Estimated number of participants on site⁵: _____

Interpretation provided by NGO in the following language(s)⁶: A C E F R S

Interpretation provided by NGO in the following language(s)⁷: A C E F R S

Sound Recording : E F Floor⁸

Session Recording⁹

Webcast (to be arranged by the organizers)

➤ on UNOG public free WIFI or

➤ on dedicated bandwidth

Meeting related services estimated costs (subject to changes)

Conference room	Sound technician for the interpreters provided by NGO	Sound technician for the sound recording	Hybrid meetings on WebEx	Session recording for hybrid meetings (Audio and video recording)	Conference badges for participants	Dedicated bandwidth for webcast
Free of charge	USD 415 / day	USD 415 / day	USD 86 / hour	USD 100 / hour	USD 1 / badge for meetings with 25 participants and above	USD 832 / day + USD 100 /mb

The NGO _____

accepts the above terms and conditions in relation to the above-mentioned meeting.

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

Signature: _____

Date: _____

-
- ¹ Mandatory in English and French: The 60-character limit is imposed by the meeting room reservation system.
 - ² 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).
 - ³ Meeting rooms can only be requested for the ongoing year.
 - ⁴ Hybrid meetings welcome several participants inside the meeting room at UNOG and the possibility for remote participants via WebEx.
 - ⁵ The estimated number of participants will allow UNOG to determine which room fits the NGO needs best.
 - ⁶ A sound technician will be charged to the NGO.
 - ⁷ A sound technician will be charged to the NGO.
 - ⁸ The option « Floor » indicates the spoken language at any point of time.
 - ⁹ NGOs can choose to have the meeting proceeding recorded.