



## PARTNERING FOR INNOVATIVE SOLUTIONS FOR SUSTAINABLE DEVELOPMENT

### NOTE ON LOGISTICS

The United Nations Economic and Social Council (ECOSOC) Partnerships Forum will take place on 24 April 2013, from 10:00 a.m. to 6:00 p.m, at the United Nations Headquarters in New York City. The morning's Opening Plenary will take place in the ECOSOC Chamber.

#### Registration and issuance of identification badges

All participants that do not already hold a valid UN pass must pre-register in advance with the ECOSOC secretariat and pick up their badges in the lobby of the visitors' entrance of the General Assembly (GA) Building (entrance is between 45<sup>th</sup> and 46<sup>th</sup> Streets and 1<sup>st</sup> Avenue), after passing through UN security. **Only participants that have pre-registered and whose names are on the security list will be provided an identification badge at registration.**

Registration tables will be located in the GA Lobby. Registration will take place from 9:00 a.m. until 4:00 p.m. Volunteers will be posted at the Registration table and other locations to provide directions to the conference room.

Due to strict security measures, we encourage all pre-registered participants to arrive at least one hour before the start of the Plenary – scheduled for 10:00 a.m. Non-UN pass holders will be requested to go through the security “tent” at the UN visitors' entrance, located on First Avenue between 45<sup>th</sup> and 46<sup>th</sup> Streets, and present a valid photo ID. You will be required to check in suitcases and large carry-all bags (while inside the “tent”). We apologize for this inconvenience but please allow enough time to go through this process.

Only written registration forms received on or before **Tuesday, 16 April 2013** will be taken into account for the issuance of an entry badge. Badges have to be worn at all times while on the United Nations premises.

**Please note that participation at this exclusive event is by invitation only. These invitations can only be transferred with the permission of the meeting organizers.**

#### Location of meeting:

The opening Plenary and morning's policy dialogues will be held in the newly renovated **ECOSOC Chamber**. The afternoon's Partnerships Clinics (with the exception of the WIPO Clinic which will take in the ECOSOC Chamber) will take place in the **North Lawn Building** conference rooms specified in the programme posted on this site. Participants should allow sufficient time (approximately 15 minutes) so as to ensure they are back in the ECOSOC Chamber by **5:15 pm** for the Closing Plenary.

**Hotels:**

If needed, participants are requested to make their own hotel bookings. Please click [here](#) for information on New York hotels.

**Lunch:**

Participants are welcome to purchase their meal (**cash only**) at the UN Cafeteria located on the ground floor of the Secretariat Building. Volunteers will be present to guide participants to the Cafeteria which has a variety of food at reasonable prices. Or, you may choose to dine at one of the many restaurants located in close proximity to the UN. Due to limited time available, as well as the need to go through security screening and long lines again in order to re-enter the UN premises, we strongly encourage participants to take their lunch at the UN on that day.

**ECOSOC secretariat contact information**

**For registration and logistical issues:** Ms. Stephanie Rudy, telephone +(1-212) 963-4846; email: [rudy@un.org](mailto:rudy@un.org) or Ms. Linda Sanchez at +(1-917-848-8537)

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