

**INFORMATION FOR PARTICIPATION BY
NON-GOVERNMENTAL ORGANIZATIONS to the FIRST COMMITTEE**
(Revised 1 October 2010)

Date: 4 October to 1 November 2010

Opening plenary meeting: Monday, 4 October at 10:00 a.m.
Conference Room 1*, North Lawn Building
United Nations Headquarters, New York

* The venue of the First Committee for specific dates should be checked against the UN Journal (<http://www.un.org/Docs/journal/En/lateste.pdf>)

I. Provisions for the attendance of non-governmental organizations (NGOs)

1. Based on the practice of the previous First Committee meetings and on the relevant draft rules of procedure, representatives of NGOs in consultative status with the Economic and Social Council (ECOSOC) should be allowed to attend the meetings of the Committee other than those designated closed, to be seated in the public gallery, to receive documents of the Committee and, at their own expense, to make written material available to the participants in the Committee. The Committee shall also allocate a meeting to NGOs to address the Committee.

II. NGO presentations

2. Without prejudice to a decision by the member States as to the programme of work of the First Committee, it is tentatively expected that a plenary meeting for NGO presentations would be held on **Monday 25 October for 90 minutes between 3 to 6 p.m.** As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the First Committee during the session allocated for NGO presentations.

3. NGO representatives are requested to please contact **Ms. Ray Acheson for requests to make presentations on nuclear issues and Ms. Michele Poliacof for all conventional issues.**

Ms. Ray Acheson (for nuclear issues)

Reaching Critical Will

Tel: +1 (212) 682-1265

Fax: +1 (212) 286-8211

E-mail: ray@reachingcriticalwill.org

Ms. Michele Poliacof (for conventional issues)

IANSA UN Liaison Officer

E-mail: newyork@iansa.org

Tel: +1 646 257 4130

Fax: +1 866 261 2174

4. **Ms. Ray Acheson and Ms. Michele Poliacof** will provide UNODA with the confirmed list of speakers, as well as a set of 10 copies of each presentation to Ms. Soo-Hyun Kim of United Nations Office for Disarmament Affairs (UNODA) (DN-2511B), **not later than 3 p.m. on 15 October**. The information is required by the bureau of the First Committee.

III. NGO side events and exhibits

5. Due to the heavy First Committee calendar and the ongoing refurbishment of the United Nations Secretariat Building, the availability of room space for side events is very limited. Organizations planning to hold a side event utilizing UN facilities can apply for consideration by completing the attached form and submitting it directly to Ms. Soo-Hyun Kim, kim12@un.org, **before 1 October 2010**. Availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. Please note that submission by e-mail only becomes valid upon the acknowledgement of receipt from the UNODA.

6. NGO representatives who do not possess valid UN grounds passes for the duration of the First Committee and who wish to attend side events will need to contact the organizer(s) of that particular event. Contact information will be provided in the Calendar of Events of the First Committee which will be made available on the UNODA website (www.un.org/disarmament) on 1 October 2010. The side event calendar will be continuously updated as new information becomes available.

7. Catering services for side events are available through Ms. Ericka Maizonet, Tel: +1 (212) 963-7029 direct, +1 (212) 963-7099 office, fax: +1 (212) 963-2025, E-mail: Maizonet-Ericka@aramark.com Please note that no food and drinks are permitted in the conference rooms at any time.

8. Limited space is available for exhibits. Please, contact Ms. Soo-Hyun Kim, E-mail: kim12@un.org for requests for exhibit space and to enquire about the relevant details.

V. Letters of invitation and visas

9. The United Nations Office for Disarmament Affairs is **not** in a position to provide letters of invitation or letters to consulates requesting that NGO representatives be provided visas for travelling to the United States in order to attend the meetings of the First Committee. The procurement of visas, travel arrangements and related costs are strictly the responsibility of the NGO representatives. It is important that NGO representatives make their visa and travel arrangement at the earliest possible time.



**THE FIRST COMMITTEE OF THE SIXTY-FIFTH SESSION OF THE
UNITED NATIONS GENERAL ASSEMBLY
4 October - 1 November 2010, New York**

SIDE EVENT REQUEST FORM

Please print details clearly and fill in ALL spaces.

ORGANIZATION NAME:
HEAD OF THE ORGANIZATION:
MAIN ACTIVITIES OF THE ORGANIZATION:
TITLE OF THE EVENT:
DESCRIPTION OF THE EVENT:
SPEAKERS:
PROPOSED TIME/ DURATION & VENUE:
OPEN TO MEDIA? () YES OR () NO; ARE YOU BRINGING IN ANY MEDIA OR PHOTOGRAPHERS? () YES OR () NO; IF YES, PLEASE REFER TO THE FOLLWING WEBSITE http://www.un.org/media/accreditation/index.htm
EXPECTED NUMBER OF PARTICIPANTS:
INDICATE NEED FOR ASSISTANCE TO OBTAIN UN PASS: () YES OR () NO IF YES, PLEASE SPECIFY THEIR NAMES AND AFFILIATION:
INDICATE NECESSARY TECHNICAL SETUP (COST TO BE BORNE BY THE REQUESTING ORGANIZATION): () SOUND, () PROJECTOR, () SCREEN, () LAPTOP OTHERS (PLEASE DESCRIBE):
SPONSORS*:
ANY PAST EVENTS HELD AT THE UNHQ:

CONTACT INFORMATION:

MAIL ADDRESS:	POST CODE AND CITY:	COUNTRY:
WEBSITE OF THE ORGANIZATION:		
TEL. NO. WITH COUNTRY/AREA CODE:	FAX. NO.:	
E-MAIL ADDRESS:		
Signature of applicant: _____ Date: _____		

The form must be RETURNED BY EMAIL to: Office for Disarmament Affairs, Information and Outreach Branch, **EMAIL: kim12@un.org**