Organizing side-events at the UN

A checklist for Permanent Missions
Disclaimer

We notice ourselves in organizing events at the UN headquarters in New York that contact persons may change, internal responsibilities shift and from one day to the other, e-mail addresses or telephone numbers are not functional anymore. Also please be aware that these point of contacts and actions to undertake may change during high level conferences at the UN headquarters.
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Introduction

In May 2016 we have published this internal checklist for the first time. In the meantime we have worked with the Department for General Assembly and Conference Management (DGACM) on the pilot for the one-stop shop called gMeets, which has been launched in May 2018.

This website, to request meetings services, brings all the various departments together in only one request.

However, we noticed that we still use the checklist often to contact the various departments regarding additional questions or requests. Therefore we have decided to update and publish our internal checklist once again.

In case you have any updates or additional elements of information, please share them with nyv@minbuza.nl

A digital version of this checklist will be updated regularly, and is available on www.netherlandsmission.org/........html

Karel J.G. van Oosterom
Ambassador
Permanent Representative
1. Venue / Conference room

- The gMeets One Stop Shop programme has been launched in May 2018. Via https://icms.un.org/eMeets/oss/meeting-request you can request a conference room and all its services.
- To choose the right venue for your event, please find enclosed a list of all the UNHQ conference rooms, including their capacity and a layout of all the rooms.

➤ Contact:
- phone number 212 963 7351
- e-mail emeetsm@un.org
- Mr. Gary Gardner, gardnerg@un.org
- Mr. Scaria Augustine, augustine1@un.org
- Mr. Rukshan Perera, perera2@un.org
- Mr. Tony di Lanzo, dilanzot@un.org

- If your meeting is cancelled, do not forget to cancel the conference room via gMeets, to make the conference room available for other Member States.
2. **Catering**

- To arrange catering, you can contact Culinart Inc. https://unitednations.catertrax.com or via e-mail catering-services@un.org and request their delivery menu / order form.
- After you filled out this form, you will receive a contract.

➤ **Contact:**
  - Ms. Lauren Campanella, Catering Sales Manager, lcampanella@culinartinc.com, 212 963 7099 or Mayuri Patel 212 963 1473 or fax. 212 963 2025
  - Mr. Lee Hayden, Director of Catering, lhayden@culinartinc.com, 212 963 7029
  - Mr. Rudi Lasher, Director of Dining Services, rlasher@culinartinc.com, 212 963 8897, fax. 212 963 2025.

- It is not allowed to serve the lunch inside the conference rooms. To serve the lunch outside the conference rooms, e.g. Vienna Café, you have to request permission.

➤ **Contact:**
  - Ms. Lorna Del Rosario, delrosariol@un.org
  - Ms. Carmela Zenarosa, zenarosa@un.org
  - Always send a Cc to Ms. Marlina Gotama, gotama@un.org

3. **Delegates Dining Room**

- In addition to the main DDR space, there are 6 breakout rooms, the South Dining Room, and one of the largest outdoor terraces in New York.
- For more information please visit the website www.delegatesdiningroom-un.com.

➤ **Contact:**
  - 212 963 7029
4. Technical support

- Requests for technical support can be arranged via the gMeets One Stop Shop programme.
- BCSS can offer: audio and video support, videoconference, wireless microphone, lectern, etc. Technical support generally costs $260.- in total, including the presence of a technician during the event.
- When you bring your own laptop, make sure that you have the correct HDMI cable to connect to the beamer for the presentation.

➤ Contact:
- Broadcast and Conference Support Sections (BCSS),
  request-for-services@un.org, 212 963 7644 or 212 963 0823
- Mr. Thomas Ginivan, ginivan@un.org, 212 963 0823
- Mr. Philip Mango, mango@un.org, Supervisor BCSS
- Mr. Adam Smook, smook@un.org, Chief of BCSS

5. Technological equipment

- For renting technological equipment (PC, printer, etc.), please contact itservices@un.org, 212 963 3333
6. **Webcasting**

- You can request live webcasting of events via UN Webcast unit, Television Section/NMD, Department of Public Information.
- All conference rooms, except the alphabet rooms, have robotic cameras and are setup for webcast coverage.
- Webcast coverage for non-mandate events, e.g. side events organized by Missions, are subject to a cost-recovery fee. $232.- for half day coverage.
- For webcasting, you also have to arrange technical support, please see 4. Technical support.

➤ **Contact:**
  - Mr. Andreas Damianou, damianou@un.org, 212 963 6733
  - Ms. Valerie Justin, justin@un.org, 212 963 6873

7. **Nameplates, podium signs and room set-up**

- To request nameplates, podium signs or information about room set-up, please contact prepwork@un.org

➤ **Contact:**
  - Mr. Ami Rigor, rigor@un.org, 212 963 7349
  - Mr. Thomas Chacko, chackot@un.org, 212 963 8173

8. **Interpretation**

- For interpreters for official meetings only and if available, you can contact E-meets, 212 963 8114.
- When bringing your own interpreters, don’t forget to inform BCSS and request SETs
9. Special events

- A special event is any conference, meeting, concert or exhibit that might require extra support or assistance. If you are having a performance, want the room configured in a certain way, organizing something outside the normal working day or standard conference room that would require support, please contact specialevents@un.org, 917 367 4245.
- When you would like to organize an exhibition, please note that guidelines for requesting and carrying out exhibits in non-public spaces have been developed, ST/AI/416 “Use of United Nations Premises for Meetings, Conferences, Special Events and Exhibits”.

➤ Contact:
- Mr. Robert Lagrassa, lagrassa@un.org, 212 963 5800
- Mr. Christopher Walter, walterc@un.org, 212 963 2214
- Ms. Renata Morteo, morteo@un.org, 212 963 5455
  (for exhibitions in the visitors lobby)
10. Special Event Tickets

- All guests without a UN pass will need Special Event Tickets (SETs) to access the UN building. You can request SETs up to 48 hours before the event by sending an e-mail including the SET Excel file with the requested information.
- The day before the event, you can pick up the SETs at the ‘Pass and Identification Office’, 320 East 45th Str. (btw 1st - 2nd Ave).
- The Mission is responsible for delivering the SETs to the guests. For example an employee from your Mission can stand at the visitor’s entrance at East 46th street and 1st Avenue, and you can appoint someone to accompany the guests to the conference room.

➤ Contact:
  - security_service_coordinator@un.org
  - Lt. Ms. Charlene Wilson, wilson16@un.org, 212 963 2867
  - Lt. Mr. Paul Jankowsky, jankowsky@un.org, 212 963 1867
  - Sgt. Ms. Dorothy Jones, jones3@un.org

11. Security

- In case your event needs security, it is useful to contact security_service_coordinator@un.org:

➤ Contact:
  - Lt. Ms. Charlene Wilson, wilson16@un.org, 212 963 2867
  - Sgt. Mr. Derek Levy, levyd@un.org, security coordinator.

12. Press and press conference

- Press can attend events at the UN, but you have to mention this clearly to the UN. You have to request Special Event Tickets for Press or the press need to possess their own UN-Press pass (accreditation).

➤ Contact:
  - General: Malu@un.org, 212 963 6934
  - Mr. Tal Mekel, mekel@un.org, 212 963 1504
13. **Social media**

- The UN social media team can be contacted for cooperation with Missions, especially during the UNGA week or other big UN events.

  ▶ Contact:
  - Ms. Nancy Groves, grovesn@un.org, 917-367-7083
  - Ms. Charlotte Scaddan, scaddan@un.org, 917-367-9378

14. **UN Journal**

- The deadline to submit material for the Journal issue of the next day is 06.30 PM for the programme of meetings, and 07.00 PM for the summaries.
- The office of the Journal Unit opens at 03.00 PM

  ▶ Contact:
  - Ms. Lilian Delgado, journal@un.org, 212 963 3888 and 212 963 0493, S-1238

15. **Papersmart**

- To promote the use of electronic media and provide participants with electronic access to meeting programmes, agendas, documents and statements, you can use Papersmart. For PaperSmart Portal matters, please contact papersmart@un.org or 212 963 7348, or for more information www.papersmart.unmeetings.org/en/

16. **Billing**

- In the past we have received several invoices by different departments for the same event (catering, technical support, security etc.). For inquiries on invoicing, contact the person responsible for accounting at the relevant department.
17. List of Conference Rooms at the UN

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room A</td>
<td>53</td>
<td>No VC possible, No digital nameplates</td>
</tr>
<tr>
<td>Conference Room B</td>
<td>53</td>
<td>No VC possible, No digital nameplates</td>
</tr>
<tr>
<td>Conference Room C</td>
<td>53</td>
<td>No VC possible, No digital nameplates</td>
</tr>
<tr>
<td>Conference Room D</td>
<td>53</td>
<td>No VC possible, No digital nameplates</td>
</tr>
<tr>
<td>Conference Room E</td>
<td>52</td>
<td>No VC possible, No digital nameplates</td>
</tr>
<tr>
<td>Conference Room F</td>
<td>42</td>
<td>No VC possible, No digital nameplates</td>
</tr>
<tr>
<td>Conference Room 1</td>
<td>571</td>
<td></td>
</tr>
<tr>
<td>Conference Room 2</td>
<td>571</td>
<td></td>
</tr>
<tr>
<td>Conference Room 3</td>
<td>584</td>
<td></td>
</tr>
<tr>
<td>Conference Room 4</td>
<td>768</td>
<td></td>
</tr>
<tr>
<td>Conference Room 5</td>
<td>119</td>
<td></td>
</tr>
<tr>
<td>Conference Room 6</td>
<td>123</td>
<td></td>
</tr>
<tr>
<td>Conference Room 7</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Conference Room 8</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>Conference Room 9</td>
<td>46</td>
<td>With daylight</td>
</tr>
<tr>
<td>Conference Room 10</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Conference Room 11</td>
<td>131</td>
<td>No digital nameplates</td>
</tr>
<tr>
<td>Conference Room 12</td>
<td>129</td>
<td>No digital nameplates</td>
</tr>
<tr>
<td>Delegates Dining Room</td>
<td></td>
<td>No VC possible, only at high level events</td>
</tr>
<tr>
<td>ECOSOC</td>
<td>581</td>
<td>With daylight</td>
</tr>
<tr>
<td>Trusteeship Chamber</td>
<td>673</td>
<td>With daylight</td>
</tr>
<tr>
<td>General Assembly Hall</td>
<td>880</td>
<td></td>
</tr>
</tbody>
</table>
18. Maps of Conference Rooms at the UN

Conference Room A
(CB-1B-CRA)

Seating
Delegates: 27
Advisors: 0
Observers: 25
Conference Officers: 1
Total: 53

Conference Room B
(CB-1B-CRB)

Seating
Delegates: 27
Advisors: 0
Observers: 25
Conference Officers: 1
Total: 53
Conference Room 1
(CB-1B-CR01)

Seating
Delegates 200
Audience 200
Press 8
Advisors 14
Secretariats 10
Total Delegates Area: 492
Press: 14
Gallery: 64
Total: 570

Conference Room 2
(CB-1B-CR02)

Seating
Delegates 200
Audience 200
Press 8
Advisors 14
Secretariats 10
Total Delegates Area: 492
Press: 14
Gallery: 64
Total: 570

Checklist: Side-events at the UN | 17
**Conference Room 11**  
**(GA-1B-CR11)**

<table>
<thead>
<tr>
<th>Seating Sections</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>22</td>
</tr>
<tr>
<td>Table 5</td>
<td>68</td>
</tr>
<tr>
<td>Advisor/Observer (fixed)</td>
<td>7</td>
</tr>
<tr>
<td>Advisor/Observer (loose)</td>
<td>36</td>
</tr>
<tr>
<td>Secretariat</td>
<td>12</td>
</tr>
<tr>
<td>Conference Officer</td>
<td>1</td>
</tr>
</tbody>
</table>

**Conference Room 12**  
**(GA-1B-CR12)**

<table>
<thead>
<tr>
<th>Seating Sections</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>22</td>
</tr>
<tr>
<td>Table 5</td>
<td>68</td>
</tr>
<tr>
<td>Advisor/Observer (fixed)</td>
<td>7</td>
</tr>
<tr>
<td>Advisor/Observer (loose)</td>
<td>36</td>
</tr>
<tr>
<td>Secretariat</td>
<td>12</td>
</tr>
<tr>
<td>Conference Officer</td>
<td>1</td>
</tr>
</tbody>
</table>

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Kingdom of the Netherlands
Ecosoc Chamber
(CB-02-ESC)

Seating
Desks: 205
Advisors: 205
Pupils: 7
Advertisers: 16
Secretary: 16
Total: 519

Press: 26
Galleries: 166
Total: 607

Trusteeship Chamber
(CB-02-TCC)

Seating
Desks: 205
Advisors: 205
Pupils: 7
Advertisers: 16
Secretary: 16
Total: 519

Press: 26
Galleries: 166
Total: 607
19. Checklist on the day of the event

☐ Pick up special event tickets for external guests without a valid UN ground pass (at least one day before the event).

☐ Inform external guests about pick up instructions for their special event tickets (preferably the day before the event).

☐ Ask a colleague from your Mission to stand at the visitor’s entrance to hand over the special event tickets to the guests, and ask someone to accompany the guests to the conference room.

☐ Bring a laptop with a HDMI outlet or an adapter cable (for a MacBook) when using computer projection.

☐ When using freelance interpreters make sure they are familiar with the UN system.

☐ Save the phone numbers of Emeets, BCSS in your phone for any last minute changes.

☐ Bring banners from your Mission for exposure of the event.

☐ Arrive 30 minutes earlier to the conference room to make sure everything is in order (nameplates, computer projection, water for the guest speakers, interpreters).

☐ Make pictures during the event for media coverage.
20. Notes

☐ ..................................................................................................................
Contact information

Permanent Mission of the Kingdom of the Netherlands to the UN

666 Third Avenue (b/w 42nd & 43rd st.), 19th floor | New York City, NY 10017

T +1 212-519-9500
E-mail: NYV@minbuza.nl
Twitter:@NLatUN

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