



ECOSOC HUMANITARIAN AFFAIRS SEGMENT

UN HEADQUARTERS, NEW YORK 19-21 June 2018

Information for the Participants and Side-Event Organizers of the 2018 ECOSOC HAS

I. Information for Member States

Registration of representatives and alternates

For participation and seating arrangements, delegations are kindly requested to register the names of the representatives and alternates attending the Humanitarian Affairs Segment through the ECOSOC e-List of Participants module in e-deleGATE, by 17:00 hours on **Friday, 15 June 2018**. For inquiries regarding access to the e-List of Participants module in the e-deleGATE portal, please contact Mr. Paolo Dua (email: duap@un.org). Delegations are advised that only one list of participants will be issued at the end of the 2018 session of the Council, containing the names of the participants to all segments.

General discussion and list of speakers

The general discussion of the Humanitarian Affairs Segment will be held on Tuesday, 19 June at 15:00, and on Thursday, 21 June at 15:00. Requests for inscription on the list of speakers by Member States and Observer States should be submitted through the ECOSOC e-Speakers module in e-deleGATE. 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.

Intergovernmental organizations and the United Nations System, including funds, programmes, specialized agencies and regional commissions wishing to inscribe on the list of speakers should send, in writing, the full name and title of the speaker to the Office of the Secretary of the Council (c/o Mr. Paolo Dua: duap@un.org).

PaperSmart arrangements for the 2018 session of the Council

Delegations are reminded that PaperSmart services are available for all the meetings of the 2018 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 UNHQ

Information for UN Grounds Pass holders

UN Grounds Passes issued by the UN in Geneva and New York (i.e. valid UN photo ID pass) will be **accepted for diplomats/ Member States, UN staff, UN bodies and specialized agencies and accredited NGOs**.

If you are currently a holder of a UN Grounds Pass, please do not RSVP. If you do not have a UN Grounds, please RSVP using the instructions below.



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Information for non-UN Grounds Pass holders

All participants who are not in possession of a valid UN Grounds Pass issued either by UN Headquarters in New York or by the United Nations Office in Geneva will receive a visitor pass for the entire duration of the HAS. Please send the following information to our team if you require a visitor pass:

- 1) Your name, email and the name of your organization
- 2) The names and email addresses of all participants from your organization attending the HAS

Please send the information mentioned above to Ananita Maitra (maitra@un.org) by June 11th at the latest.

Due to security procedures and protocol, requests for passes made after this date cannot be accepted.

Visitor Pass Collection

Visitor passes will be available for pick-up at the start of the first day of the HAS- **Tuesday, June 19th**. **A government issued photo ID will be required** by all visitors. Please ensure that the name you use to register for the visitor pass matches the name on your government issued photo ID. Entrance to UNHQ will be prohibited for those participants without an official ID. Staff members will distribute passes **outside the 46th Street and 1st Avenue from 7:30 AM to 8:15 AM**. This has been chosen to facilitate entrance into HQ prior to the start of the first side-event at 8:30 AM. If you are unable to pick up your pass during the aforementioned time slot, please email Ananita Maitra (maitra@un.org) in order to make alternate arrangements.

Misplacement or loss of Visitor Pass

Participants are requested to keep their visitor passes for the entire duration of the 2018 ECOSOC HAS. In the case of loss, new passes cannot be issued and participants will not be allowed to enter UNHQ.

[Map of UNHQ](#)

III. Information for side-event organizers

Rooms, technical and logistical needs

Please verify the room capacity of your side-event as indicated in the email you received from our team when inviting guests to your side-event. For security reasons, no additional participants above room capacity will be allowed. All conference rooms are set up to accommodate a panel discussion. Each conference room is equipped with a projector and screen which can be used to display presentations. Side-event organizers are **required to bring their own laptop(s) and USB keys, where all presentations, movies, etc, should be prepared in advance. If organisers are using a Macintosh laptop, their own HDMI adapter must be brought. For all other types of laptops, connectors/cables are provided.** Interpretation is not provided.

Podiums and nameplates

We encourage organizers to bring their own **podium signs** for panelists, should this not be possible, kindly provide the names of your participants so that podium signs can be created 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 prepwork@un.org with **ochaecosochas@un.org in copy by COB 15 June 2018.**



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Visibility items and publications

The hanging of posters/signs is not allowed outside or inside the side-event rooms. Some tables will be available at the entrance of the conference rooms to display publications related to your event (space is limited).

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 conference room where the event will take place at least 20 minutes before the start.

Interpretation

Please note that no interpretation will be provided for side-events. Side-event organizers are responsible for making any arrangements in this regard.

Catering

If you wish to organize coffee and/or food in the margins of your event, please contact: lcampanella@culinartinc.com, mpatel@culinartinc.com, rrajaji@culinartinc.com or lhayden@culinartinc.com.

Videoconference/VTC

Please note that videoconference/VTC services *are not* provided for side-events and organizers will need to organize and pay for these services separately. Should you require videoconference, please contact Gloria Rivera (riverag@un.org).

Communication

All side-events will be publicized on the [ECOSOC HAS webpage \(https://www.un.org/ecosoc/en/events/2018/humanitarian-affairs-segment\)](https://www.un.org/ecosoc/en/events/2018/humanitarian-affairs-segment). 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 hashtag of the Humanitarian Affairs Segment is **#ECOSOC**.

Side-event summary

Each side-event organizer is requested to provide a summary of their event, to enable a synthesis to be included in the 2018 ECOSOC HAS Synthesis Report. Please use the attached template to provide your report to ochaecosochas@un.org. Please share your summary by **Monday 9 July 2018 COB at the latest**.