Information for the participants of the ECOSOC HAS 2017

I. General administrative information

General discussion and list of speakers
Relevant to Member States and ECOSOC affiliated organizations
The general discussion of the Humanitarian Affairs Segment will be held on Wednesday, 21 June, at 15:00, and on Friday, 23 June 2017, at 15:00. Requests for inscription on the list of speakers should be sent, in writing, with the full name and title of the speaker, to the Secretary of the segment, Mr. Moncef Khane (c/o Mr. Paolo Dua (e-mail duap@un.org; Room CB-0127; fax 1 (212) 963-5935)). Inscriptions to the list of speakers will close by 17:00 of the preceding day. The time limit set for statements under the segment is seven minutes for speakers on behalf of groups and five minutes for individual delegations.

List of participants
Delegations are kindly requested to send, as soon as possible and no later than 16 June 2017, the composition of their delegations with the names of the representatives and alternates attending the humanitarian affairs segment to the Secretary of the Council, Ms. Emer Herity (c/o Mr. Paolo Dua (e-mail duap@un.org; room CB-0127, fax 1 (212) 963-5935)). Please note that only scanned copies of notes verbales will be accepted by e-mail. Delegations are advised that only one list of participants will be issued at the end of the 2017 session of the Council, containing the names of the participants to all segments.

PaperSmart arrangements for the 2017 session of the Council

Delegations are reminded that PaperSmart services are available for all the meetings of the 2017 session of the Economic and Social Council. To access the Council’s PaperSmart portal, please click here. Delegations wishing to circulate their statements electronically through the PaperSmart Portal should send a copy of the statement at least one hour in advance of delivery to papersmart2@un.org. The date and time of the meeting as well as relevant agenda item should be indicated in the heading of the statement and in the subject line of the e-mail. The statements will be made available on the PaperSmart Portal of the Council during delivery by delegations.

II. Access to the Palais des Nations

Information for UN Pass holders
Security passes issued by the UN in Geneva and New York (i.e. valid UN photo ID pass) will be accepted for diplomats, UN staff, UN bodies and specialized agencies and accredited NGOs. These categories will still pass by Pregny Gate on the first day so their passes can be registered for the entire duration of the HAS. They will then be allowed to enter either through Pregny Gate or Nations Gate.
**Information for non-UN Pass holders**

All participants who are not in possession of a valid UN photo ID pass issued either by UN Headquarters in New York or by the United Nations Office in Geneva will need to share their names, affiliations and email addresses with Shiranee De Thabrew (dethabrew@un.org) by COB Thursday 15 June 2017.

In order to enter the Palais, they will need to provide the **Pregny gate** security with:
- A copy of this document will serve as an invitation letter, but names will be cross-checked;
- A valid photo ID (passport, national identity card);

These participants will be issued a UNOG photo conference pass valid for the duration of the HAS.

**Map of the Palais**


**II. Information for side-events’ organizers**

**Rooms, technical and logistical needs**

All side-events’ rooms can welcome at least 120 guests and are set up to accommodate a panel discussion. Sound, projector and screen will be provided by UNOG, but side-events’ sponsors are **required to take their own laptop(s) and USB keys, where all presentations, movies, etc, should be prepared in advance**. Interpretation is not provided.

**Podiums and nameplates**

We encourage sponsors to bring your own **podium signs** for panelists, but would this not be possible, kindly provide the names of your panel’s participants so that UNOG can create podium signs for them. Please include the participant’s names exactly as you would like them to appear on the name plates. This information should be sent to **Mr. Paolo Dua**, duap@un.org with copy to ecosochas@un.org by COB 16 June 2017.

**Visibility items and publications**

It is not allowed to hang posters/signs in the rooms of the Palais. Hence, would you like to have some visibility items, we advise to bring stand-alone banners. Finally, some table will be available at the entrance of the rooms to display some publications related to your event (space is limited though).

**Timing of events**

Please strictly respect the starting and ending time of your side-event so that Conference Management can set up the room(s) for the next booking and all events can start on time. Side-event organizers are advised to be present next to the room where the event will take place at least 20 minutes before the start.

**Catering**

You have the opportunity to offer coffee/food depending on when your side-event takes place. We would like to encourage you to offer catering in accordance to your specific needs and budget; however please note that food is not permitted inside the Conference Rooms.

If you wish to organize coffee and/or food in the margins of your event, please contact directly: Justine Gaudinet, +41 (0)22 917 56 19, onu@eldora.ch by COB 16 June 2017.
**Videoconference/VTC**
Please note that videoconference/VTC services are not systematically provided for side-events and organizers will need to organize and pay for these services accordingly. Should you require videoconference, please contact Shiranee De Thabrew (dethabrew@un.org) ASAP.

**Communication**
All side-events will be publicized on the ECOSOC HAS webpage (www.unocha.org/ecosoc-2017). We also encourage you to advertise and promote your event through your own means and contacts to attract as many interested participants as possible. The hashtags of the Humanitarian Affairs Segment are #ECOSOC #Agenda4Humanity.

**Side-events’ summary**
Each side-event organizer is requested to provide a summary of their event, to enable a synthesis to be included in the ECOSOC HAS 2017 synthesis report. Please use the attached template to provide your report to ecosochas@un.org. Please share your summary by **Monday 10 July 2017 COB latest**.