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## **V. Facilities and services for delegations**

### **Delegates' cloakrooms**

A cloakroom is available to delegates. It is located in the General Assembly building to the left of the Delegates' Entrance on the first floor. The United Nations is not responsible for money, jewelry, negotiable papers and other valuables left in cloakrooms. Such valuables should be removed from articles to be deposited. Open from 9 a.m. to 7 p.m., Monday to Friday, starting 15 October until 15 May.

Self-service facilities are also available in various locations; the United Nations is not responsible for articles left in these areas and signs to this effect are posted.

### **Delegates' lounges**

The delegates' north lounge, snack bar and south lounge bar are located on the second floor of the Conference building. The north lounge is open from 11 a.m. to 8 p.m. and the snack bar from 10 a.m. to 5 p.m., Monday to Friday.

From the first day of the fifty-seventh session of the General Assembly (i.e. 10 September 2002) until its December 2002 recess, members of delegations are asked not to invite to the Delegates' lounge persons other than those holding valid United Nations identification.

Payment for service should be made in cash. Credit cards are accepted in the north lounge bar only.

The opening of the south lounge bar is contingent upon meetings of the General Assembly and the Security Council.

Members of delegations are reminded that consumption of refreshments is not permitted in conference rooms or in the Library Auditorium foyer.

## **Dining-room and cafeteria facilities**

### **Delegates' dining-room**

The hours of service are from 11.30 a.m. to 2.30 p.m. The limited accommodation does not permit the reservation of tables permanently or from the first day of the fifty-seventh session of the General Assembly until its December 2002 recess. Members of delegations should make reservations by telephone each morning (ext. 3.7625 or 3.7626). Reservations cannot be held for more than 15 minutes after the appointed time.

Payment for service should be made in cash or by credit card. Personal cheques are not accepted.

Separate dining-rooms, which may be reserved for parties of 10 guests or more, are available for private luncheons. In order to ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements required, including for menus, should be coordinated with the United Nations Catering Service (ext. 3.7098 or 3.7099).

Children under 10 years of age cannot be accommodated in the Delegates' dining-room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 3.7098).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the Visitors' Entrance and then to pass through a magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a

sample invitation should be submitted to the Chief, Security and Safety Service (room C-110B), well in advance of the reception.

### **Cafeteria**

The Main Cafeteria is located on the first floor, South Annex, south side of the Secretariat building. Hours of service are from 8 a.m. to 8.30 p.m., Monday to Friday. Breakfast is served from 8 a.m. to 10 a.m.; lunch from 11 a.m. to 3 p.m. Light snacks and coffee service are available between 3 p.m. and 8 p.m. Dinner is served from 5 p.m. onwards, and the menu includes daily specials, pasta and dishes from the grill. From the first day of the fifty-seventh session of the General Assembly until its recess in December, the Main Cafeteria will be open on Saturdays from 9 a.m. to 3 p.m. The Cafeteria is closed on Sundays.

### **Staffcafé**

The staff café is located on the fourth floor of the Conference building and can be reached from the 4th floor of the Secretariat building. Hours of service are from 12 noon to 3 p.m., Monday to Friday. It is closed on weekends and on United Nations holidays. Payment for service should be made in cash or by credit card. Personal cheques are not accepted.

### **Vending machine area**

Food-vending machines are available on the third floor in the area of the 'ex-Press Bar' of the General Assembly building. The area is open 24 hours a day, seven days a week.

### **Café Austria**

The Café Austria is located in the First Basement area of the General Assembly building. The Café Austria is normally open from 9 a.m. until 6 p.m., Monday to Friday.

## **Delegates' guests**

Unaccompanied guests or visitors wishing to meet a delegate at United Nations Headquarters will be directed to the Visitors' Entrance located at 46th Street and asked to pass through a security screening area before admission to the General Assembly or Conference buildings. To facilitate the screening of guests of members of delegations, a magnetometer, separate from that used to screen tourists, has been set up. Members of delegations will be expected to accompany their guests at all times while on the premises and escort them back to the visitors' lobby at the time of their departure. Guests will be expected to deposit a photo identification, which can be retrieved prior to leaving the visitors' lobby. Staff on duty at the desk will make arrangements for contacting the delegate.

## **Delegates typists' rooms**

Typists' rooms are available at the following locations on the second floor in the Conference building: rooms C-211A and C-211B.

In the event that a United Nations typewriter requires repair, delegates are requested to advise the responsible official (ext. 3.3157).

## **Photocopier for delegates' use**

A photocopier is available for the use of delegates in the General Assembly Hall, by the west wall near the documents distribution counter.

## **Sound reinforcement systems**

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be directed to the Broadcast and Conference Support Section (room L-B 1-30, ext. 3.9485 or 3.7453).

### **Sound recordings**

The Broadcast and Conference Support Section maintains a verbatim collection of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available except for closed meetings which have to be justified by the Chairman or Secretary of the meeting. Orders are accepted by the Sound Archives Subunit (room GA-013C, ext. 3.7658 or 3.9485).

### **Video projections**

Multi-standard VCRs, television sets and video projectors, as well as slide projectors and overhead projectors, can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, 12 hours' advance notice is required. Written requests for this audio-visual support equipment should be directed to the Broadcast and Conference Support Section (room L-B 1-30, ext. 3.9485 or 3.7453).

### **Videoconferencing**

International videoconferencing is possible from several locations at United Nations Headquarters. Written requests for this service should be directed to the Broadcast and Conference Support Section (contact: Mr. Andrew Nye, room L-B 1-30, ext. 3.7453).

### **Mail and messenger services**

Delegations are requested to deposit with the Incoming Mail Unit (room B3-02) any official correspondence intended for distribution to the Secretariat.

Messenger service within the Headquarters buildings is available through the delegates' aide in the delegates'

north lounge. During meetings, messenger service may be obtained through the conference officer.

### **Computer-related services**

The Information Technology Services Division (ITSD) provides the following computer-related services to delegations:

1. Internet service — ITSD provides Internet dial-up accounts for Permanent Missions.
2. Internet e-mail — Each Permanent Mission may obtain an unlimited number of Internet e-mail accounts. The e-mail system may be accessed in two ways: via dial-up connection (using POP3 protocol) or via the Internet (also called Webmail).
3. Web site service — ITSD provides a server that can host web sites for Permanent Missions. Please go to the address <http://missions.un.int> for the Permanent Missions home page.
4. Mail distribution system (LISTSERV) — ITSD provides an Internet e-mail distribution system.
5. Access to the UN Official Document System (ODS) — Each Member State can obtain up to ten (10) logins to the ODS. The ODS can be accessed in two ways: via a dial-up connection using ISDN or leased line, or via the Internet.
6. Donation of equipment — ITSD continues to donate returns from the UN desktop computer replacement programme to interested Missions.
7. Help Desk support — ITSD provides one telephone number, (212) 963-6439, for technical support from 9.30 a.m. to 5.30 p.m. on normal UN workdays. The Missions Support Help Desk addresses the following problems and requests:
  - (a) problems related to connecting to ITSD services;
  - (b) problems related to using ITSD services;
  - (c) requests for computer donations;
  - (d) requests for connection to ITSD services;
  - (e) requests for access to ITSD services (IDs and passwords).

8. Computers in the Secretariat Building with Internet access — ITSD has provided 24 computers and arranged to have them installed in the Delegates Lounge and in the First Basement of the Secretariat Building. These computers have direct access to the Internet and are provided for the use of delegations. ITSD ensures full availability by conducting routine inspections of all 24 computers twice a day, and performing all necessary repairs and maintenance.
9. Anti-virus software — ITSD provides one copy of the UN standard anti-virus software to each Permanent Mission. For ease of use, ITSD configures the software to update itself automatically with the latest anti-virus files each time the user connects to the Internet.

For more information on any of the services listed above, please contact the Missions Support Help Desk at (212) 963-6439 or send electronic mail to [missions-support@un.int](mailto:missions-support@un.int).

## **Telecommunication services**

### **Telephone**

The main listed number of the United Nations is 963-1234. Extensions within the UN are preceded by the 963 or 367 prefixes. Direct calls from outside the United Nations to staff and services can be made by either dialling the exchange 963 (preceded by the area code 1-212 if required) or the exchange 367 (preceded by the area code 1-917) followed by the correct four-digit extension as listed in the United Nations telephone directory. Direct internal calls can be made by dialling the access code “3” or “7” plus the last four digits as shown in the directory.

It should be noted that staff members of the United Nations Development Programme (UNDP), the United

Nations Population Fund (UNFPA) and the United Nations Children's Fund (UNICEF) are on different exchanges. Direct calls from outside to UNDP staff may be made by dialling the area code, if necessary, exchange 906 + the four-digit extension. The exchange number for UNFPA is 297 and that for UNICEF is 326.

Arrangements have been made for personnel in the UN Secretariat Building to dial directly to UNDP, UNICEF and UNFPA. Direct internal calls may be made to UNDP by dialling the access code "4", waiting for the dial tone and then dialling the four-digit extension; and to UNICEF by using the same system when dialling the access code "5". Direct internal calls to UNFPA may be made by dialling 63, waiting for the dial tone and then dialling the four-digit extension. If the extension is not known, the operator on "0" will provide the number. In the case of an outside call, the operator will switch the call to the person required.

The number of the Information Desk in the Delegates' Lounge is 963-8902 or 963-8741. Incoming calls to the Delegates' Lounge are answered by the Information Desk and delegates will be paged on the loudspeaker system. Long-distance calls may be placed from booths located in the Delegates' Lounge or in the conference areas by dialling "0" to reach the operator. Local calls may also be made from these booths or from the house telephones available in the Delegates' Lounge by dialling "9" and the telephone number.

### **Telex and telefax**

The following communications carrier, which provides telex, cablegram and telefax services for worldwide communications, has an office situated on the third floor of the Secretariat building:

- MCI International, Inc.  
(room S-0344, ext. 3.7142)

## **United Nations Postal Administration**

### **Philatelic sales**

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter on the concourse level of the General Assembly building (ext. 3.7699). The sales counter is open from 9 a.m. to 5 p.m. seven days a week, except when the Headquarters building is closed to the public. Facilities for posting mail are available at this counter. The United Nations Postal Administration operates a philatelic office in room DC2-0625 (ext. 3.7684), which services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and Euros and are valid for mailing only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

### **Post Office**

A sub-branch of the United States Post Office is located on the concourse level in room S-B1-26 (ext. 3.7353) and is open from 9 a.m. to 5.30 p.m., Monday to Friday. The services provided are the usual postal services for private or official delegation mailings, including parcel post, air mail, registered and insured mail, international and domestic money orders, information about postage rates and regulations concerning entry or dispatch of parcels to and from various countries. All mail must bear United Nations stamps in United States denominations. Mail with United Nations stamps affixed may be deposited at the delegates' aides' desk in the north lounge or dropped into the letter chutes in the Secretariat building for collection by messenger and onward dispatch by the Post Office.

## **Parking**

The Garage Administration will schedule delegations to apply for and pick up parking decals. Applications for decals should be submitted to the Protocol and Liaison Service (room S-0201, ext. 3.7172) with the required attachment of valid vehicle registration and current United Nations identification. In addition, all applications must have an authorized Mission signature accompanied by the Mission seal. After certification by the Protocol and Liaison Service, the application should be hand carried to the Garage Administration (room CB-021, ext. 3.6212/3) for processing. Only one decal will be issued per delegate for use on a vehicle with "D" plates. Decals will be issued only to members of delegations duly accredited to the United Nations.

Applications for decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the "Blue Book" must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with "S" plates registered in the name of mission staff will *not* be authorized to park in the United Nations compound.

Permanent missions may apply for a temporary identification decal (orange) for the fifty-seventh session of the General Assembly to admit vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. Application forms may be obtained from the Garage Administration (room CB-021) and thereafter submitted to the Protocol and Liaison Service (room S-0201). The application and a copy of the rental agreement should be submitted to the Special Services Unit (room S-0101) for clearance prior to submission to the Garage Administration for issuance.

Parking decals must be displayed prominently and be clearly visible to security officers and Garage

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Administration staff at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid decal are liable to be towed off the premises.

Prior to the issuance of decals for the new General Assembly session, all previously issued decals to delegations must be returned to the Garage Administration (room CB-021). Also, decals belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to their departure. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

In pursuance of section II of General Assembly resolution 39/236, parking privileges of any delegate whose parking fees are in arrears by more than three months will be suspended as of September 2002. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he/she should contact the Garage Administration office (ext. 3.6213) in order to settle any outstanding dues.

Delegation cars bearing United Nations diplomatic plates and identification decals valid for the current session of the General Assembly may be parked on the first level and in a designated area at the southern end of the second level of the garage without charge while representatives are on official business. They may be parked in the garage overnight at the rate of \$2.50 per night. Invoices for this service are sent to delegates and to delegations shortly after the end of every month. These invoices are due upon receipt and should be settled by cheque paid to the order of "United Nations" and sent to the United Nations Garage Administration (room CB-021, ext. 3.6212 and 3.6213).

### **Entrance to the grounds**

Vehicular access through the Secretariat entrance located on First Avenue will be restricted solely to the vehicle, identified by a special sticker, of the Permanent

Representative. All occupants riding in the car will be required to display valid United Nations identification cards. In order to reinforce safety measures, temporary stationing of the vehicle of the Permanent Representative in the Secretariat circle will be limited to clearly marked parking areas. All other vehicles bearing a decal will be required to enter through the 48th Street entrance. Delegation vehicles entering the premises are subject to a security check.

Rented vehicles which have been issued special decals, which permit drop-off/pick-up only, may enter through the Secretariat entrance located on First Avenue. Such vehicles will not be permitted to park on United Nations premises.

#### **Access to the garage**

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs should remain in the ready room, located in the first garage level, while on call by delegates. The security officer at the Delegates' Entrance of the General Assembly building pages chauffeurs whenever they are required.

#### **Liability for loss and damages**

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not warrant or promise the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

### **Local transportation**

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements with local firms.

### **Travel entitlements of representatives of Member States that are least developed to sessions of the General Assembly**

In accordance with General Assembly resolution 1798 (XVII), as amended by resolutions 2128 (XX), 2245 (XXI), 2489 (XXIII), 2491 (XXIX), 41/176, 41/213, 42/214, section VI of 42/225, section IX of 43/217 and section XIII of 45/248, the United Nations shall pay the travel, but not subsistence expenses, in the following cases:

- (a) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly;
- (b) For one representative or alternate representative of the Member States referred to in subparagraph (a) above attending a special or special emergency session of the General Assembly;
- (c) For the travel of a member of a permanent mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in subparagraphs (a) and (b) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it take place either during or within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session.

Payment by the United Nations of travel expenses will be limited to the cost of journeys actually undertaken.

Reimbursement is limited to the cost of round-trip travel, by most direct route, between the capital city of the Member State to Headquarters, for a maximum of one first-class ticket for the head of delegation and four tickets in the class immediately below first class for journeys exceeding 9 hours' duration by air or four tickets at the least costly economy airfare for journeys under 9 hours' duration by air for other members of the delegation accredited to the respective session of the General Assembly.

When travel by sea or rail is involved for all or part of the journey, reimbursement shall be limited to the cost of air travel as specified above, unless the actual cost is less.

Delegations entitled to reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in Respect of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991) may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims must be accompanied by original receipts, bills, vouchers, used ticket stubs and boarding passes. If requested, the United Nations would arrange transportation, wherever possible, between the capital city of a Member State to the place of the meeting; for this purpose, delegations should use form PT-137 (Transportation services to delegations) and should include the fax number and/or e-mail address of the traveller or contact person. The United Nations will not be liable for any claim for reimbursement of travel expenses submitted later than 31 December of the year that follows the closing date of the session of the organ or subsidiary organs to which the claim relates.

Reimbursement claims, requests for issuance of tickets and inquiries on travel entitlements should be addressed to:

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Executive Officer  
Department of Management  
Room S-2750A  
United Nations  
New York, N.Y. 10017  
Tel.: (212) 963-6192/963-8042  
Fax: (212) 963-3283

### **Travel facilities**

The official travel agency of the United Nations in New York, American Express, will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations. The office, which is located in room S-2008, is open from 9 a.m. to 6 p.m. (ext. 3.6280).

### **City liaison and legal assistance**

The New York City Commission for the United Nations, Consular Corps and Protocol is the official liaison between the Mayor's Office, as well as all city agencies, and the diplomatic and consular community. Its primary purpose is to provide information and assistance on a diverse range of matters, from educational, household and personal concerns to legal and commercial problems. Newly arrived diplomats and consular officers are greeted and provided with a kit of information on New York City. The Commission also assists private citizens and local businesses in interacting with diplomatic and consular individuals and organizations.

All members of the diplomatic and international community are welcome to call the Commission for assistance throughout their stay in New York. The Commission is comprised of the following four divisions: United Nations and Consular Corps Affairs (which includes the Legal Department), Protocol, International Business, and the Sister City Program of the City of New York.

For further information, please call 319-9300 or fax 319-3430. The Commission is located at Two United Nations Plaza (DC-2), 27th floor, New York, N.Y. 10017.

## **Hospitality**

The Hospitality Committee for United Nations Delegations, Inc., is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange hospitality in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and the stock exchange. Complimentary tickets to cultural and sporting events are often available.

The Committee also offers courses at their English Language School. The programmes are open to everyone associated with the United Nations. Two sessions are held in the fall and spring. Evening classes in Professional English are also offered.

Information about these activities may be obtained from room GA-101 (ext. 3.7182, 3.7183 or 3.8751).

## Banking facilities

The Chase Bank maintains two branches located in the United Nations vicinity:

*Chase Bank*

United Nations Secretariat building, fourth floor

Hours: Monday to Friday: 9 a.m. to 4 p.m.

Telephone: (212) 223-4322

Internal telephone: ext. 3.7108 or 3.7109

ATM (cash machine) on the first floor of the Secretariat building available 24 hours \*

ATM full service on the fourth floor of the Secretariat building available 24 hours \*\*

*Chase Bank*

825 United Nations Plaza — street level

First Avenue and 46th Street

Hours: Monday to Friday: 9 a.m. to 4 p.m.

Telephone: (212) 557-0431

Vestibule with four ATMs \*\*\* available 24 hours

ATM service is offered in English, French and Spanish and requires the use of an ATM card. The following services may be obtained through Chase ATMs: transfers, deposits, payments, cash withdrawals, balance inquiries and statement printing of the last 30 days' transactions. In addition, the ATM card will access 150,000 network locations, namely, NYCE®, MAC®, Plus®, Cirrus®, Pulse®, MasterCard®/Visa® cash machines, throughout the United States, Canada and worldwide for cash withdrawals and balance inquiries.

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\* Deposit option not available at this ATM.

\*\* Deposits and payments available at this ATM.

\*\*\* Service is available in Russian at these ATMs.

The United Nations Federal Credit Union offers its members — employees and retirees of the United Nations (UN) and affiliated agencies and their families — a broad array of innovative and member-specific financial products and consultative services to help them take control of their financial lives.

Whether the need is to sit down with a Mortgage Representative, learn more about retirement planning, or simply gain easy access to their account information, UNFCU provides its members with the opportunity to stay financially connected. Delegates can stop by two, full-service UNFCU branches. Locations are 2 UN Plaza, third floor, room DC2-0309, open Monday through Friday from 8 a.m. to 4 p.m.; and at the Secretariat Building, fourth floor, room S-0430, open from 8.30 a.m. to 4 p.m., Monday through Friday, and 8.30 a.m. to 5.30 p.m. on paydays. The UNFCU also operates a satellite office at the UNICEF Building, 633 Third Avenue on the 22nd floor, open Wednesdays from 9 a.m. to 1 p.m. A UNFCU Member Service Representative is available to conduct non-cash transactions and answer members' questions.

Complementing these services, UNFCU operates six ATMs/Bancomats at the following locations: Secretariat Branch; Secretariat Building, fourth floor; Secretariat Building, ground floor; 2 UN Plaza, third floor (three machines), and at the UNICEF Building. UNFCU ATM/Bancomat services include balance inquiries, transfers, and cash withdrawals. Any cards with the following logos are accepted at the UNFCU ATMs/Bancomats; NYCE®, Cirrus®, Visa®, MasterCard®, Plus®, American Express “Express Cash”®, Discover®, Pulse® and Honor®.

### **Newsstand**

There is a newspaper and confectionery stand in the lobby of the Secretariat building, which is open from 8 a.m. to 5.30 p.m., Monday to Friday. It is closed on weekends and holidays.

### **Bookshop**

Over-the-counter services are available at the United Nations bookshop located in the concourse area of the public lobby at the north end of the General Assembly building. In addition to publications by the United Nations and its specialized agencies, other publishers are represented on themes addressed by the United Nations. Souvenir postcards, posters and stationery items are also available for sale. Delegates are entitled to 25 per cent discount on United Nations publications and 10 per cent discount on all other items over \$3 on purchases made at the bookshop.

### **Sale of publications**

The United Nations publishes over 400 new publications each year, providing an invaluable source of information on the world's most important issues. Its wide range of publications keeps readers throughout the world up to date with latest developments in the areas of international politics, law, social issues, the environment and economics, as well as provides numerous important reference works and all the official records of the Organization. Microfiche, CD-ROM and electronic databases are available in addition to publications. The United Nations also acts as a distributor for publications by ICJ, UNICEF, UNITAR, UNIDIR, UNIDO, UNDP, UNFPA, UNU, INSTRAW, UNEP and UNICRI. Orders or information on United Nations publications can be obtained by contacting: United Nations Publications, Two United Nations Plaza, room DC2-0853, New York, N.Y.

10017; tel. (212) 963-8302; fax (212) 963-3489; e-mail: publications@un.org, web site: www.un.org/publications.

### **Meditation room**

The meditation room is located in the north-west end of the entrance level of the General Assembly building. The designated hours are from 8 a.m. to 4.45 p.m., Monday to Friday. The security supervisor in the area will be available to assist with access to the room.

### **Delegates' quiet room**

There is a quiet room for delegates in the delegates' south lounge on the second floor, Conference building.

### **United Nations Gift Centre**

The Gift Centre is located on the concourse level of the General Assembly building. Objets d'art, handicrafts, costume jewelry, souvenirs, United Nations medals and flags of Member States are on sale. Delegates are entitled to a 20 per cent discount on all purchases upon presentation of valid United Nations identification. The Gift Centre is open seven days a week from 9 a.m. to 5 p.m. from March to December. It is closed on weekends during January and February.

### **Request for use of United Nations premises**

In the interest of ensuring the security and safety of all concerned, as well as in the light of the increasing number of requests for use of facilities, representatives of permanent missions are asked to use the utmost discretion when sponsoring events to ensure that the activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. Missions should note that they are responsible for the content and conduct of any event they may sponsor. Specially when sponsoring events on behalf of non-governmental organizations accredited with the United Nations, representatives of Missions should bear in mind that, notwithstanding the worthiness of the purpose of the

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event, no substantive business such as the passage of resolutions, holding of elections, presentation of awards or solicitation of funds, nor ceremonies of any kind, may be conducted. Requests for the use of the premises for events should be addressed to the Assistant Secretary-General for Central Support Services (room S-2127B, ext. 3.1889, fax. 963-4217). Once approval has been obtained, a ranking member of the Mission must attend and/or preside over the meeting or event in its entirety. Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring mission.