



U.N. Department of Economic and Social Affairs  
**Financing for Development Office**

Expert Group Meeting

**“REGIONAL COOPERATION ON FINANCING FOR DEVELOPMENT”**  
(New York, 15-16 November 2010)

### **INFORMATION FOR PARTICIPANTS**

#### ***Registration***

*Registration hours as follows:*

**9.00 a.m. to 9.45 a.m.**

Participants are kindly requested to go to the Visitors' Entrance of the United Nations Headquarters, located at 46th Street and First Avenue, for security check. You will be asked to go through a metal detector. Please allow yourself enough time to go through this process. We apologize for this inconvenience and hope for your understanding.

#### ***Security badges***

Badges will be issued during the aforesaid hours only at the ***Registration Desk*** in the Visitors' Lobby of the General Assembly Building, upon presentation of a valid picture ID. Participants are required to carry their badges at all times while in the United Nations' premises. *(Please note that the Financing for Development Office will only issue badges to those who have confirmed participation prior to the meeting.)* Please let us know the name of colleague/s who will accompany you, so we can also request UN ID badge for them. Any questions concerning grounds passes can be addressed to Ms. Victoria Panghulan by phone +(1-212) 963-3925; by facsimile +(1-917) 367-5869; or by e-mail (panghulanv@un.org).

#### ***Location of meeting***

The meeting will be held in ***Conference Room E***, located in the New Lawn Building. Staff will be available to direct you to the meeting room.

### ***Documentation***

Copies of the Agenda, Concept Note, List of Participants and relevant documentation will be available during the meeting. If you have documentation that you wish to be distributed to other participants, please send an electronic version, preferably a Word file, to Ms. Victoria Panghulan ([panghulanv@un.org](mailto:panghulanv@un.org)). All documents will be posted on the Financing for Development Office website at <http://www.un.org/esa/ffd/msc/regionalcooperation/index.htm>.

### ***Presentation***

If you have a powerpoint presentation, please send an electronic version to Ms. Victoria Panghulan ([panghulanv@un.org](mailto:panghulanv@un.org)), by Friday, 12 November.

### ***Contact information***

For queries on substantive issues, please contact Mr. Krishnan Sharma (e-mail: [sharmak@un.org](mailto:sharmak@un.org); tel. +1 212 963-4451) or Mr. Daniel Platz (e-mail: [platz@un.org](mailto:platz@un.org); tel. +1 212 963-3664).

### ***Additional information***

#### ***Visa***

If you require a visa, please note that you are responsible for own VISA arrangement. You may include the letter of invitation with your VISA request.