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

### **Delegates' cloakrooms**

*General Assembly building, Delegates' Entrance (first floor)*

*Open from 9 a.m. to 7 p.m., Monday to Friday, from  
17 October to 12 May.*

A cloakroom is available to delegates. The United Nations is not responsible for money, jewellery, negotiable papers and other valuables left in cloakrooms. Such valuables should be removed from articles to be deposited.

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**

*Conference building (second floor)*

North lounge — 10 a.m. to 8 p.m.

Snack bar — 10 a.m. to 5 p.m.

(Both are open Monday to Friday.)

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

From the first day of the sixtieth session of the General Assembly (i.e. 13 September 2005) until its December 2005 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.

## **Dining room and cafeteria facilities**

### **Delegates' Dining Room**

*Conference building (fourth floor)*

*Open from 11.30 a.m. to 2.30 p.m (ext. 3.7625 or 3.7626).*

The limited accommodation does not permit the reservation of tables permanently or from the first day of the sixtieth session of the General Assembly until its December 2005 recess. Members of delegations should make reservations by telephone each morning. 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.

**Main cafeteria**

*Secretariat building (first floor, South Annex, south side)*

*Open from 8 a.m. to 8.30 p.m., Monday to Friday.*

*Open on Saturdays from 9 a.m. to 3 p.m. (from the first day of the sixtieth session of the General Assembly until its recess in December only). Closed on Sundays.*

Breakfast — 8 a.m. to 10 a.m.

Lunch — 11 a.m. to 3 p.m.

Snacks/coffee — 3 p.m. to 8 p.m.

Dinner — 5 p.m. onwards

The menu includes daily specials, pasta and dishes from the grill.

**Staff café**

*Conference building (fourth floor)<sup>1</sup>*

*Open from 12 noon to 3 p.m., Monday to Friday. 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.

**Café Austria**

*General Assembly building (First Basement)*

*Open from 8 a.m. to 6 p.m., Monday to Friday.*

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<sup>1</sup> Can be reached from the fourth floor of the Secretariat building.

### **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**

*Conference building (second floor, 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, e-mail: request-for-services@un.org (room L-B1-30, ext. 3.9485).

### **Sound recordings**

The Broadcast and Conference Support Section maintains audio recordings of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available other than for closed meetings. Written justification for copies of the sound recording of closed meetings may be made by the Chairman or Secretary and addressed to the Chief, Broadcast and Conference Support Section, fax: 3.3103, e-mail: request-for-services@un.org. Orders are accepted by the Broadcast and Conference Support Section (room GA-1B-13C, ext. 3.7658 or 3.9485).

### **Video projection**

Multi-standard VCRs, DVD players, television sets and video projectors can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, one business day advance notice is required. Written requests for this audio-visual support equipment should be directed to the Broadcast and Conference Support Section, e-mail: request-for-services@un.org (room L-B1-30, ext. 3.9485).

### **Videoconferencing**

*Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485, e-mail: request-for-services@un.org)*

International videoconferencing is possible from several locations at United Nations Headquarters. Written requests for this service should be sent to the office or by e-mail.

## Mail and messenger services

Delegations are requested to deposit all official correspondence intended for Secretariat internal office distribution to Post 6 X-ray, located in the Service Drive. Here, the correspondence will be scanned for security clearance prior to the correspondence being delivered to the Central Mail Distribution Sub-Unit (room S-3B-2) for forwarding.

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.
3. **Website service** — ITSD hosts websites for Permanent Missions and provides a Permanent Missions home page at [www.un.int](http://www.un.int).
4. **Access to the UN Official Document System (ODS)** — Member States are given special access to the ODS system. (See page for workstations.)
5. **Donation of equipment** — ITSD donates returns from the UN desktop computer replacement programme to interested Missions.
6. **Help Desk support** — ITSD provides a telephone number, (212) 963-3157 for technical support from 9.30 a.m. to 5.30 p.m. on normal UN workdays.

7. **Computers in the Secretariat Building with Internet access** — ITSD provides computers in the Delegates' Lounge and in the First Basement.
8. **Wireless Internet access** — ITSD provides wireless Internet access from public areas and conference rooms.

For more information on the services listed above, please contact the Missions Support Help Desk at (212) 963-3157 or by electronic mail to [missions-support@un.int](mailto:missions-support@un.int). You may also consult the website [www.un.int](http://www.un.int) and specifically the “Internet Services for Delegates” which has detailed descriptions of each service.

## Telecommunication services

### Telephone

The main listed number of the United Nations is (212) 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) 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.

## **Information for delegations**

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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 (212) 963-8902 or (212) 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.

## **United Nations Postal Administration**

*Concourse level of the General Assembly building (ext. 3.7699)*

*Open from 9 a.m. to 5 p.m. seven days a week from March to December. Closed on weekends during January and February.*

### **Postage and philatelic sales**

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter. Facilities for posting mail are available at this counter.

*Philatelic office (room DC2-0625, ext. 3.7684)*

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 — Sub-branch of the United States Post Office**

*Concourse level (room S-B1-26, ext. 3.7353)*

*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**

*Garage Administration (room GA-007, ext. 3.6212/3)*

The Garage Administration will schedule delegations to apply for and pick up parking decals. Applications for decals of vehicles registered to the individual delegates should be submitted to the Protocol and Liaison Service (room S-0201, phone: (212) 963-7172) with the required attachment of valid vehicle registration and current United Nations identification.

## Information for delegations

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After certification by the Protocol and Liaison Service, the application should be hand carried to the Garage Administration for processing. Applications for vehicles registered to the Mission should be submitted directly to the Garage Administration office, attaching the valid vehicle registration. All applications must have an authorized Mission signature accompanied by the Mission Seal. 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.

Only one special decal will be issued per Mission for the vehicle of the Permanent Representative allowing entry at the 43rd Street gate. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

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 (yellow) for the sixtieth 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. These decals are subject to entry at the 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms may be obtained from the Garage

Administration office 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 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 office. 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. 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 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

### **Information for delegations**

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to delegations shortly after the end of every month. These invoices are due upon receipt and should be settled by cash or cheque payable to the “United Nations” and sent to the United Nations Garage Administration.

### **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)

## Information for delegations

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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

## Facilities and services for delegations

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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 send a “Note Verbale” indicating first and last names of the traveller(s) and their date of birth, dates of arrival to, and departure from, New York and should include the fax number and e-mail address of the traveller and/or contact person in New York. 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:

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).

## **United Nations International School (UNIS)**

The United Nations International School (UNIS), in existence since 1947, under the auspices of the United Nations, was founded on the extension of the philosophy of the United Nations that people who work and play together will also negotiate together. It serves mainly the children of United Nations staff and Delegation personnel. Moreover, it also welcomes for enrolment a limited number from abroad and from the United States to make for a balanced educational exposure for all.

The main campus, offering grades kindergarten through high school graduation, is at 25th Street and the East River in Manhattan, on a landfill site which is rented on a long-term lease from the city of New York. The well-equipped building was financed by grants from the Ford Foundation and the Rockefeller Bros. Fund. An auxiliary facility, housed in a school building, is located in Jamaica Estates, Queens, which serves grades kindergarten through eighth, for the convenience of those who wish to live in Queens or Long Island and do not want their very young children transported to the main campus.

English is the normal language of instruction, but all students learn French or Spanish as well, with the other official UN languages and German, Italian and Japanese within the curriculum. Mother tongue instruction is also offered when requested. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural opportunity. Great emphasis is placed on the teaching of science in ways that are effective for students of high ability who have not yet achieved fluency in English. To that end, particular attention is paid to modern learning equipment, calculators, computers and the like.

The scholastic standards are high. In High School the International Baccalaureate Degree is offered, one of the few institutions of learning in the New York area to do so. This degree qualifies the recipient to attend colleges in the United States and abroad. Over 95 per cent of graduates go on to higher education and many continue into careers in the international community. The School is chartered by the New York State Board of Regents as a private school, is accredited by the Council of International Schools and recognized by the French Government for francophone students in grades 2 through 5.

At the location in Manhattan, tours are frequently scheduled and given by appointment.

Website: [www.unis.org](http://www.unis.org)

Department of Admissions:

(212) 584-3071, fax: (212) 685-5023

E-mail: [admissions@unis.org](mailto:admissions@unis.org)

In Queens, tours are also arranged by calling (718) 658-6166, fax: (718) 658-5742.

Additional information, application forms, and brochures are available in room S-2938 or call (212) 963-8729, fax: (212) 963-1276 or e-mail: [fuhrman@un.org](mailto:fuhrman@un.org).

## City liaison

New York City greatly values its status of having the largest diplomatic and consular community in the world. The **New York City Commission for the United Nations, Consular Corps and Protocol** serves as the City's primary liaison between the City of New York and the United Nations, 191 Permanent Missions, and 105 Consulates. As an integral part of the Mayor's Office, the Commission facilitates positive relations among members of the international community, local,

## **Information for delegations**

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state, and federal governments, and New Yorkers. It is comprised of the following divisions:

**Diplomatic and Consular Affairs** serves as the conduit for the diplomatic and consular community to the respective City agencies able to assist in resolving issues encountered while in residence in New York City. These include legal inquiries related to consumer affairs, real estate, taxation, commercial transactions and legal procedure, as well as general information assistance on questions pertaining to life in New York City. This division also manages the Diplomatic Parking Program.

**Protocol** extends hospitality due to Heads of State/Government, distinguished visitors, and other dignitaries. This office serves as liaison between dignitaries and the Mayor with respect to requests for meetings and invitations to events.

**International Business** assists foreign businesses in establishing operations in New York City by coordinating interaction with all city, state and federal agencies. Services provided include assistance in accessing appropriate bank institutions, real estate providers, construction companies, and insurance entities.

The Sister City Program of the City of New York is a 501(c) (3) non-profit organization co-located with the Commission. Its function is to promote international understanding through business, security and cultural exchanges between the City of New York and selected cities throughout the world.

For further information, please call (212) 319-9300 or fax: (212) 319-3430. The Commission is located at Two United Nations Plaza (DC2), 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 programmes in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and other institutions. Complimentary tickets to cultural and civic events are often available.

The Committee also offers day and evening courses at their English Language School. The programmes are open to the diplomatic corps 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) or from our monthly calendar posted on [www.hcund.org](http://www.hcund.org).

## Banking facilities

The *United Nations Federal Credit Union* (UNFCU) provides the United Nations community with the products and services to meet its financial needs. Members can access account information, send wire transfers, apply for loans, and more, at [www.unfcu.org](http://www.unfcu.org) 24 hours a day, 7 day a week. Members can also visit our branches and liaison Representative Offices located in New York, Geneva, Nairobi and Vienna.

Membership is open to employees and retirees of the United Nations and specialized agencies and their families. For more information, stop by one of our branches, call us at (212) 338-8100, e-mail us at [email@unfcu.com](mailto:email@unfcu.com) or visit our website at [www.unfcu.org](http://www.unfcu.org).

### Information for delegations

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Listed below are the UNFCU branch, ATM/Bancomat and Foreign Currency ATM locations in New York City:

820 Second Avenue, street level  
ATM/Bancomat only

Two UN Plaza Branch  
Two UN Plaza, 3rd floor  
Monday-Friday, 8 a.m. to 4 p.m.  
ATM/Bancomats located on the 3rd floor

Secretariat Branch  
Secretariat Building, 4th floor  
Monday-Friday, 8 a.m. to 4 p.m.  
ATM/Bancomats located on the ground floor and the 4th floor

The *J. P. Morgan 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 \*  
E-ATM full service on the fourth floor of the Secretariat building available 24 hours \*\*

#### *Chase Bank*

825 United Nations Plaza — street level

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\* Deposit option not available at this ATM.

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

## Facilities and services for delegations

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First Avenue and 46th Street  
Hours: Monday to Friday: 9 a.m. to 4 p.m.  
Telephone: (212) 557-0431  
Vestibule with four E-ATMs\* available 24 hours

ATM service offered in English, French and Spanish requires the use of an ATM card. E-ATM additional languages: Russian, Chinese, Korean, Italian, Greek and Portuguese. E-ATM offers additional services: order new checks and change password. Chase ATM card will access 150,000 network locations, NYCE<sup>®</sup>, MAC<sup>®</sup>, Plus<sup>®</sup>, Cirrus<sup>®</sup>, Pulse<sup>®</sup>, MasterCard<sup>®</sup>/Visa<sup>®</sup> cash machines, throughout the United States, Canada and worldwide for cash withdrawals and balance inquiries.

### **News stand**

*Lobby of the Secretariat building*

*Open from 8 a.m. to 5.30 p.m., Monday to Friday. Closed on weekends and holidays.*

Newspaper and confectionery stand.

### **United Nations Bookshop**

*General Assembly building (concourse level, room GA-032A)*

*Open from 9 a.m. to 5.30 p.m., Monday to Friday. Weekends, from 10 a.m. to 6 p.m. Closed on weekends during January and February.*

In addition to publications by the United Nations and its specialized agencies, a wide range of books, souvenirs, postcards, posters and stationery items are also available for sale. Delegates are entitled to 25 per

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\* Service is available in Russian at these ATMs.

### **Information for delegations**

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cent discount on United Nations publications and 10 per cent discount on all other items over \$3. Orders can also be placed on the website: [www.un.org/bookshop](http://www.un.org/bookshop).

### **Sale of publications**

*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](mailto:publications@un.org), website: [unp.un.org](http://unp.un.org))*

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 cover international politics, law, social issues, the environment and economics, numerous important reference works and all official records of the Organization. Microfiche, CD-ROM and electronic databases are also available. The United Nations acts as a distributor for publications by UN Funds and Programmes. Please contact our office for orders or information.

### **Meditation room**

*North-west end of the entrance level of the General Assembly building*

*Open 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**

*General Assembly building (concourse level)*

*Open seven days a week from 9 a.m. to 5 p.m. from March to December. Closed on weekends during January and February.*

Objets d'art, handicrafts, costume jewellery, 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.

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

*Office of Central Support Services (room S-2127B, ext. 3.1889, fax: (212) 963-4217)*

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 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. 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.