

**Cabinet du Directeur général**

Bureau de liaison avec les organisations
non gouvernementales
Téléphone (41) 22 917 21 27
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Bureau 155
Palais des Nations
1211 Genève 10

This form should be filled in and returned to the above-mentioned address

REQUEST FOR MEETING FACILITIES
AT THE UNITED NATIONS OFFICE AT GENEVA

Name of the Non-Governmental Organization:

Title of Meeting: _____

Date(s): _____ **Time:** _____ **Number of participants:** _____

Interpretation provided by UNOG: _____ A C E F R S

Interpretation provided by NGO: _____ A C E F R S

Sound Recording: _____ **Other technical services/equipments:** _____

We remind you that the use of UNOG premises will only be granted for activities that are in keeping with the United Nations purposes and objectives as defined in the Charter and are strictly non-commercial; in this respect, it shall be forbidden for organizers to levy any entrance charge or enrolment fee on participants.

Non-Governmental Organizations having consultative status with the Economic and Social Council of the United Nations (ECOSOC) may request meeting rooms:

- a) 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);
- b) For meetings, seminars and conferences related to the concerns of the Economic and Social Council of the United Nations (ECOSOC) and involving the participation of one or more sections of the Secretariat;
- c) For meetings, seminars, conferences and consultations related to the procedures of consultative status.

A Non-Governmental Organization may not be granted a room:

- a) To conduct its own organizational business;
- b) To advance its own purposes.

Since official United Nations activities have absolute priority, the availability of premises shall be without guarantee and UNOG may withdraw its agreement at any time and without incurring any liability in that regard.

All applications for the reservation of premises and services for NGO's meetings must be submitted at least **six weeks before the planned date of the meeting**. Meetings that are not provided for in the regular budget of the Organization will entail costs for NGOs. The NGO shall deposit at least eighty per cent of the overall cost estimate to UNOG's bank account **at least one week or otherwise stipulated, before the date of the meeting**. The remainder shall be paid at the end of the meeting, upon receipt of the final invoice.

Failure to meet this condition will entail cancellation of the permission to use the premises.

In order for the UNOG Security and Safety Section to issue security badges for the Palais des Nations, the list of participants must be sent to the NGO Liaison Office, Office 155, 7 days before the meeting. Participants are invited to the United Nations Office at Geneva under the entire responsibility of the NGO, who is organizing the meeting. Please attach to this completed form the programme and invitation that will be addressed to participants.

May we remind you that it is not allowed to film in the Palais des Nations and in conference rooms.

Name of authorized signatory (President/Chief Administrative Officer):

Date: _____

Signature: _____