

Registration Guidelines

26 August 2004

The Conference is open to representatives of non-governmental organizations (NGOs) associated with the United Nations Department of Public Information (DPI), those in consultative status with the United Nations through the Economic and Social Council, those working with UN agencies and programmes and with UN Information Centres and Services. Please note:

- We must limit the number of participants from any one organization to **no more than five** persons in order to allow others to participate.
- Each participant **must** fill out a registration form.
- The deadline for registration is **30 July 2004**. Registrations after this date will not be reflected in the formal list of Conference participants.
- A letter of confirmation will be **mailed** (not faxed) to the participant upon receipt of this form. The confirmation letter **must** be presented upon arrival at the Conference, together with a photo ID.
- Before arriving at the Security metal detectors, please remove your coins, keys and metal objects and place them in your bag to facilitate the process.
- Leave all luggage, large bags and backpacks in your hotel or at home.

All participants, including those who already have a UN grounds pass, are required to pre-register for the Conference. Please register soon in order to ensure timely receipt of your confirmation letter and a special invitation to the Conference Reception organized by the NGO/DPI Executive Committee on 8 September. Also note that the registration form has two yes/no questions designed to measure your awareness of and involvement in MDG campaigns, as well as identifying those participants who may have experience in facilitating the networking sessions and Workshops during the Conference.

Please be advised that the DPI/NGO Section cannot assist NGO representatives in obtaining United States visas, and we cannot fax confirmation letters to United States embassies. Arrangements for travel, visa, and accommodations, as well as all expenses related to participation in the Conference, must be provided for entirely by the participants or their sponsoring organization.

Schedule of registration:

Thursday, 2 September	-	2 p.m. to 5 p.m.
Friday, 3 September	-	9 a.m. to 5 p.m.
Tuesday, 7 September	-	9 a.m. to 5 p.m.
Wednesday, 8 September	-	7:15 a.m. to 5 p.m.
Thursday, 9 September	-	9 a.m. to 5 p.m.
Friday, 10 September	-	9 a.m. to 3 p.m.

Registration procedure:

Please proceed to First Avenue and 47th Street. There will be a sign for DPI/NGO Conference Registration. Show your confirmation letter and photo ID to the Security Officer on duty and she/he will let you proceed through the metal detectors. Continue to the registration area, where there will be Conference staff to show you where to go. If you are one of the speakers for the plenary sessions or the Midday NGO Interactive Workshops, please go to the Speakers Desk. Your name should already be in the database.

For other participants, if there is a problem, please proceed to the Troubleshooting Desk and someone will assist you. Upon your receipt of a card you will proceed to have your picture taken for a photo ID. NGO representatives with an annual grounds pass will still have to register and a blue dot will be pasted on your pass. However, you do **NOT** have to have a photo taken. After receiving your photo ID, proceed to the General Assembly Building through the Canadian doors (doors outside the Visitors' tent).

On 8 September, there will be tables for youth, Conference reception, Peace Boat reception, media and information. The Conference kits will be distributed at the information table. For NGO representatives who have pre-registered, please proceed to the Visitors' Tent on the 46th Street entrance.