

**UNITED NATIONS**



**NATIONS UNIES**

**Protocol and Liaison Service**

**Department for General Assembly and Conference Management**

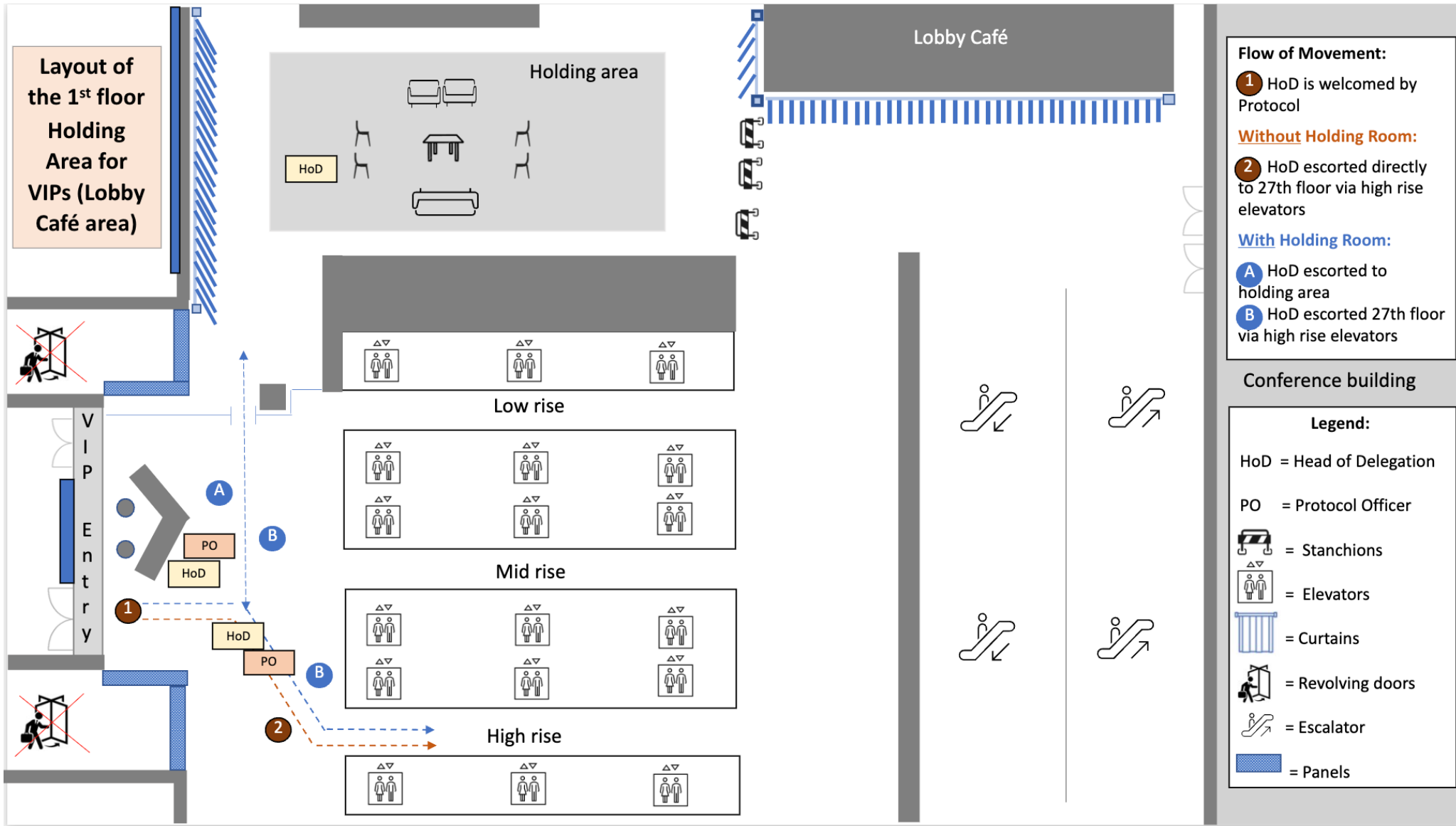
**80<sup>th</sup> Session of the General Assembly**

**Walk-through Information Booklet for Delegations**

## Table of content

<b>1. First Floor Entrance; Head of Delegation Arrival for Bilaterals</b>	<b>3</b>
<b>2. GA200 / GA Address</b>	<b>4</b>
<b>3. ECOSOC Reception, North Delegates Lounge</b>	<b>5</b>
<b>4. 27<sup>th</sup> Floor (Room for Bilateral Meeting with Secretary General)</b>	<b>6</b>
<b>5. Treaty Event</b>	<b>7</b>
<b>6. Information regarding passes and access to conference rooms</b>	<b>9</b>
<b>7. Alternative path from GA Building to Secretariat (during GA80)</b>	<b>11</b>
<b>8. Additional information</b>	<b>17</b>
<b>9. Bilateral Booths</b>	<b>21</b>

# 1. First Floor Entrance; Head of Delegation Arrival for Bilaterals

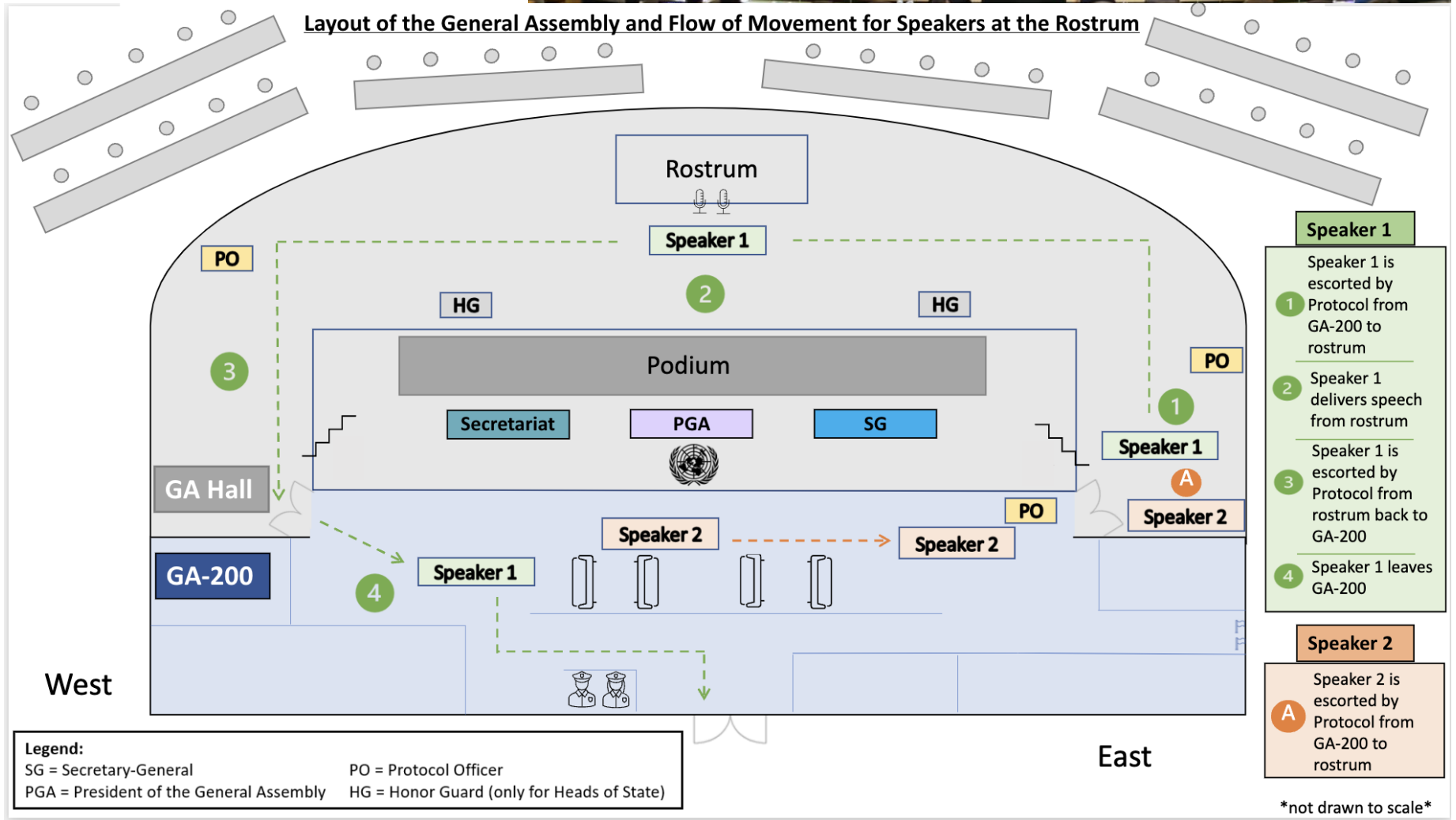


## 2. GA200 / GA Address

*\*Please note that there will be no ceremonial chair on the stage during the general debate.*



**Layout of the General Assembly and Flow of Movement for Speakers at the Rostrum**



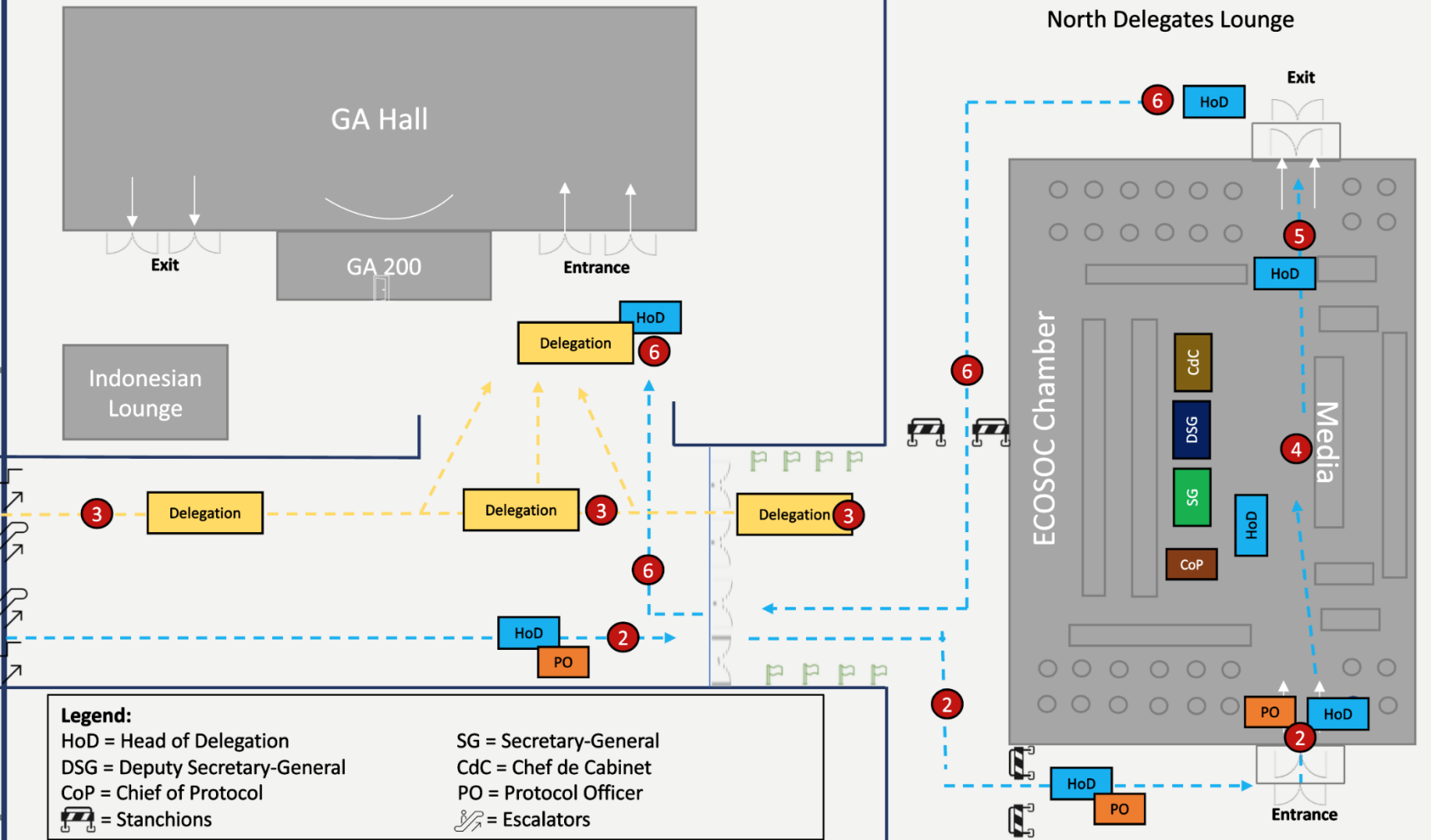
### 3. ECOSOC Reception, North Delegates Lounge

#### Layout of the General Assembly and ECOSOC Chamber and flow of movement for the reception of Heads of Delegation

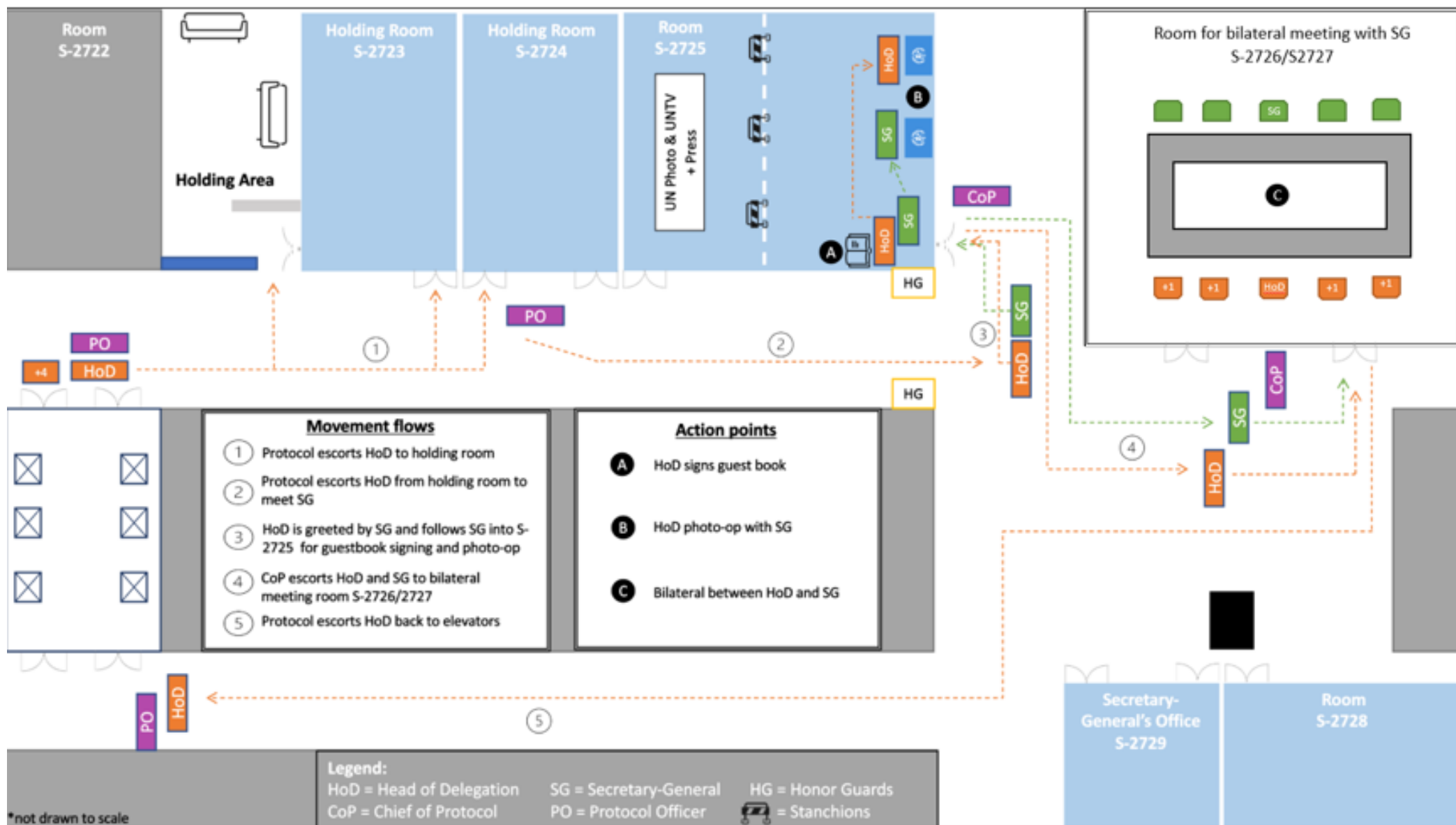
##### Flow of Movement:

- 1- HoD is welcomed by Protocol
- 2- Only HoS/HoG escorted to ECOSOC Chamber
- 3- Rest of delegation waits in GA or in area in front of GA
- 4- HoD is welcomed by SG, DSG and CdC
- 5- HoD leaves ECOSOC Chamber to North Delegates Lounge for the reception of HoDs
- 6- HoDs proceed to GA Hall before the start of the meeting

##### 2nd floor



#### 4. 27<sup>th</sup> Floor (Room for Bilateral Meeting with Secretary General)



## 5. Treaty Event (23 - 26 September 2025)

Appointments for signature, ratification, acceptance, approval or accession should be arranged well in advance with the Treaty Section (e-mail: [treatysection@un.org](mailto:treatysection@un.org)). The Treaty Section of the Office of Legal Affairs can also be contacted at (212) 963-5047 (Front Desk). Those countries intending to sign, ratify or accede to a convention or treaty must submit copies of their instruments of full powers, if required for signature, or copies of their instruments of ratification or accession, to the Treaty Section for review, preferably, by **5 September 2025**. The original instruments are expected at the time of undertaking the relevant treaty action.

The principal can be accompanied for the treaty-signing by a few delegation advisers.

In the event that the Head of State, Vice-President, Head of Government, Crown Prince or Crown Princess is to take part in the Treaty Event from 23 to 26 September 2025, a Protocol Officer will receive these High State Officials upon arrival to the treaty-signing area on the first floor of the General Assembly Building (right after the Delegates' Entrance as shown on the below plan).



**Flow of movement:**

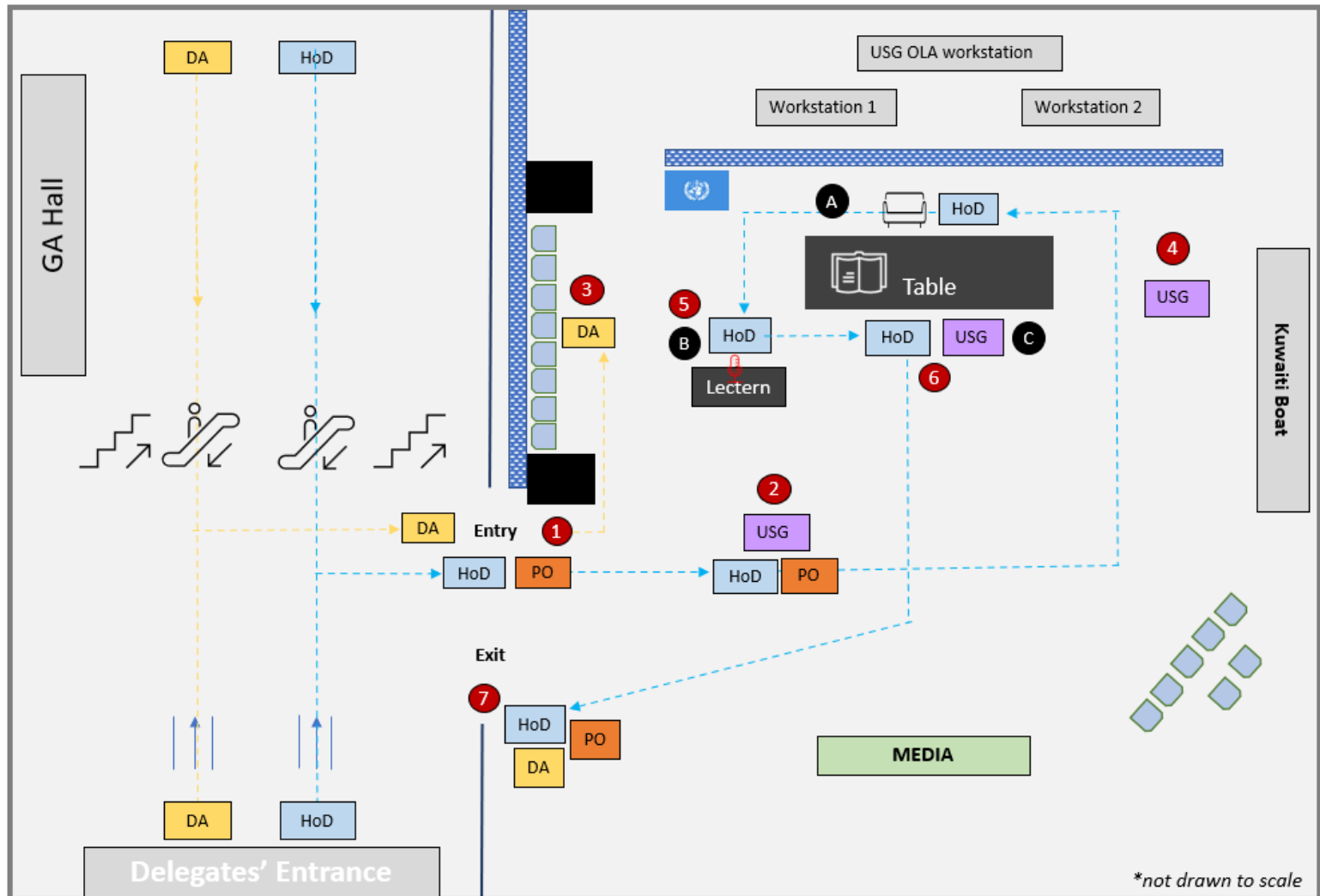
- 1- HoD is received and greeted by Protocol at the entry point.
- 2- HoD (only) is introduced to the UN Legal Counsel by Protocol.
- 3- Chairs for delegation advisers.
- 4- HoD is accompanied to the table by the USG/OLA and is then seated for the treaty action.
- 5- After the treaty action, HoD walks to lectern for remarks (optional/to be agreed in advance with OLA).
- 6- Photo opportunity with the USG OLA (if desired).
- 7- Protocol bids farewell to HoD at the exit point.

**Action points**

- A** HoD signs the treaty.
- B** HoD remarks at the lectern (optional/to be agreed in advance with the OLA).
- C** HoD photo op with USG (if desired).

**Legend:**

HoD = Head of Delegation  
 USG = Under Secretary-General, OLA  
 PO = Protocol Officer  
 DA = delegation advisers  
 Panels  
 Chairs

**Layout of the Delegates' Lobby and Flow of Movement for the Treaty Event**



## 6. Information regarding passes and access to conference rooms

During the high-level meetings and the general debate of the eightieth session of the General Assembly, access to the first basement, ground floor, 2nd floor and parts of the 3rd floor of the United Nations Headquarters complex may require a regular delegate's pass and a colour-coded secondary access card or a meeting-specific ticket. The access cards or tickets are transferable strictly among members of a delegation only. For that purpose, the Protocol and Liaison Service will proceed as follows:

### *Access to the **General Assembly Hall** for the **general debate** from **23 to 29 September***

- Each permanent mission will be issued six colour-coded access cards of one colour for access to the General Assembly Hall and all areas of the General Assembly and Conference Buildings (all area “gold”).
- Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall and all areas of the General Assembly and Conference Buildings (all area “gold”).

### *Access to **other meeting rooms** from **23 September to 24 September 2025***

In addition, for other high-level meetings taking place from **23 to 24 September 2025**, meeting-specific tickets for access to various conference rooms will be issued to representatives of Member and observer States, intergovernmental organizations and specialized agencies participating in these meetings and associated panel discussions. These tickets will allow access into the conference room stated on the respective ticket on the date and time stated on the ticket. The meeting room can be accessed via the restricted areas of the General Assembly and Conference Buildings on the date and time of the respective meeting. Additional details will be made available in due course.

### *Access to **other meeting rooms** on **22 September** and from **25 September 2025***

On other days (22 September 2025 as well as from 25 September 2025), access to meeting rooms other than the General Assembly Hall will **NOT** require a meetings specific ticket or secondary access card. However, access routes may be different from what you are used to (e.g. access to ECOSOC or Trusteeship Chamber via third floor instead of second floor).

***Floaters (22 to 29 September 2025) (as shown hereunder on the floor plans)***

In addition, permanent missions, intergovernmental organizations and specialized agencies will receive a limited number of “floaters”, which allow for the presence of support staff during the period from **22 to 30 September 2025** within the restricted areas. A “floater” does not grant access to a conference room.

**Blue Floaters:**

- Each permanent mission will be issued four cards of one colour for access to the 2nd floor, as well as the ground floor, first basement and 3rd floor, of the General Assembly and Conference Buildings (“blue floater”). This card will not grant access to a conference room.
- Each intergovernmental organization and specialized agency will be issued two colour-coded access cards for access to the 2nd floor, as well as the ground floor, first basement and 3rd floor, of the General Assembly and Conference Buildings (“blue floater”). This card will not grant access to a conference room.

**Orange Floaters:**

- Each permanent mission will be issued two cards of a different colour for access to parts of the first basement and 3rd floor of the General Assembly and Conference Buildings (“orange floater”). This card will not grant access to a conference room.
- Each intergovernmental organization and specialized agency will be issued two colour-coded access cards for access to parts of the first basement and 3rd floor of the General Assembly and Conference Buildings (“orange floater”). This card will not grant access to a conference room.

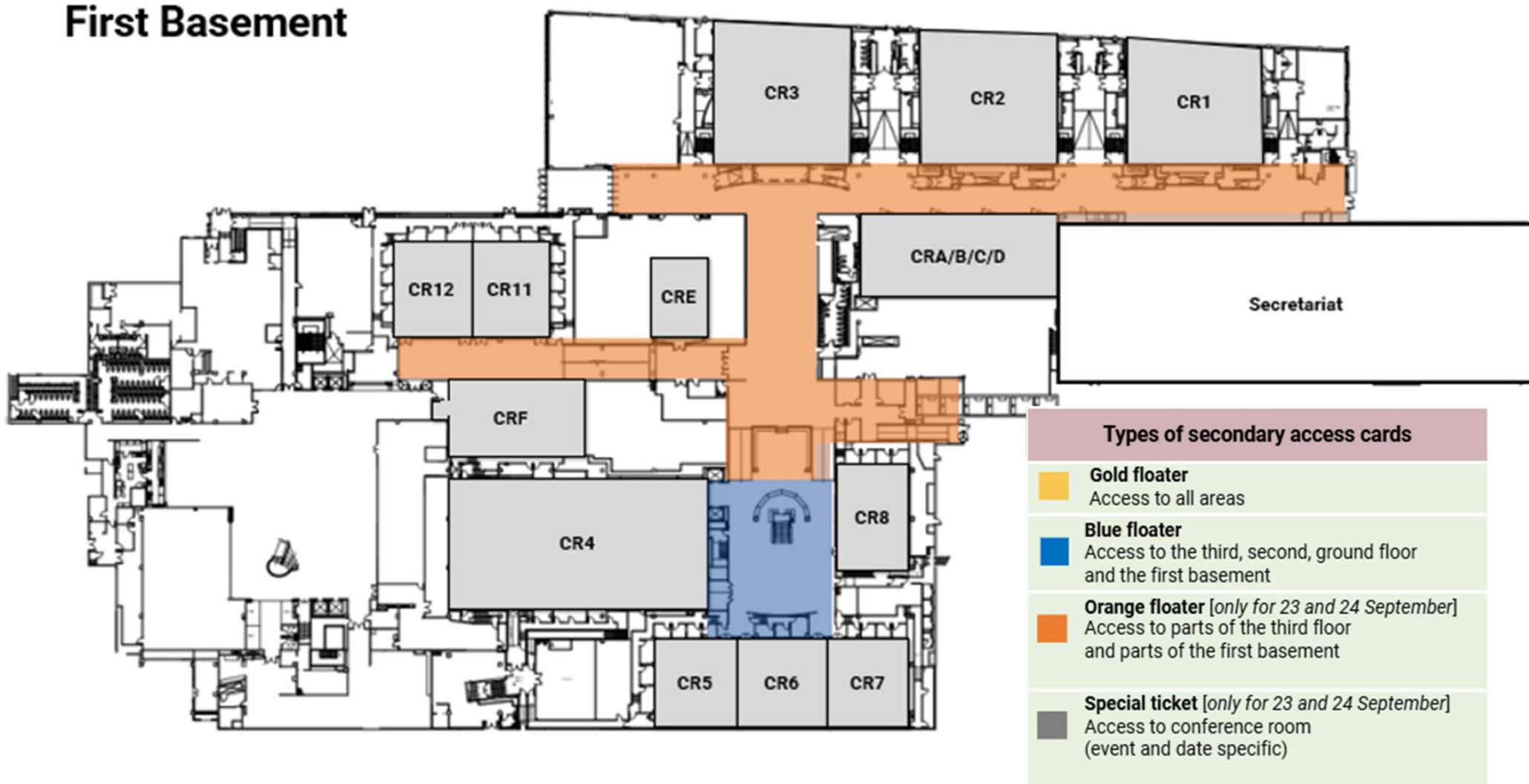
Orange “floaters” will not be required on 22 September and from 25 September 2025.

Colour-coded access cards and tickets will be distributed by the Protocol and Liaison Service on **Thursday, 18 September 2025 between 10 and 5.30 p.m. in Conference Room A**. They will be distributed in a staggered schedule as follows:

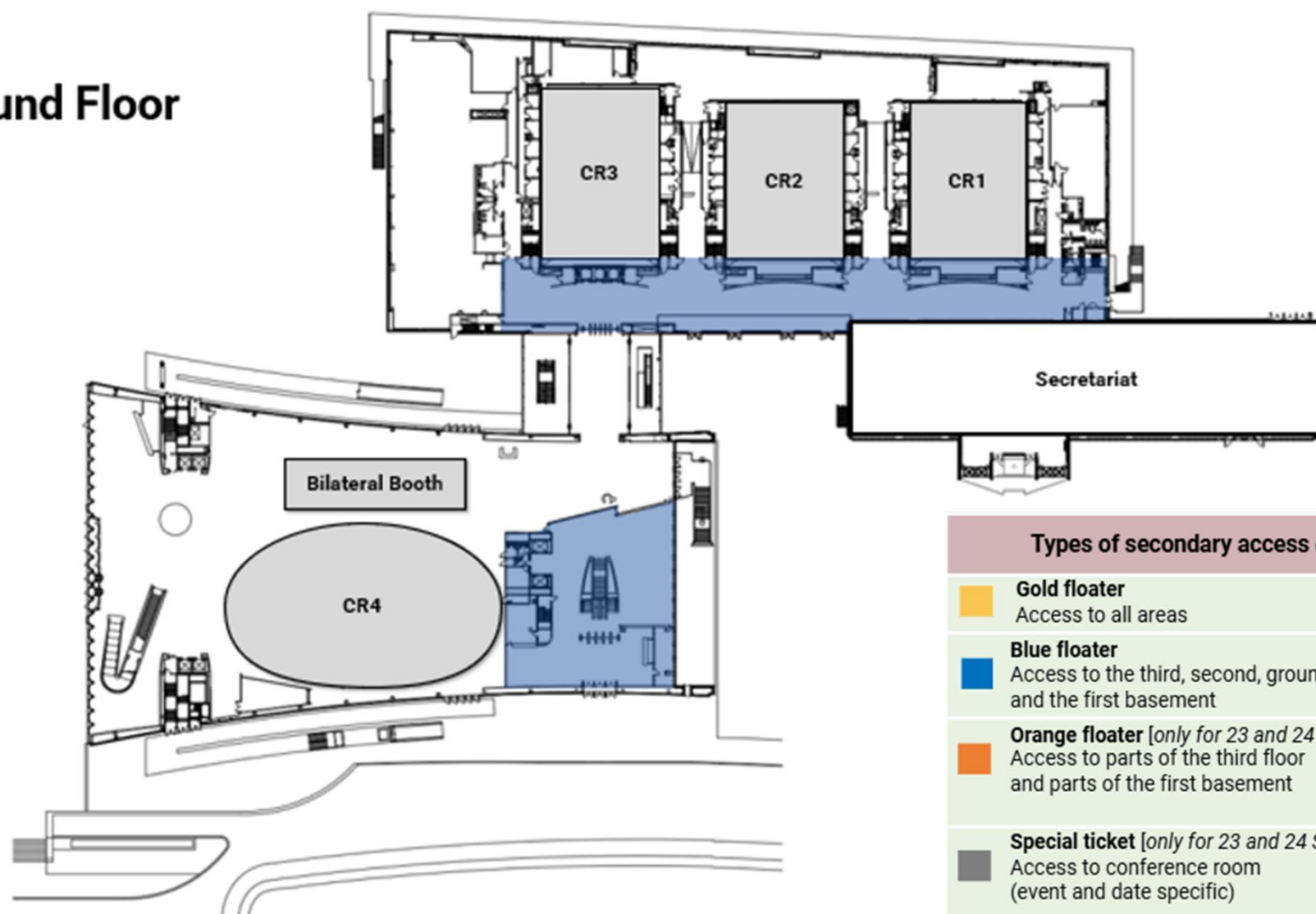
10 a.m.–1 p.m.	Afghanistan to Luxembourg
1–4 p.m.	Madagascar to Zimbabwe
4–5.30 p.m.	Holy See, State of Palestine, General Assembly-accredited intergovernmental organizations and specialized agencies and related organizations.

Thereafter, access cards may be collected at the Protocol Office, in room S0200, during office hours.

## First Basement



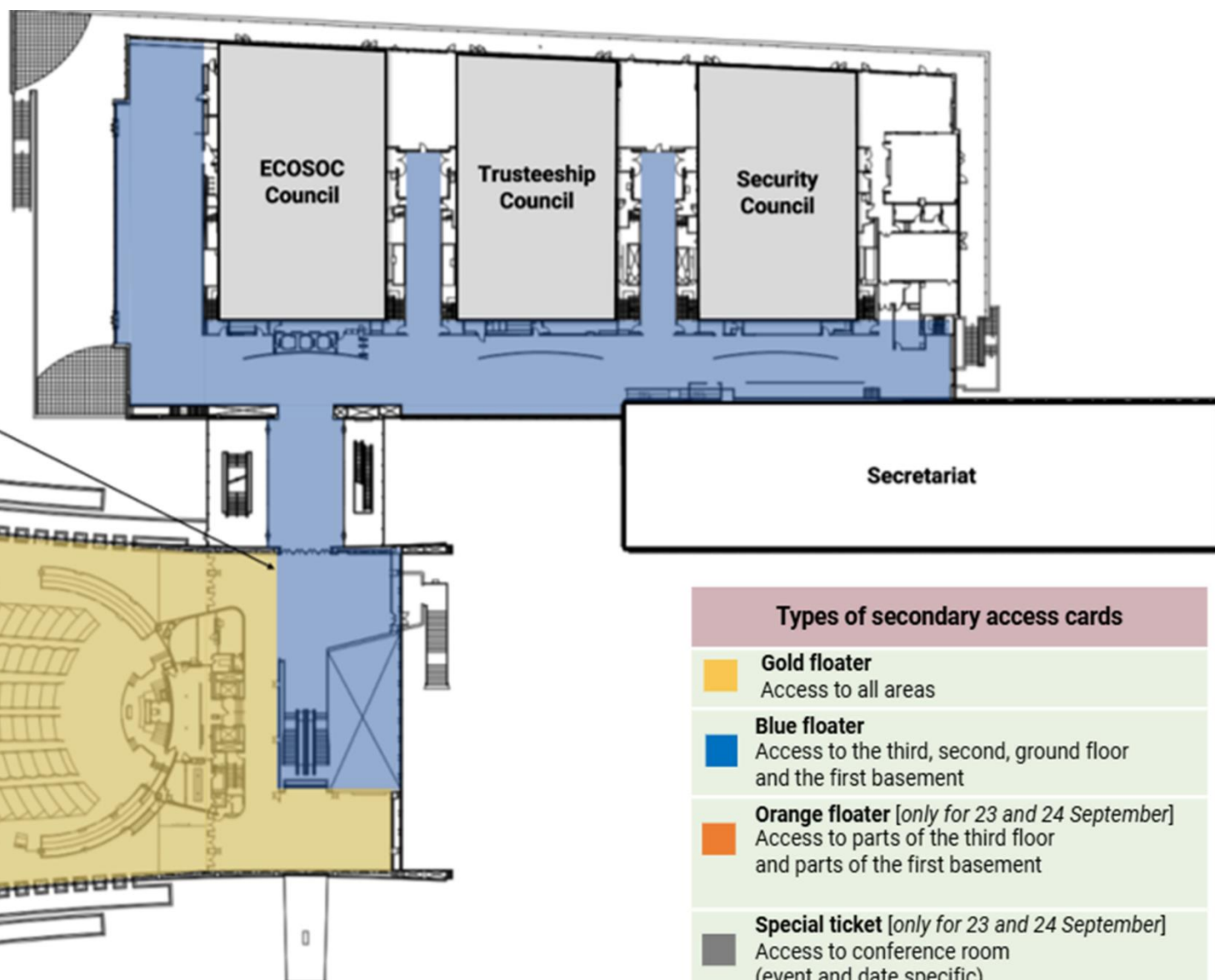
## Ground Floor



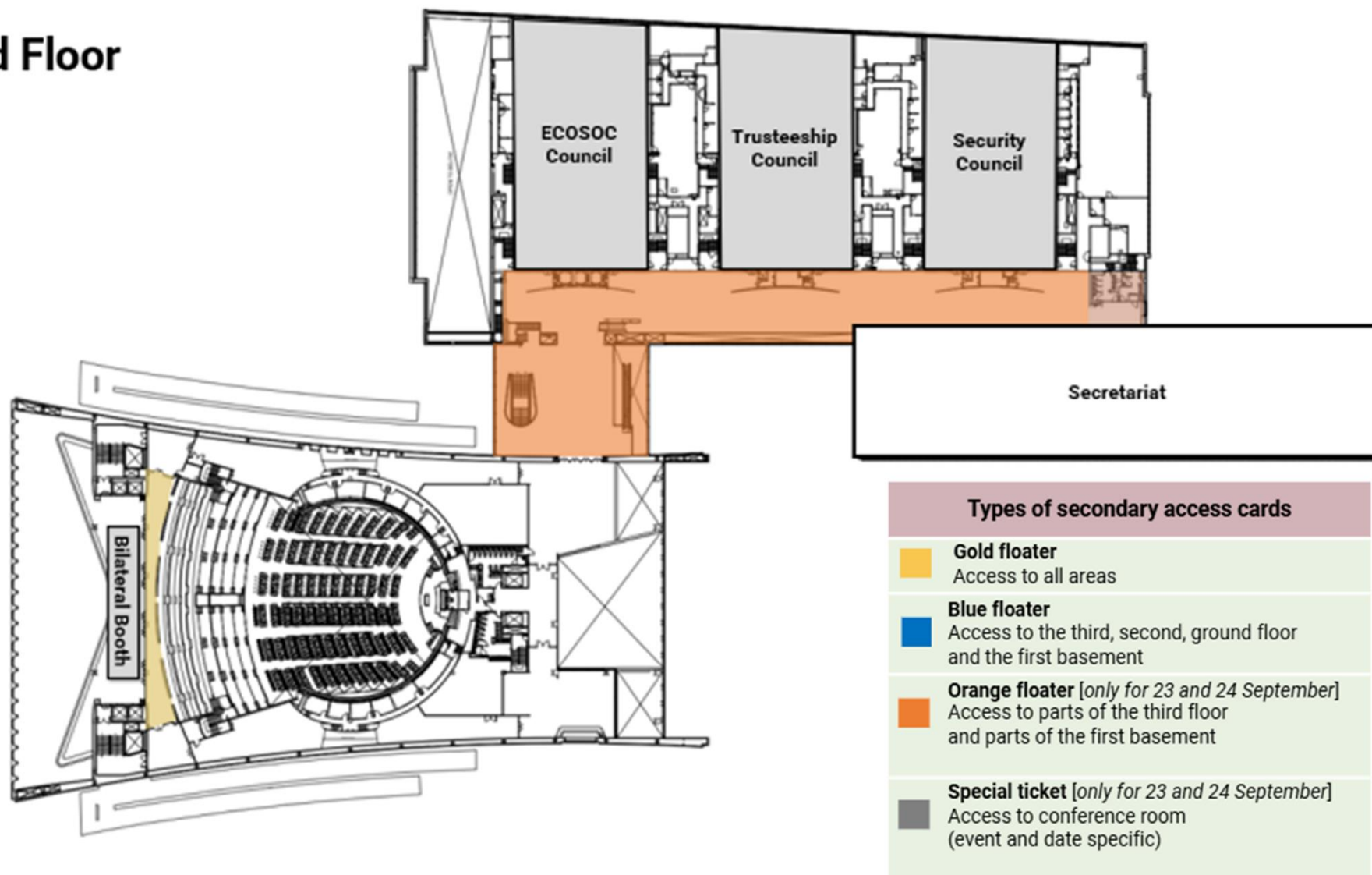
### Types of secondary access cards

- Gold floater**  
Access to all areas
- Blue floater**  
Access to the third, second, ground floor and the first basement
- Orange floater** *[only for 23 and 24 September]*  
Access to parts of the third floor and parts of the first basement
- Special ticket** *[only for 23 and 24 September]*  
Access to conference room (event and date specific)

## Second Floor



## Third Floor

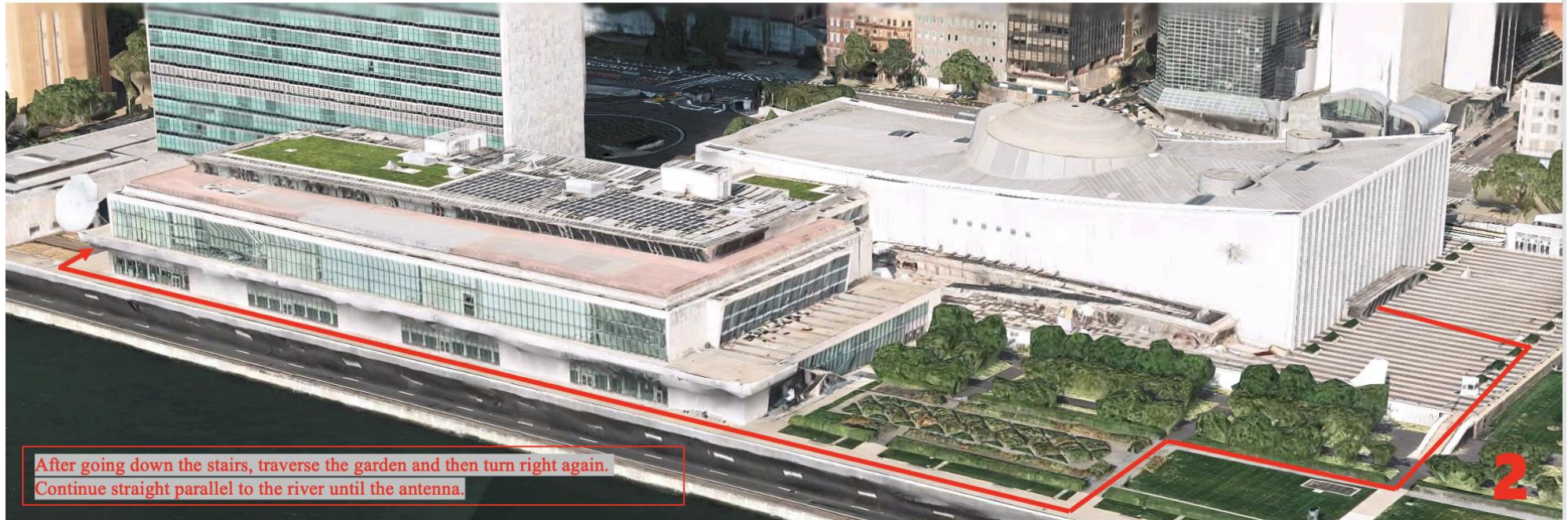




## 7. Alternative path from General Assembly building to Secretariat building without secondary access cards

Delegates may use an alternative path, as shown below, to commute between buildings.

From the bilateral booths, exit through the Canadian Doors (next to the Sputnik monument) to the plaza. Then turn right and go down the stairs outside.





**7. Alternative path from General Assembly building to Secretariat building without secondary access cards**

Continue across the promenade and enter the first entrance of the South Annex Building. Then continue through the interior to the Secretariat Building using the Café de la Paix hallway.



## 8. Additional Information

### GA80 High-level week - Useful information and tips

1.	High-level week of GA80	Monday, 22 September to Tuesday, 30 September 2025.
2.	Closing of GA79/Opening of GA80	Tuesday, 9 September 2025 Closing of GA79 – 11 am Opening of GA80 – 3 pm <i>[For GA80, the first seat goes to Niger]</i>
3.	GA80 Joint Briefing for Delegations	Thursday, 14 August 2025 at 3:00 pm in Conference Room 4
4.	GA80 Open House	Wednesday, 20 August 2025 from 2 pm to 6 pm in Conference Room F. The Open House will mainly focus on issues relating to registration and access/secondary access passes, as well as other issues relating to the High-level meetings. There is no need to make a reservation.
5.	Distribution of access cards	Thursday, 18 September 2025, from 10 am to 5:30 pm in Conference Room A. Access cards will be distributed to delegations <b>on a staggered schedule</b> as below. Those who cannot make it on 18 Sept. may collect the access cards the following day at the Protocol Office (S-0200) during office hours. ➤ 10 am – 1 pm: Afghanistan to Luxembourg ➤ 1 pm – 4 pm: Madagascar to Zimbabwe ➤ 4 pm – 5:30 pm: Holy See, State of Palestine, and all IGOs and Specialized Agencies
6.	Welcoming Reception by SG	Tuesday, 23 September 2025, 8:00 – 8:50 am (HS/G level only) - ECOSOC Chamber. Light refreshments will be served in the North Delegates' Lounge <i>[There will be no State Luncheon this year.]</i>
7.	Registration for GA80 H-L week <u>22-30 September</u> including: “general debate” and other H-L meetings	Open: Monday, 11 August 2025 [via the eRegistration at <a href="https://e-delegate.un.org/">https://e-delegate.un.org/</a> ] Close: Friday, 12 September 2025 COB at 5:30 pm (deadline)  a. There is no need to submit a separate registration for each H-L meeting for the same delegation. Registration to the GA80 H-L week will cover the period from <u>22 to 30 September</u> (H-L week) which includes “general debate” and all other high-level meetings (i.e. UN80 anniversary, NCD, PoA of Youth, SDG moment, Biennial Summit, etc.). <b>Duration approved will be 22 - 30 September 2025.</b>

		<p>b. For members of delegations who are <b>only attending one of the specific H-L meetings</b> mentioned above, eRegistration focal points may select these meetings in the dropdown menu under “UN General Assembly – Main part of the regular session (Sep-Dec)”.</p> <p>c. The Protocol Office <b>does not</b> register non-government officials who are not members of the official delegations of states (i.e. not on letter of credentials) or GA-accredited organizations. Please refer to #14 below for non-government personnel needing access to UNHQ for side events during the H-L week.</p> <p>d. We kindly ask that you coordinate with your delegations in the capitals and <b>only request a UN pass for those who need access to the UNHQ</b>. It is an unsustainable waste of labor and resources to produce hundreds of passes for delegates who are staying outside UNHQ, or those attendees who are simply based on “guesstimates” and not present at UNHQ during the H-L week.</p> <p>e. If your permanent missions/offices are located within the GA80 restricted zones near the UN, please reach out to your respective building management to obtain “building/resident passes” for those who need access to your offices/buildings. The Protocol Office will not approve UN grounds passes for residents/employees who need to pass through the 2<sup>nd</sup> Avenue checkpoints to access your offices/buildings. <b>UN grounds passes are issued ONLY for access to UNHQ for official meetings/business. The Protocol and Liaison Service reserves the right to request additional information if the numbers of registration requests for any one delegation seem excessive.</b></p> <p>f. For all matters relating to access, meetings registration, VIP passes, VIP sections, and access cards/courtesy tickets, please contact us via the <b>Protocol registration hotline at 1-212-963-7181</b> or email <a href="mailto:chuaw@un.org">chuaw@un.org</a> and copy to <a href="mailto:patrick.ruiz@un.org">patrick.ruiz@un.org</a>. Please <b>DO NOT</b> email to <a href="mailto:unprotocol@un.org">unprotocol@un.org</a>.</p>
8.	Registration for the Committees	Registration for the committee meetings will open at a later stage when the dates are confirmed.
9.	Issuance of UN passes at the Pass Office	<p>Please note that UN grounds passes approved for the period 22-30 September 2025 (H-L week) may be made available for collection at the Pass Office <b>as early as 8 September 2025</b>.</p> <p>For <b>approved</b> registration requests <b>with “proper” photos already uploaded</b>, Missions/Offices may drop off the approval slips with passport copies of the delegates at the Pass Office in advance. Missions/offices will be advised by the Pass Office when the passes will be available for collection. <b>Please note that these passes will be valid for immediate access to UNHQ</b> as soon as they are issued to the delegates.</p>

10.	<b>Mandatory requirements for registration</b>	<p>With immediate effect, the following information are mandatory requirement for online registration for all members of delegations:</p> <ul style="list-style-type: none"> <li>➤ Date of Birth</li> <li>➤ Passport number and country of issuance</li> <li>➤ Photo attachment* (please follow photo specifications required by the Pass and ID office: <a href="https://www.un.org/dgacm/sites/www.un.org.dgacm/files/Documents_Protocol/photo_specifications.pdf">https://www.un.org/dgacm/sites/www.un.org.dgacm/files/Documents_Protocol/photo_specifications.pdf</a>)</li> </ul> <p>*Please be reminded that photo attachment for all members of the delegations (except for VVIP pass requests) must follow the photograph specifications, i.e. “passport” photo with white background and not older than 5 years since it was captured in person in the Pass and ID Office or deposited in the Pass and ID office system.</p> <p>Submission of <u>duplicate</u> registration of the same delegate simply to replace with a new photo is not allowed. If a photo is rejected by the Pass and ID office, the delegate in question must visit the Pass and ID Office in person to have a new photo taken.</p>
11.	<b>Issuance of VVIP/VIP passes</b>	<p>VVIP and VIP passes are issued by the Protocol Office and will be released to Missions/Offices at the same time as the distribution of access cards in <b>Conference Room A on Thursday 18 September</b> (see #5 above).</p> <p>For VIP delegates requiring access to UNHQ for official business/meetings <u>prior to 18 September</u>, their VIP passes may be collected from the Protocol Office in Room S-0200 during office hours.</p> <p>To avoid a VIP pass rejection, Missions are kindly reminded to provide the Protocol Office (<a href="mailto:unprotocol@un.org">unprotocol@un.org</a>) with their updated government lists including HS, VP, PM and all “<b>Cabinet Ministers</b>” ASAP (before submission of the VIP pass requests).</p>
12.	<b>Registration of SECURITY PERSONNEL and request for temporary driver pass and drop-off permit</b>	<p>For registration of security personnel, please use the <b>eRegistration</b> system (select capacity “<b>Security</b>”).</p> <p>Request for temporary driver pass and drop-off permit should also be submitted via the eDelegate portal (under the tab of “Protocol”, then the dropdown menu “<b>Temporary pick up – drop off permits</b>”). This is <u>not</u> handled by the Protocol Office.</p> <p>For assistance, please contact:  ➤ Captain Bjorn Nauf, <a href="mailto:nauf@un.org">nauf@un.org</a>; ➤ Lt. Geir Krokan, <a href="mailto:krokan@un.org">krokan@un.org</a>; ➤ Sgt. Hari Prasad Sharma; ➤ <a href="mailto:security-unhq-specialservices@un.org">security-unhq-specialservices@un.org</a></p> <p>Missions are strongly reminded to register security personnel (armed or unarmed) as “<b>SECURITY</b>” and <b>NOT “DELEGATE”</b>. Misuse of UN grounds pass will result in confiscation of the pass by UN Security.</p>

		For advance team members of security from capitals conducting walk-throughs prior to 8 September, permanent missions should reach out to <a href="mailto:security-unhq-specialservices@un.org">security-unhq-specialservices@un.org</a> to request access tickets to UNHQ for the day of the walk-through.
13.	<b>Registration of MEDIA PERSONNEL</b>	<p>For registration of media personnel, please use the <b>eRegistration</b> system (select capacity “<b>Media</b>”).</p> <p>For assistance, please contact:  ▶ Mr. Tal Mekel, <a href="mailto:mekel@un.org">mekel@un.org</a>; ▶ Marija D. Rokuiziene, <a href="mailto:Rokuiziene@un.org">Rokuiziene@un.org</a>; ▶ <a href="mailto:Malu@un.org">Malu@un.org</a></p> <p>Missions are strongly reminded to register Media personnel (<b>photographers/official photographers, videographers/official videographers, journalists, TV/Radio personnel, etc.</b>) as “<b>MEDIA</b>” and <b>NOT “DELEGATE”</b>.  <b>Misuse of UN grounds pass will result in confiscation of the pass by UN Security.</b></p>
14.	<b>Special/side events</b>	<p>Delegations are kindly reminded <b>NOT</b> to use the eRegistration system to request UN grounds passes for those who are <u>not on the Letter of Credentials</u> or <u>not members of the official delegations to GA80</u>, e.g., speakers, panelists, NGOs, or guests invited by the missions/offices to attend <b>side events at UNHQ</b>.</p> <p><b>Special/side events are NOT handled by the Protocol Office, please DO NOT use the eRegistration system to request UN passes for side events.</b></p> <p>The hosts/organizers (missions/offices or UN departments) of the events are responsible for making access arrangements to UNHQ for their invited participants, including speakers, panelists, NOGs, or guests. For assistance and to request event tickets (SETs), please contact:</p> <p>▶ Captain Dorcus Lourien, <a href="mailto:Dorcus.lourien@un.org">Dorcus.lourien@un.org</a>; ▶ Sgt. Timothy Maweu, <a href="mailto:maweu@un.org">maweu@un.org</a>;  ▶ <a href="mailto:security_Service_coordinator@un.org">security_Service_coordinator@un.org</a></p>
15.	<b>Credentials</b>	<p><b>Credentials</b> for GA80 should be scanned and submitted to the Office of Legal Affairs (OLA) via the <b>eCredentials</b> module (<a href="https://e-delegate.un.org/">https://e-delegate.un.org/</a>). <b>Deadline: 2 September, if possible.</b> Only the original hard copy of the formal credentials should be delivered to OLA located on the 36th floor of the Secretariat Building. There is no need to submit separate credentials for each high-level meeting.</p> <p>For all credentials-related matters, please email <a href="mailto:eCredentials@un.org">eCredentials@un.org</a>.</p>



		When sharing the letters of credentials or delegation lists with the Protocol Office, Missions should upload it in the eRegistration system using the “ <b>Attach delegation lists</b> ” button (next to “New Request” button) in the landing page. There is <b>NO NEED</b> to email them to <a href="mailto:unprotocol@un.org">unprotocol@un.org</a> .
16.	<b>Lists of speakers</b>	<ul style="list-style-type: none"> <li>➤ <b>GA80 general debate:</b> please email <b>Mr. Carlos Galindo</b> at <a href="mailto:galindo@un.org">galindo@un.org</a>.</li> <li>➤ <b>For all other GA matters:</b> please email to <a href="mailto:gaab@un.org">gaab@un.org</a></li> </ul>
17.	<b>Reservation of VIP sections</b>	Reservation of VIP section B for first ladies and requests of courtesy tickets for Section A during the speeches (GA80 general debate) of heads of delegations will open on <b>Tuesday, 9 September 2025</b> . Please use the <b>SG.40 form</b> via the eDelegate portal ( <a href="https://edelegate.un.int">https://edelegate.un.int</a> ) under the tab of “ <b>Protocol</b> ”, then the dropdown menu “ <b>Reservation for courtesy tickets for the general debate</b> ”. These courtesy tickets will be available for collection at the Protocol Office, in room S-0200, <b>after 3 p.m. on the day prior to the address</b> to be made by the head of delegation.
18.	<b>Reservation of bilateral booths</b>	Booking of bilateral booths for the period 22-30 September can be made via the <b>gMeets system</b> starting on <b>Tuesday, 26 August 2025</b> at <a href="https://conferences.unite.un.org/gMeets">https://conferences.unite.un.org/gMeets</a> . Delegations requiring further information regarding bilateral meeting requests should send their questions or inquiries to <a href="mailto:bilats-msu@un.org">bilats-msu@un.org</a> .
19.	<b>Requests for eRegistration accounts changes suspension</b>	Requests for “eRegistration” new accounts or changes of existing accounts will be suspended for the period of <b>25 August to 30 September 2025</b> .
20.	<b>GA80 Information Note</b>	<p>An Information Note for GA80 [A/INF/80/4] covering the arrangements for the 80th general debate and other H-L meetings/summits, as well as all aspects of the H-L week, has been shared with all eRegistration focal points and is available on the Protocol website <a href="https://www.un.org/dgacm/en/content/protocol">https://www.un.org/dgacm/en/content/protocol</a> under “Special Announcements”, and also in the Official Document System of the UN [ODS] at <a href="https://documents.un.org/prod/ods.nsf/home.xsp">https://documents.un.org/prod/ods.nsf/home.xsp</a>.</p> <p><b>The Information Note is very detailed and informative. Please read it carefully. We kindly ask for your consideration before you start calling the Secretariat. Most information and questions asked are already clearly specified in the Note. Thank you for your understanding and cooperation.</b></p>
21.	<b>Protocol and Liaison Service website and working hours</b>	<p>The <b>Protocol and Liaison Service</b> is part of the <b>Department for General Assembly and Conference Management</b>, and its website can be accessed at <a href="https://www.un.org/dgacm/en/content/protocol">https://www.un.org/dgacm/en/content/protocol</a>.</p> <p><b>Ms. Beatrix Kania</b> is the Director and Chief of Protocol.</p>

		<p>To find out who is the protocol desk officer for your country/organization, please see:  <a href="https://www.un.org/dgacm/en/content/protocol/assignments">https://www.un.org/dgacm/en/content/protocol/assignments</a></p> <p>The <u>working hours</u> of the Protocol registration unit in the days prior to and during the GA80 H-L week will be posted on the Protocol website and at the entry to the Protocol Office no later than <u>9 September 2025</u>.</p>
--	--	---

## 9. Bilateral Booths (UNGA80 version)

