



Logistics Note for COSP12 Side Event Organizers

10-13 June 2019



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Side Event Application

Online application for side events was open from Monday, 18 March 2019 to Thursday, 25 April 2019. A draft schedule of side events has been posted online and sent to the organizers on Friday, 3 May 2019. After side event organizers confirm the proposed date, time and venue, the **official schedule** will be published on the website on **Thursday, 15 May 2019**. See the key dates and timeline for the application:



Amendments and Cancellation

To **amend** any details after 15 May, update online on [Teamup](#) or send requests to enable@un.org, with the subject line 'Update – Side Event'. **The date, time and room cannot be changed** without notification.

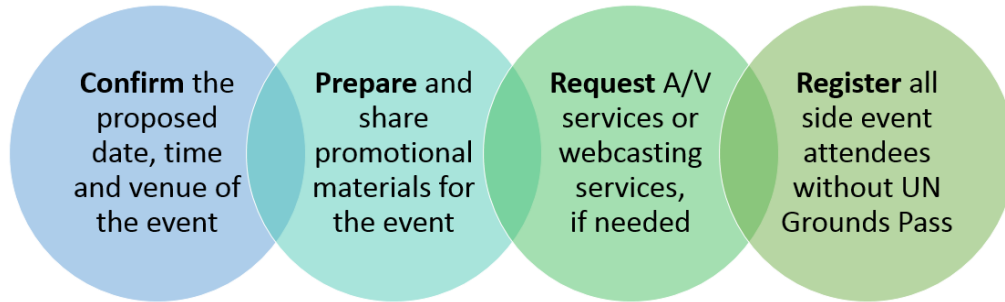
Cancellation should be notified **at least 48 hours prior to the event**, or organizers will be liable for the full amount of costs incurred by the event. Organizers are also responsible for sharing promotional materials of the event, requesting A/V services as needed, and registering all attendees without UN Ground Passes:

Promotional Materials

Concept notes, flyers, brochures, list of speakers and other side event-related **promotional materials** can be submitted to enable@un.org with a copy to lamrabat@un.org by **Friday, 24 May 2019**.

Audio/Visual Services – BCSS

- **Audio and Visual (A/V) Equipment:** Organizers should bring their own laptop computers and a high-definition multimedia interface (HDMI) connection for PowerPoint presentations and other A/V media. There should be no performances or screening elements during official meeting hours.
- **A/V Services:** To request A/V services (approximately \$300 or more, depending on the time of the event), organizers should complete Section C of the **BCSS/OB. 1 Form** with funding certification details and return a signed copy to lamrabat@un.org by the requested date. The technician will be present to set the equipment 15 minutes prior to the event. Alphabet Conference Rooms (e.g., CR-B, C, D, E) offer a 75-inch television at no cost, and organizers can manage self-service to loan two wireless mics, 2 mic stands, and a remote for the monitor from the Broadcast and Conference Support Section (BCSS). **Self-service is not available before 9:30AM and after 6PM.**
- **Live Web-casting:** To request live web-casting services (approximately \$200-300), organizers should review instructions on the **Book a Webcast File** and contact Ms. Valerie Justin at justin@un.org with a copy to lamrabat@un.org. The event will be promoted, streamed live and archived on the [UN Web TV website](#). **Live web-casting is not available in Alphabet Conference Rooms** (e.g., CR-B, C, D, E).



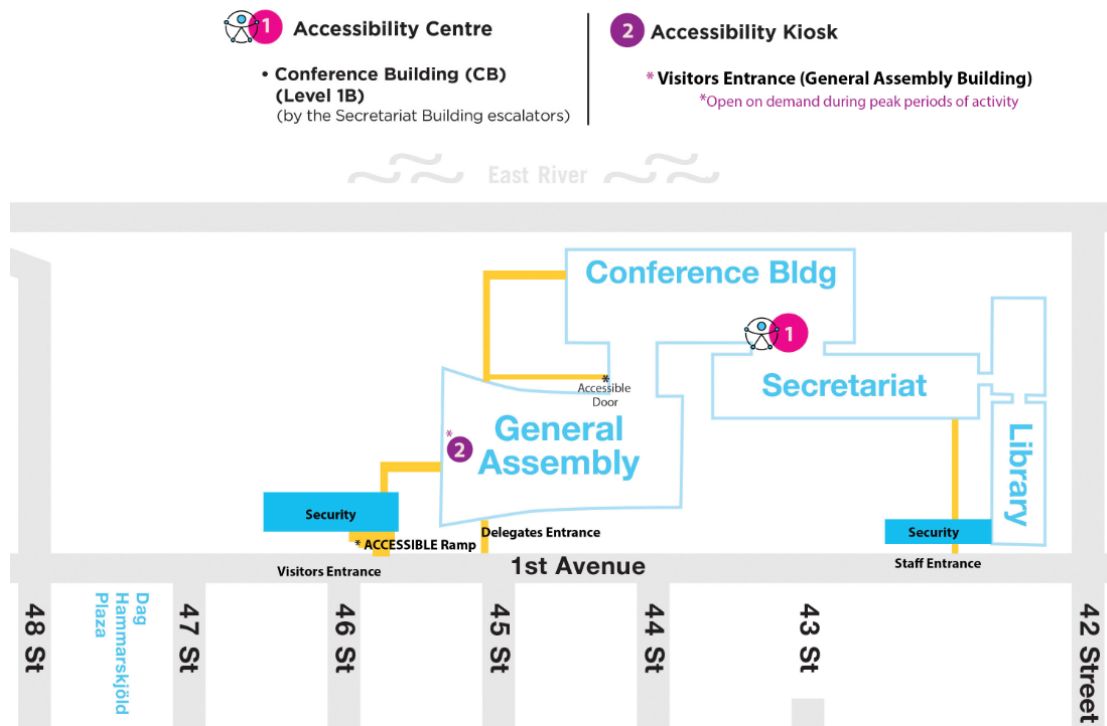
UN Grounds Pass and Special Event Tickets

All guests, speakers and interpreters who do not have UN Grounds Passes need **special event tickets** to enter the UN premises and to attend side events. To apply for special event tickets, organizers need to complete a **guest list (Excel template)** with the exact names of confirmed attendees and event details.

Once the list is approved by UN Security Events Coordinator, tickets will be processed by the UN Pass & ID Office (320 East 45st Street, New York, NY 10017) and must be picked up in bulk by the organizer or designate, who must be in possession of a valid UN staff ID card, 24 hours prior to the start of the event. Organizer or designate will distribute tickets at the 46th Street and 1st Avenue visitor's entrance to the UN.

Entering UN Premises

Conference participants can enter the UN premises through the Visitor's Entrance, which connects to the General Assembly building. The **access ramp** is located at the 46th Street and 1st Avenue (see map below). After the security check, entrances for persons with disabilities are marked with signs.



Accessibility Centre



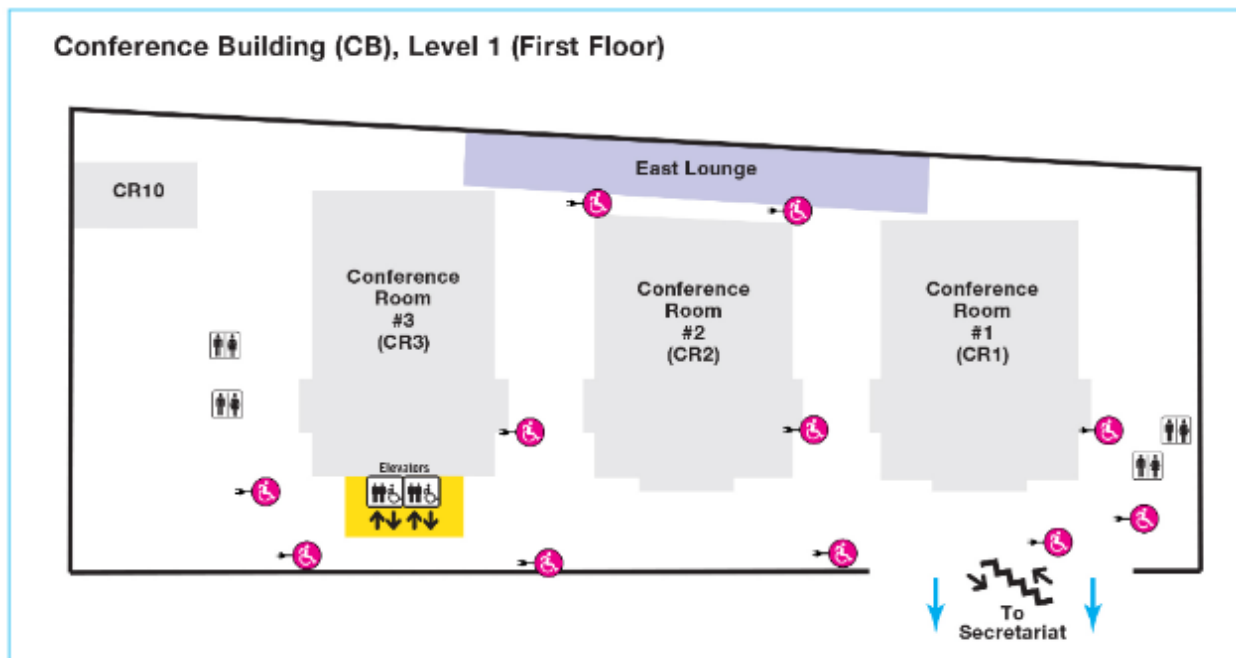
The United Nations [Accessibility Centre](https://www.un.org/development/desa/en/development/disability-inclusion/2019-06-15-un-accessibility-centre-upgrade.html) provides equipment and services to Conference participants, such as assistive information and communication technology supporting audio, visual and physical impairments. The Centre is near the meeting rooms in the Conference Building and is located on **Level 1B** by the Secretariat Building escalators. The room number of the Accessibility Centre is S-1B032, and the opening hours are from 8:00 a.m. to 5:00 p.m. Queries can be directed to accessibilitycentre@un.org.

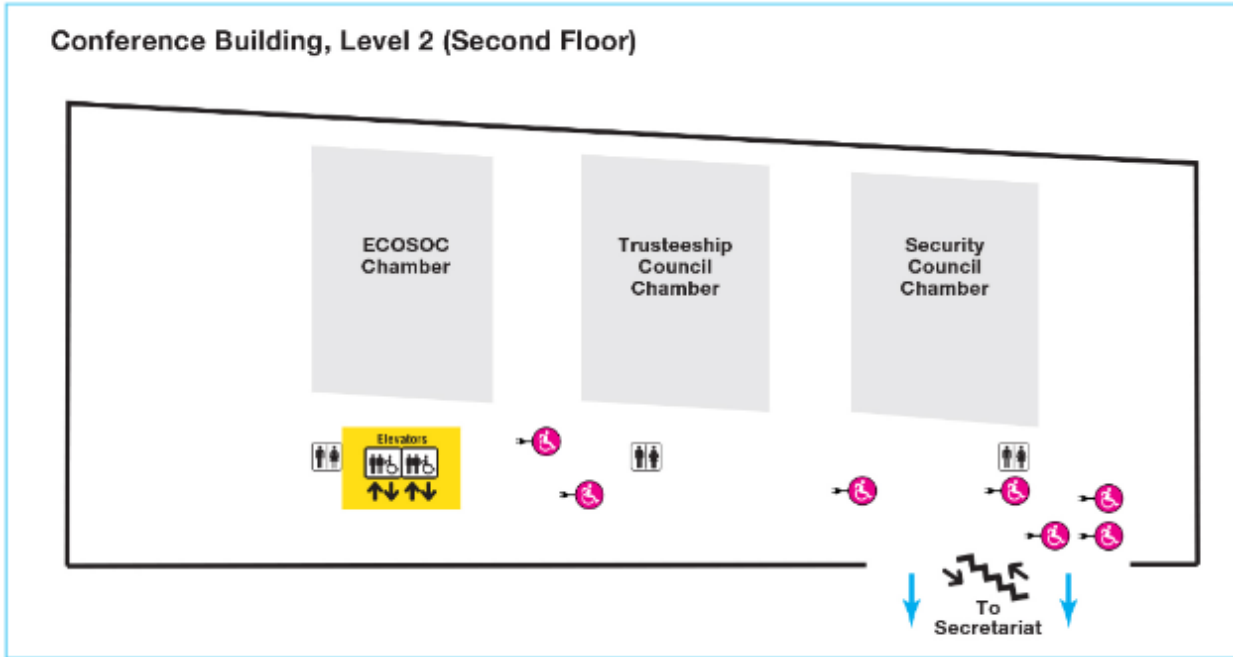
Assistive Technology Devices

[Assistive technology devices](#) are loaned daily on a first come, first served basis at the Accessibility Centre. Devices support visual, hearing and mobility impairments, and are for UN premises only. They are limited in quantity and must be signed with a valid photo ID and returned on the same day no later than 5:00 p.m.

Wheelchair Charging Stations and Other Facilities

Accessible bathroom with extra room is available on Level 1B in the General Assembly Building. However, bathroom facilities or conference rooms do not have automatic accessible doors and not all UN premises are covered with flooring that allows for wheelchair maneuverability. The UN Conference Building has a total of 18 **wheelchair charging stations**, 11 on the first floor and 7 on the second floor, as seen below:





Conference Rooms

All side events **must adjourn in a timely manner** and participants must vacate the room at the stipulated end time, with no exceptions. A delayed start time, regardless of the reason, does not permit an extension. The audio feed will be terminated promptly at the end time and service providers will begin preparing the following meeting. Non-observance of these requirements will be promptly notified to the Secretariat.

Seating Arrangement

The technical setup and seating arrangement in Conference Rooms are fixed. Rooms are to be used as is, and there should be no changes to the existing layout. Seating charts with layouts of accessible positions can be provided upon request to allow organizers to reserve seats and spaces for persons with disabilities.

Nameplates

Digital nameplates can be requested for the podium only. Organizers need to check whether the assigned Conference Room is equipped with digital nameplates. For all other nameplates, a template can be provided to create and print own paper nameplates and can be obtained by contacting prepwork@un.org.

Catering

Food and beverages are not allowed in the Conference Rooms. CulinArt is the exclusive caterer on the UN premises and any material brought into the UN must be taken out by the organizer. For more information, please contact Mr. Lee Hayden, the Director of Catering at CulinArt at lhayden@culinartinc.com.

Interpretation and CART Services

The United Nations does not provide interpreters and Communication Access Real-Time Translation (CART) closed captioning services for side events, including sign language interpretation. Organizers may consult the [list of CART service providers](#) and the [list of sign language providers](#) to make necessary arrangements, and all CART providers, stenographers, and interpreters should be included in the guest list and obtain a valid UN Grounds Pass.

Interested organizers are strongly advised to bring their own **sign language interpreters**. Interpretation can only be provided in conference rooms with interpretation booths, using in-room interpretation gear. There are no interpretation booths in alphabet conference rooms.

Alphabet Conference Rooms (e.g., CR-B, CR-C, CR-D and CR-E) are not equipped for **remote live captioning** setup, and organizers can hire a stenographer from the suggested list of companies above for on-site cart service. If organizers intend to display a presentation and captioning on the screen, they need to request an additional monitor from BCSS for additional charges to ensure readability of both materials.

Accessibility Resources

Accessibility resources listed below are provided for informational purposes only and does not constitute endorsement of, or an approval by, the United Nations. All arrangements should be made by organizers.

Accessibility guides for New York City

- [Accessibility / nycgo.com](#)
- [Official Accessibility Guide – NYC.gov](#) (PDF)
- [Accessible NYC](#)
- [DisabledNYC.com](#)

Accessible taxis

- Telephone: 646-599-9999 (to be reserved in advance)
- [Accessible Dispatch: Wheelchair-Accessible Taxi Service](#)

Wheelchairs, scooters rentals

- [Big Apple Mobility](#)
- [American Mobility Rentals](#)
- [Scooters Depot NYC](#)

Additional Requests

Additional requests to arrange accessibility requirements such as wheelchair access, hearing loop usage, documentation in Braille, large print and sign language usage, should be made through enable@un.org.

