High-Level Pledging Event for the Humanitarian Crisis in Yemen
Co-hosted by the Government of Switzerland, the Government of Sweden and the United Nations

Tuesday 3 April 2018, Geneva, Switzerland
09:00 – 17:00
Room XVIII, Palais des Nations

Information for Participants

Registration
All participants are required to register by 21 March 2018, including all Permanent and Observer Missions to the United Nations Office in Geneva with a valid badge. The registration form is available at the following link: www.unocha.org/yemen/high-level-pledging-event. A registration form should be completed for each delegation member.

Delegations wishing to make a statement should make the request on the registration form.

Venue
The venue for the event is Conference room XVIII located in building E, door 40, level 3. Participants are advised to use Door 40 to access the building.

Accreditation
UNOG badges will grant access to the meeting room. Identification badges will be issued for delegates not yet accredited by the Pass and Identification Unit of the UNOG Security and Safety Section.

Please note that due to Easter holidays Pregny Gate will be closed on Friday 30 March and Monday 2 April. Therefore it is advised that a representative may collect badges on behalf of all members of their delegation as of 08:00 on Thursday 29 March 2018 at the UNOG Identification counter, situated at the Pregny Gate entrance. To collect the entry badges, registered participants (or their representative) will be asked to present a valid identity document.

For security reasons, the badge must be worn visibly at all times. On the day of the event, there will be a dedicated line at Pregny Gate for participants. Nevertheless, participants are encouraged to arrive early to facilitate passage through the security controls.
**Seating arrangements for the plenary**

Due to the seating layout in Conference Room XVIII, the seating arrangement will be: **main seat at the table for the Head of Delegation and three additional seats behind for the delegates.**

Other delegation members may be seated in identified areas towards the back of the room and at the gallery.

Event organizers will be present in the meeting room to help you locate your seats.

**Order of speakers**

The speaking order for all Member States is in line with established UN protocol. Please note that the deadline to enlist for a statement through registration is 21 March. The speakers list will then be closed, with the exception of those Delegates wishing to make a pledge.

Delegates are kindly requested to limit their statements to **three minutes, and to send the statements in advance** to yemen-event-2018@un.org.

**Pledges**

Delegations wishing to make a pledge are kindly requested to submit the completed Pledge form, available at [www.unocha.org/yemen/high-level-pledging-event](http://www.unocha.org/yemen/high-level-pledging-event), to yemen-event-2018@un.org.

**Provisional programme**

The provisional programme will be available at [www.unocha.org/yemen/high-level-pledging-event](http://www.unocha.org/yemen/high-level-pledging-event). Participants are encouraged to check for updates up until 2 April.

**Interpretation**

Simultaneous interpretation will be provided in all six official languages of the United Nations (i.e. Arabic, Chinese, English, French, Russian and Spanish) during the plenary. English-Arabic interpretation will be provided during the side event.

**Lunch**

A complementary light lunch will be served at Bar Serpent, which is close to the conference venue. A designated space is reserved for VIPs.

**Secretarial services**

The event Secretariat does not provide typing or secretarial services.
**Wireless internet**
Wireless internet access will be available in the conference room and immediate surroundings.

**Webcast**
The event will be live streamed and can be watched on the following link: http://webtv.un.org.

**Further information**
Queries regarding the above information should be addressed to: Ms. Chunyao Yi (yi1@un.org) and Mr. Imran Kushnud Shah (shah14@un.org) for [*substantive matters*]; and Ms. Jacklin Georges (georges8@un.org), with copy to yemen-event-2018@un.org for [*administrative/logistics matters*].