



United Nations Department of Economic and Social Affairs

LOGISTICAL ARRANGEMENTS

DESA Forum on Productive Employment and Decent Work

*8-9 May 2006
United Nations Headquarters
ECOSOC Chamber
New York*

Registration

- Registration will start at **9.00 a.m.** on 8 May 2006, and will remain open from 9.00 a.m. to 4 p.m. on 8-9 May 2006. Participants are kindly requested to go to the Visitors' Entrance of the United Nations Headquarters, located at 46th Street and First Avenue, then proceed to the Lobby of the General Assembly building, where you will find the ECOSOC Registration Desk. Please allow sufficient time (approximately 10 minutes) to clear security procedures at the UN entrance.
- UN grounds passes will be issued upon presentation of a valid photo identification. If you are a representative of an academic institution, please bring your university photo idea. Participants are required to wear these UN grounds passes at all times while in the UN premises. ***(Please note that the ECOSOC secretariat can only issue passes to those who have confirmed participation)*** Any questions concerning grounds passes can be addressed to Mr. Paul Simon either by telephone at + (1-917) 367-5027; facsimile at +(1-212) 963-7454; by e-mail at simonp@un.org or cell phone at 347-267-5618.

Location of meeting

- The DESA Forum will take place in the *Economic and Social Council (ECOSOC) Chamber*, located on the Second Floor of the General Assembly Building. The meeting will be held on 8 May 2006 (9.30 a.m. to 6.00 p.m.) and 9 May 2006 (9.45 a.m. to 6 p.m.).

Documentation

- Copies of the programme and a list of bios of speakers will be available in the ECOSOC Chamber.

Contact information

- Should you require immediate assistance or additional information about the DESA Forum, please contact Mr. Paul Simon at +(1-917) 367-5027.

Additional information

- For additional information regarding **substantive issues** of the meeting, please contact Ms. Leslie Wade, Senior Economic Affairs Officer at wade@un.org