

**Secretary-General's High-Level Meeting on Financing  
the 2030 Agenda for Sustainable Development  
24 September 2018, 3 p.m. – 6 p.m.  
ECOSOC Chamber - UNHQ New York**

*Logistical Note*

**Format**

The Meeting will be attended at the highest levels by Member States and representatives from the business, philanthropic and civil society sectors. It will feature opening remarks by the Secretary-General and a keynote address, followed by three panel discussions to be conducted in the “Davos” format. A moderator will guide participants through the proceedings. At the end of each panel discussion, the moderator will take interventions from the floor, time permitting.

**Venue**

The meeting will take place in the **ECOSOC Chamber**, located on the second and third floors of the United Nations Conference Building in New York. Panellists and UN Member State Representatives are invited to access through the second-floor entrance. All other participants are requested to access the Chamber on the third floor.

Invited non-accredited participants will be welcomed at the 46th street and 2nd avenue checkpoint where they will be issued day passes and then escorted through the 1st avenue checkpoint through screening to the 3rd floor of the ECOSOC Chamber, from **2.00 to 2.30pm**. Please keep in mind that during High-level week special security measures are in place that may prolong screening procedures. The meeting will **start promptly at 3.00pm**.

**Secondary passes and tickets will be required by ALL participants, including government delegations, for entry to the ECOSOC Chamber.**

**Access**

**UNITED NATIONS MEMBER STATES**

Member States will receive 1+1 ticketed access to the event. As the meeting falls under the arrangements for the High-level week, **two tickets** per Permanent Mission will be made available by the United Nations Protocol Office as part of the packages for UNGA 73. Tickets will act as secondary access cards for the duration of the meeting only. These will have to be complemented by UN grounds pass or VIP access cards. **Entrance to the event is strictly by ticket only**, to be presented to UN security together with a UN grounds pass.

**CIVIL SOCIETY REPRESENTATIVES**

Event tickets will be issued to invited civil society representatives to the meeting. Due to limited seating availability, only **one ticket** will be issued per participant. Focal point for the collection of special event tickets for invited civil society representatives is Mr. Philipp Erfurth ([erfurth@un.org](mailto:erfurth@un.org), +1 (917) 367-4938). Invited representatives may wish to arrange for ticket pickup with the focal point. **Entrance to the event is strictly by ticket only.**

### INTERGOVERNMENTAL ORGANIZATIONS

Event tickets will be issued to invited intergovernmental organizations, multilateral development banks and philanthropic organisations. Due to limited seating availability, only **one ticket** will be issued per participant/organization. The focal point for the collection of special event tickets for invited representatives from intergovernmental organizations is Ms. Isabel Tañedo ([tanedo@un.org](mailto:tanedo@un.org), +1 (212) 963-0500). Invited representatives may wish to arrange for ticket pickup with the focal point. **Entrance to the event is strictly by ticket only.**

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### UNITED NATIONS SYSTEM/SPECIALIZED AGENCIES

Event tickets will be issued to invited representatives from United Nations System/Specialized Agencies. Due to limited seating availability, only **one ticket** will be issued per participant/organization. The focal point for the collection of special event tickets for representatives from United Nations System/Specialized Agencies is Ms. Anjali Rangaswami ([rangaswami@un.org](mailto:rangaswami@un.org), +1 (212) 9631201). Invited representatives may wish to arrange for ticket pickup with the focal point. **Entrance to the event is strictly by ticket only.**

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### PRIVATE SECTOR REPRESENTATIVES

Event tickets will be issued to invited private sector participants. Due to limited seating availability, only **one ticket** will be issued per participant/organization. Focal point for the collection of special event tickets for invited private sector participants is Mr. Philipp Erfurth ([erfurth@un.org](mailto:erfurth@un.org), +1 (917) 367-4938). Panellists may wish to arrange for ticket pickup with the focal point. **Entrance to the event is strictly by ticket only.**

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### SPECIAL GUESTS

Event tickets will be issued to special guests to the meeting. Due to limited seating availability, only **one personalized ticket** will be issued per participant. Kindly bring a valid photo ID as security officers will check personalized tickets. Focal point for the collection of special event tickets for special guests is Mr. Gregory Barrett ([barrettg@un.org](mailto:barrettg@un.org), +1 (917) 3674723). Invited representatives may wish to arrange for ticket pickup with the focal point. **Entrance to the event is strictly by ticket only.**

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**It will not be possible to enter the meeting room without a ticket for the event.**

PLEASE BRING A VALID PHOTO ID.

### **Seating Arrangements**

**Panellists in Panel 1** will take their seats by 3pm at reserved and Member-State-labelled seats on the left lateral row on the main floor next to the Davos-style seating arrangement. Advisors of panellists in Panel 1 will have reserved seating directly behind the respective seat of their Head of State/Head of Government. Following the keynote address, the moderator will invite panellists of panel 1 to transfer to their seats in the Davos-style seating arrangement in front of the podium and panellists will be escorted by United Nations staff to their respective seats. At the end of session 1,

the moderator will thank panellists. United Nations staff will escort panellists back to their respective delegation's seat.

**Panellists for Panel 2** will have assigned seats in the staging area in the centre of the floor in front of the Davos-style seating arrangement. Advisors of panellists of panel 2 will be seated in the general seating section on the balcony. The moderator will invite panellists to transfer to the assigned seats in the Davos-style seating arrangement at the beginning of their session. Panel 2 is scheduled to commence at approximately 4.10pm. At the end of session 2, the moderator will thank panellists. Panellists will then return back to their reserved seat.

**Panellists for Panel 3** will have assigned seats in the staging area in the centre of the floor in front of the Davos-style seating arrangement. Advisors of panellists of panel 3 will be seated in the general seating section on the balcony. The moderator will invite panellists to transfer to the assigned seats in the Davos-style seating arrangement at the beginning of their session. Panel 3 is scheduled to commence at approximately 5pm. At the end of session 3, the moderator will thank panellists. Panellists for Panel 3 will stay seated in the Davos-style arrangement for the closing remarks until the suspension of the meeting at 6pm.

**Heads of delegations from UN Member States** will be seated in alphabetical order. **Due to the layout of the ECOSOC Chamber, all Member States will be assigned table placement with a microphone, however, in a number of cases a +1 second seat will not be available directly behind the Head of Delegation. In such cases, the third-row seats on the main floor of the Chamber, as well as gallery seats, will be available for the second person of the affected delegations.**

Seating for **Heads of UN system entities, special guests, invited civil society organisations, intergovernmental organizations and multilateral development banks** is available on the balcony of the chamber, according to seating availability. No general seating will be available for this event. Only one seat will be assigned per participant/organization.

### Interactive Discussion

If time permits, each panel will feature a short interactive discussion component of 10 minutes, during which speakers from the floor may address the meeting. There will be **no speakers list**. Participants wishing to speak will be called on by the moderator to address the meeting. Due to time constraints, interventions will be limited to a maximum of **2 minutes** to allow a maximum number of speakers to engage in the discussions. Speakers are encouraged to present clear messages and/or questions for a focused discussion and are kindly requested to adhere to the time allocated.

### Website

Relevant information, including the latest programme and concept note are available at:  
<https://www.un.org/sustainabledevelopment/financing-2030/>

### Meals

The following options are available in United Nations Secretariat building:

- The Delegates Dining Room
- The Lobby Café on the ground floor of the Secretariat

- Main Cafeteria on the 4<sup>th</sup> floor of the Secretariat
- Vienna Café in the Basement of the Conference Building

Various restaurants are also available within a short walking distance of United Nations Headquarters.

### Transportation in New York

By subway: Number 4, 5, 6 or 7 trains to Grand Central Station, then walk east three blocks on East 42<sup>nd</sup> St to 1st Avenue.

New York City taxis are available from any destination.

**Please note that traffic will be restricted, and security will be heightened so please allow for additional time to enter the building.**

### Other Logistical Information

Banks	Chase Manhattan Bank, located at the corner of East 44th Street and 1st Avenue (open from 8 a.m. to 4 p.m.). ATMs are also located in various locations of the UN premises at the ground floor of the Secretariat and the UN Visitor Centre in the basement of the General Assembly.
Medical services	Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. The United Nations does not take responsibility for the ill health of any participants during their stay. Medical attention is available during regular working hours from 9:00 a.m. to 5:30 p.m. at the UN Secretariat (5th floor).

### Contact Information

For further queries regarding the meeting, please contact:

[SDGfinancing@un.org](mailto:SDGfinancing@un.org)