



# THE UNITED NATIONS PERMANENT FORUM ON INDIGENOUS ISSUES

TOGETHER WE ACHIEVE

## INFORMATION NOTE FOR SIDE EVENT ORGANIZERS

Thank you for your interest in hosting a side event at the [24th Session of the UN Permanent Forum on Indigenous Issues](#). The events listed on the attached spreadsheet have been confirmed for allocation of Conference rooms.

Please note that side events held at UNHQ are in person only. No hybrid side events can be facilitated.

The persons organizing side events must be registered via INDICO for the 24<sup>th</sup> session of the UN Permanent Forum on Indigenous Issues.

If you wish to **cancel** your event, please write to: [bravo@un.org](mailto:bravo@un.org) **ASAP by Thursday, 3 April 2025 at 12 noon EST at the latest**. Any further changes to the dates/timeslots of room allocations are no longer accepted, unless for cancellation.

### Finalised event details

- A tentative calendar of side events will be posted [online](#) and updated to reflect any changes. The email provided during registration will be posted as a point of contact for anyone requiring more details about your side event.
- All participants must hold UN grounds pass for entry to UN Headquarters (see section on access to UNHQ below).
- A short title of your event will be displayed on the TV screen outside the conference room. This will appear just before the start of your event.

### Official meeting hours

Official meeting hours of the main Conference meetings are from 10 a.m. to 1 p.m. and from 3 to 6 p.m. Side-events will be organized during Conference meeting hours as well as lunchtime (1:15 to 2:30 p.m.). No side events will take place before 10am and after 6pm.

### Access to UNHQ for your side event

UN grounds pass holders (including IPOs/ NGOs with temporary grounds passes for the UNPFII session) will be able to access side events.

**The Secretariat of the Permanent Forum is not issuing Special Events Tickets (SETs) for side events during this session due to limited human resources.**

**Member States and UN Entities** can, however, request SETs directly with the Security Services via email, which should be sent by the Permanent Mission (official e-mail address) or United Nations entity (authorized





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signatory) to Captain Dorcus Lourien ([dorcus.lourien@un.org](mailto:dorcus.lourien@un.org)) with cc to Security Service Coordinator ([security\\_service\\_coordinator@un.org](mailto:security_service_coordinator@un.org)) and Lieutenant Gabriel Nastasescu ([nastasescu@un.org](mailto:nastasescu@un.org)).

- The e-mail should include where the event is scheduled to take place, title, date, time, and number of SETs that are being requested. The number of requested tickets must not exceed the seating capacity of the side event room.
- The email request needs to be sent to UN Security three business days before the date of the event.
- SETs can be picked up at the Pass and Identification Office the day before the event **from 9am-12noon and 1pm -2pm. SET desk in Pass and Identification Office is closed from 12noon to 1pm.** Pass and ID Office is located at: 320 East 45th Street (between 1st and 2nd Ave). on the ground floor. If an event falls on a Monday, they can be picked up on Friday. Please let the staff at the entrance of the Pass & ID Office know that you are a side event organizer picking up tickets for your event so that you will be directed to the appropriate counter.

## UNHQ rooms for side events

These rooms have been made available for UNPFII side events. Each Conference Room includes a Power Point projector and a screen as well as audio and microphones (except for Conference Room F). Conference rooms are located at United Nations Headquarters (GA building).

Room	Room specifications
CR-F	<i>Max. seating: 45 (seating layout attached) <a href="#">CR.F.pdf</a> Microphones: not available TV screen: yes (70" monitor for laptop) Interpretation booths: no Video conferencing: no Webcast: no</i>
CR-4	<i>Max. seating: 768 (seating layout attached) <a href="#">CR.4.pdf</a> Microphones: yes Projector &amp; screen: yes Interpretation booths: yes, for six languages Video conferencing: no Webcast: yes</i>





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<b>CR-5</b>	<i>Max. seating: 119 (seating layout attached) <a href="#">CR.5.pdf</a> Microphones: yes Projector &amp; screen: yes, for six languages Interpretation booths: yes Video conferencing: yes Webcast: yes</i>
<b>CR-9</b>	<i>Max. seating: 123 (seating layout attached) <a href="#">CR9.pdf</a> Microphones: yes Projector &amp; screen: yes Interpretation booths: yes, for four languages Video conferencing: no Webcast: yes</i>
<b>CR-12</b>	<i>Max. seating: 131 (seating layout attached) <a href="#">CR12 GAB.pdf</a> Microphones: yes Projector &amp; screen: yes Interpretation booths: no Video conferencing: no Webcast: no</i>

**\*Furniture must not be moved out of/into any conference room.**

## Technical requirements

- Side-event organizers should bring their own laptop computers for their Power Point presentations and other audio/visual media, including **appropriate adapters** (VGA or HDMI cables).
- Any video clips, movie projection, or audio performance against the purposes and principles of the United Nations during a side event is not allowed.
- **Due to limited timeframe to set-up between meetings and side events, remote connectivity will not be available. Therefore, participation will only be fully in person. Remote attendees may view the meeting on webcast when booked by organizer.**
- If there is any film screening or performance, it should not exceed a duration of 5 minutes nor use sound amplification.

## Interpretation services

The United Nations does not provide interpretation services for side events. Interpretation services may be obtained through the [Indigenous Peoples' Center for Documentation, Research and Information](#) (Docip). Please contact Lorena White [Lorena.white@docip.org](mailto:Lorena.white@docip.org) and copy Tristan Harnisch [tristan.harnisch@docip.org](mailto:tristan.harnisch@docip.org) and Remi Orsier [remi.orsier@docip.org](mailto:remi.orsier@docip.org)

## Costs and billing





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Side event organizers are billed for utility, cleaning, and personnel charges (e.g., Audio/visual technicians, security officers) for technical equipment and services.

- Any event that requires additional equipment, technicians, or Security officers will have additional costs. Find below a table with standard costs.

PFII Side Event Costing (2025) Per event. Conference rooms (CRs)	
Large (CR 4)	\$ 2,157.72
Medium (CRs 5, 9 and 12)	\$ 1,653.86
Small (CR F)	\$ 310.24

Note: An additional programme support fee will be added to total costs.

- Organizers of side-events at UN Headquarters must bear ALL costs incurred for technical services, equipment and security provided at their side-events. The UN will forward an invoice of costs along with instructions for payment to the side event organizers once your event has been confirmed. **The costs must be paid before your event takes place.** Non-payment will mean that the services will not be provided for the side event and thus, the event cannot take place. That may also result in the prohibition of your organisation from holding events at UNHQ in the future. UNDESA/DISD is not liable for non-payment or for outstanding payments.
- For events organized by external organizers, which need a Business Partner account with the UN for billing, there will be an additional 13% special programme fees. UN agencies, funds, and programmes will be charged 7% special programme fees.

## Billing

- UN Special Events Unit (SEU) will send sales orders to cover all fees related to PFII side events (except webcast if requested; the sales order for webcast will be sent by the UN Web TV team).
- PFII side event organizers are expected to pay the full amount **in advance**. SEU needs to receive confirmation of payment at least two business days prior to the day of the side event at the latest.
- Payment instructions will be provided along with the invoice. Wire bank transfer and payment by check are the acceptable forms of payment. Cash payments are not accepted by the Cashier's Office.
- Payment confirmation/remittance advice with the Sales Order Number as a reference is requested to be provided to the Special Events Unit for proper payment reconciliation.
- If confirmation of payment is not received in time prior to the event, technical and other services cannot be provided.

## Webcast

Webcast cost (per event)*
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Time of event	Cost
10:00 – 13:00	\$296.00
13:00-15:00	\$296.00 plus an additional cost of \$222.00 with a total of <b>\$518.00</b>
15:00-18:00	\$296.00

*\*Webcast services are billed separately and to be paid directly to UN Department for Global Communications.*

- You may request webcast services in rooms that are equipped with cameras (numerical rooms such as CRs. 4, 5, and 9 for UNPFII side events). Please note that this year conference room 12 hasn't capability of providing audio-visual, webcast services. Also, "alphabet rooms" such as **CR-F are not equipped with cameras**. Should you require Live and on-demand webcast coverage on UN Web TV (<http://webtv.un.org>), please request it in a timely manner to ensure proper scheduling and coverage of the event.
- To request webcast services, please reach out to: Elena Panebianco ([elena.panebianco@un.org](mailto:elena.panebianco@un.org)) of the UN Department of Global Communications (DGC) with copy to: [justin@un.org](mailto:justin@un.org), [damianou@un.org](mailto:damianou@un.org), [nana.osei-danguah@un.org](mailto:nana.osei-danguah@un.org), and [bravo@un.org](mailto:bravo@un.org) for arrangements and fees.
- Share a concept note, blurb, program, URL etc. to accurately describe your event.
- Share a graphic card to promote your event on UN Web TV (16 by 9 aspect ratio, 1920 by 1080 pixels)
- Proof of payments must be received by DGC **48 hours prior to the event**.
- Please note that webcast services are available to Member States, Permanent Observers, UN Departments IPOs, NGOs, and organizations with a valid BP number. For organizations without a valid BP number, the webcast request will need to be made through a Permanent Mission/UN Department.
- The webcast is accessible globally by any user with internet access, including mobile devices. The webcast is available in the 6 UN Official languages (if interpretation is provided during the event)
- UN Web TV website allows users to easily copy the video embed code and paste it into any website and share it on social media platforms. To book a webcast, please see webcast guide attached with this information note.

## Nameplates

Podium signs can be arranged for side events that request for them, as well as a hashtag on the floor. Side event organizers must send the requests for such signs via email to [prepwork@un.org](mailto:prepwork@un.org) with [rigor@un.org](mailto:rigor@un.org) and [manalilik@un.org](mailto:manalilik@un.org) copied **no later than 48 business hours before your event**. You need to print out and bring **your own** name signs/name plates. The Secretariat **will not** be able to provide printing facilities.

Note that there will be limited capacity in providing custom seating arrangements for each side event due to a high volume of side events in UNHQ.





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\*CR-12 and CR. F are not equipped with digital nameplates; therefore, you will need to print out and bring your own name signs/name plates.

## Catering

Refreshments are optional. Side-event organizers should contact the Official UN Caterer directly: CulinArt Group (for more information: [www.culinartgroup.com](http://www.culinartgroup.com)). For those interested in getting catering delivery around the Vienna Café area for the conference room, the following two forms: CC Authorization form, [CC authorization form.doc](#), and catering menu [UN Delivery Catering 2025.pdf](#), must be completed and sent to [www.culinartgroup.com](http://www.culinartgroup.com).

Please note that food and drinks are not allowed in Conference Rooms but only in areas designated by CulinArt. Water is not allowed in Conference Rooms.

## Accessibility

For inquiries regarding specific equipment such as screen readers, please visit the UN accessibility center at: <http://www.un.org/accessibilitycentre/> or send your enquiry by email at: [accessibilitycentre@un.org](mailto:accessibilitycentre@un.org)

## Cancellations

- If a meeting is cancelled, the first thing an organizer should do is send an email to the Meeting Management Section: [gMeets@un.org](mailto:gMeets@un.org).
- For A/V technical requests (BCSS), cancellations must be received by **no later than 12pm, two (2) business days prior** to the meeting/event. Full cost of requested services will be incurred by organizer for any cancellations received thereafter. Please send cancellation requests to: [request-for-services@un.org](mailto:request-for-services@un.org).
- Security services must be notified **no later than 12pm, two (2) business days prior** to the meeting/event. The organizer will be responsible for the full cost of requested services if security is notified after this deadline. Please send cancellation requests to: Captain Dorcus Lourien ([dorcus.lourien@un.org](mailto:dorcus.lourien@un.org)) with cc to Security Service Coordinator ([security\\_service\\_coordinator@un.org](mailto:security_service_coordinator@un.org)), and Lieutenant Gabriel Nastasescu ([nastasescu@un.org](mailto:nastasescu@un.org)).

## How to get the most from your side event

- Partner with other Governments, UN agencies and civil society organizations to have notable speakers that would make your event more appealing (as there are other competing side-events).
- Prepare flyers for your side-event and distribute them at official meetings of the Permanent Forum session. Use imagery and language that resonate with the theme and audience of the UNPFII. Network with other IPOs/NGOs and delegates and invite them to attend your event.
- Leverage social media platforms to create buzz around your side-event. Use event-specific hashtags, share compelling content, and engage with the audience to generate interest and participation.





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- Issue press releases about your side-event to relevant media outlets, both mainstream and specialized in Indigenous issues. Seek opportunities for interviews or coverage to increase visibility.

## Reminders

- **UN logos and visual identifiers are not allowed to be incorporated in flyers or promotional products for side events organized by non-affiliated organizations of the United Nations.**
- Events must finish on time and the conference rooms must be fully vacated promptly (emptied of all people in the room) so as not to disrupt the scheduling of other side events.
- For side events organized or co-organized by a Member State or a UN entity, a member of the Permanent Mission or the UN entity must attend and preside over the meeting or event in its entirety. The sponsoring Mission or entity will be fully responsible for the programme content of the meeting or event. The requesting Permanent Mission or United Nations entity is responsible for all costs.
- **Please note that organizers and co-organizers are not allowed to charge admission fees for events on UN premises.**
- Always ensure that the maximum number of guests does not exceed the specified room capacity for your side event. Guests are reminded not to move furniture into/out of any conference room.
- No items are to be sold on the premises of the United Nations.
- No luggage is permitted in the United Nations premises. No items are to be affixed to any walls, doors or painted surfaces by any means.
- When materials are brought into or removed from the United Nations, measures must be taken to ensure that the floors, walls, doorframes of the area are not damaged, e.g., no heavy loads should be dragged across the floor; dollies should have rubber, not metal wheels.
- The United Nations will not be responsible for damage to or theft of personal items.
- Please note that food and drinks are not allowed in Conference Rooms but only in areas designated by CulinArt. Water is not allowed in Conference Rooms.
- Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings, or demonstrations of any kind, including passive, is not allowed.
- All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and ST/AI/2019/5, entitled "Authority of United Nations Security Officers".

We wish you a successful side event. If you have any further questions, please email Bertha Bravo at [bravo@un.org](mailto:bravo@un.org) and we will do our best to assist.

**DISCLAIMER:** In using United Nations premises, due respect must be maintained for the dignity of the





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Organization. Proposed meetings and events must be consistent with the purposes and principles of the United Nations and must be non-commercial in nature. The UN Department of General Assembly and Conference Management (DGACM) can recall any room for use in priority meetings of inter-governmental bodies, such as the Security Council etc.







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[webtv.un.org](http://webtv.un.org)

## How to book an event for live and on-demand webcast coverage on UN Web TV

Here are the steps:



### Send an email with your request

[damianou@un.org](mailto:damianou@un.org)  
[justin@un.org](mailto:justin@un.org)  
[nana.osei-danquah@un.org](mailto:nana.osei-danquah@un.org)  
[elena.panebianco@un.org](mailto:elena.panebianco@un.org)

**Include information  
about your event:** URL,  
concept note, flyer, 16x9  
graphic card in  
JPEG/PNG: 1920 by 1080  
pixels, interpretation etc.

Please include:

**UNHQ Offices:** UMOJA  
Coding Block

**Non-UNHQ Offices:**  
Customer Number  
**-And-** Business name &  
acronym, business type,  
contact info (email,  
address, tel.)

### You will receive

1. An email confirming your provisional booking; and
2. A Sales or Service order



Have your Financial Officer sign the Sales order or approve the Service order and return it to:

[nana.osei-danquah@un.org](mailto:nana.osei-danquah@un.org)  
[elena.panebianco@un.org](mailto:elena.panebianco@un.org)

### Contact MMS/BCSS

1. Contact Meeting Management Services ([gmeets@un.org](mailto:gmeets@un.org)) to ensure the meeting is categorized as "OPEN".
2. Contact Broadcast & Conference Support Section (**BCSS: [request-for-services@un.org](mailto:request-for-services@un.org)**) to ensure that audiovisual services have been booked.

### Fees

Webcast Cost-recovery fees:  
**\$296.00** per segment of 3 hours of webcast coverage (additional **\$222** for events before 10am, between 1pm-3pm, and after 6pm).

BCSS charges additional fees for audiovisual services.

**IMPORTANT: we must receive proof of payment, at least 48 hours in advance of the meeting**

### Benefits of webcasting your event with UN Web TV:

**SCOPE:** Live webcasting will allow your organization to reach global audiences, beyond those attending the event.

**AVAILABILITY:** Watch the event live and on-demand on multiple platforms at [webtv.un.org](http://webtv.un.org)

**SHARABILITY:** Share the direct link and video embed code on your social media platforms.

**LANGUAGES:** If interpretation is available the events will be streamed in the six UN official languages.

Contact UN Web TV (email preferred)

[damianou@un.org](mailto:damianou@un.org) | [justin@un.org](mailto:justin@un.org) | [nana.osei-danquah@un.org](mailto:nana.osei-danquah@un.org) | [elena.panebianco@un.org](mailto:elena.panebianco@un.org)





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