



# DIVISION OF ADMINISTRATION

## **Joint Briefing for Delegations**

Speaker: Natalia Nedel

Organization: Department of Operational Support

Date: Thursday, 14 August 2025

- **Lobby Café**, Secretariat building, 1<sup>st</sup> floor, will be **closed** from 19 – 26 September 2025.
- **North Delegates Lounge**, Conference building, 2<sup>nd</sup> floor, will be **closed** from 19 -23 September 2025.

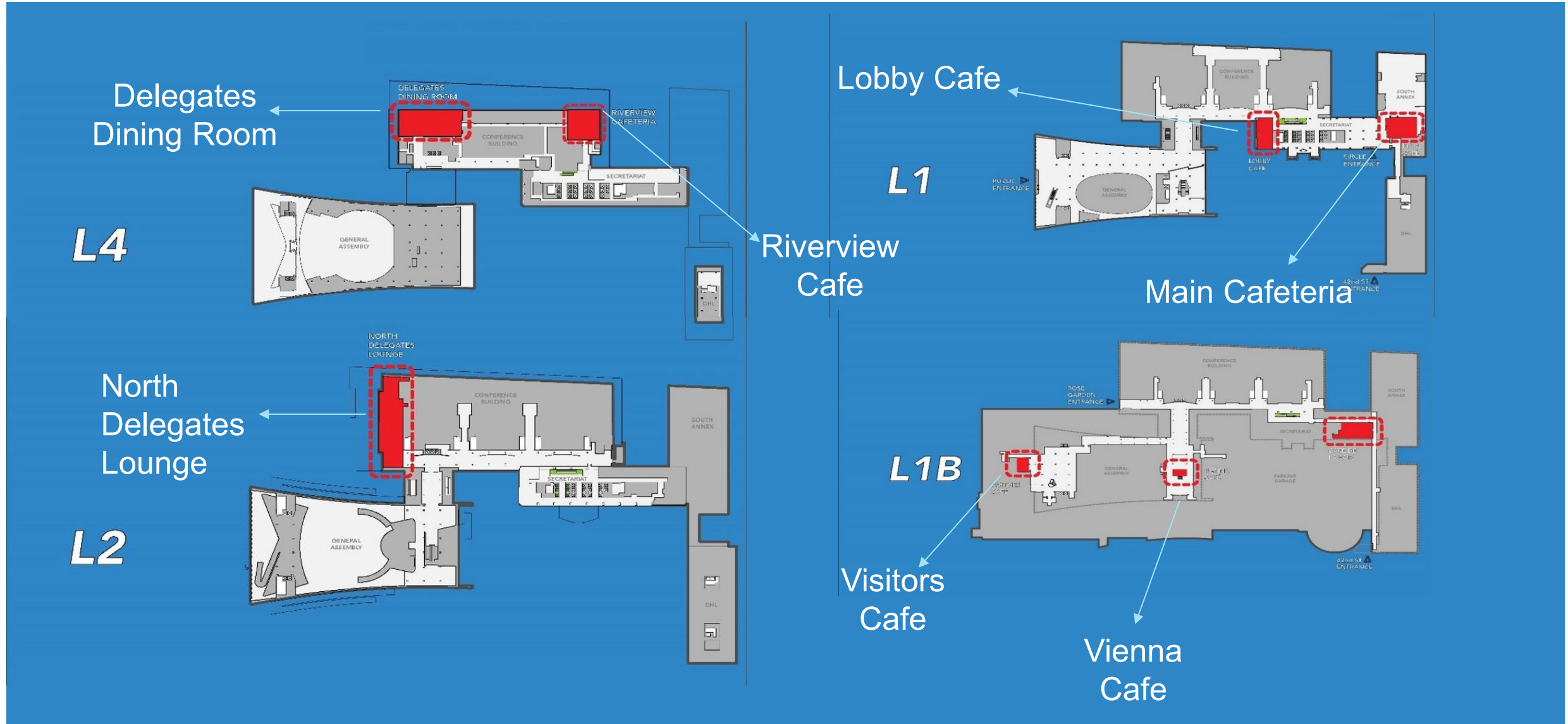
## 22 – 26 September 2025

- **Main Cafeteria** (South Annex – 1<sup>st</sup> Fl.) , open from 7:30 a.m. to 4:00 p.m.
- **Vienna Café** (GA-1B), open from 9:00 a.m. to 6:00 p.m.
- **Visitors Café** (GA-1B), open from 9:00 a.m. to 5:00 p.m.
- **Pop up café** (GA-1B), in front of the Bookstore from 9:00 a.m. to 5:00 p.m.
- **South Garden Outdoor Dining Area**, (1<sup>st</sup> Basement by the Satellite Dish) from 7:30 a.m. to 4:00 p.m.
- **Media Tent** at the North Lawn, open from 8:00 a.m. to 4:00 p.m.
- **North Delegates Lounge** (CB-2<sup>nd</sup> Fl)
  - **24 to 26 September 2025 only**, open from 9:30 a.m. to 7:00 p.m.

## Saturday, 27 September 2025

- **Vienna Café** will open from 9 am to 5 pm.
- **Delegates Dining Room & Private Dining Rooms** (CB-4th Floor), are available for private bookings.
  - Reservations should be made 2 weeks in advance tel: 212 963 7029 or 212 963 8897. Hayden, Lee  
<LHayden@culinartinc.com>

# UNHQ CAFÉ LOCATIONS



## Support for travel of the Head of State and officials from Least Developed Countries (ST/SGB/107/Rev.6)

- Copy of the 30 June presentation was sent on 1 July and a Note Verbale and guidance document sent on 15 July, providing information on entitlements and instructions.
- Requests should ideally be received a month before travel date. To date, only 4% of LDC delegations have provided their complete travel requirements for timely processing.
- A dedicated email [ldctravel@un.org](mailto:ldctravel@un.org), is in use for the delegations on LDC GA travel-related requirements or queries.
- Delegates who have been issued commercial air tickets by the travel agency are encouraged to download the Amex GBT mobile app [IOS/Android](#) which provides up-to-date information on the status of their flights and the ability to quickly connect and chat with a travel counselor via live messenger for support.

## Arrangements for obtaining parking permits for the 80th session of the General Assembly

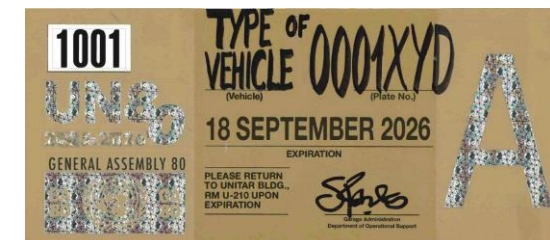
- A guidance **Note Verbale** will be sent during the month of **August 2025**, providing detailed information to facilitate preparations, details of application submission process and requirements
- Original application forms should be **received ASAP, but no later than 1 September 2025** to avoid delayed issuance
- **Two permit types are required:**
  - The current electronic eTag will go unchanged and is to remain affixed to the front windshield.
  - A **new 80<sup>th</sup> GA session decal** is to be visibly displayed on the vehicle dashboard
- **One Ambassador decal** will be issued to the Ambassador's vehicle
  - A **second** Ambassador decal will be issued **for Security Council members**
  - Ambassador decal **allows access** through 43rd Street and 1st Avenue at all times, except during HLW



eTag



Dashboard Decal



## Arrangements for obtaining parking permits for the 80th session of the General Assembly

- **All vehicles to be cleared** from UNHQ garage for **21 September 2025**
- Delegations are reminded of the following:
  - **Inoperable vehicles to be removed from the garage** and only vehicles with valid registrations will be issued updated parking permits
  - Speed limit in the garage is 10 miles per hour
  - Do not park in front of the up/down ramps in the garage
- Further information/assistance?
  - Email: [garage-admin@un.org](mailto:garage-admin@un.org)
  - Tel: 212-963-6212