

**Fifty-Second session of the Commission on the Status of Women
25 February to 7 March 2008**

NGO Participation Information Note

Arrangements for NGO representatives attending the fifty-second session of the Commission on the Status of Women (CSW) have been made as follows:

Grounds Passes

NGOs should enter the United Nations at all times via the Visitor's Entrance in the General Assembly Building (First Avenue and 46th Street), and will be required to pass through the security checkpoint and metal detectors. On the first day of the session, there will be a separate metal detector set up exclusively for NGO representatives attending the fifty-second session of the Commission on the Status of Women.

Upon arrival on the UN premises, please present yourself to the **DAW registration desk** in the United Nations Visitor's Lobby with your individual letter of confirmation and photo identification. You will be issued a United Nations Grounds Pass. Please note that no pass can be issued without the UN Division for the Advancement of Women's letter of confirmation **and** an official ID with photo (such as passport or driver's license).

Kindly note that the United Nations grounds passes are to be worn visibly at all times.

Registration Times

The **DAW registration desk** will be open at the following times:

Friday, 22 February:	10:00-12:30;	2:00-4:00
Saturday, 23 February:		2:00-6:00
Mondays, 25 February and 3 March:	8:00-12:30;	2:00-4:00
Tuesdays-Thursdays during CSW 52:	9:00-12:30;	2:00-4:00
Fridays, 29 February and 7 March:	9:30-12:00;	Closed in the afternoon

Participation in CSW Session

The fifty-second session of the Commission on the Status of Women will be held in Conference Room 2. The sessions are scheduled from 10:00 a.m. to 1:00 p.m., and from 3:00 p.m. to 6:00 p.m., Monday through Friday. To ensure a timely start of all sessions, all participants are requested to be seated promptly at 10:00 a.m., and 3:00 p.m.

Conference Rooms are located in the basement of the UN Conference Building. NGO representatives with valid passes will be admitted to the Conference Room area through the doors near the United Nations Bookshop and Post Office in the basement, unless they require the use of elevators. Elevators are located to the left of the Visitor's Lobby, through the glass door by the Guided Tour desk.

NGO representatives may attend all open meetings of the Commission. They may also attend informal consultations subject to the agreement of the chairperson of the informal consultations.

Oral statements

A number of NGO representatives will be able to speak during the general debate and interactive panel discussions. The chairperson of a meeting will call on NGO speakers, subject to time availability.

In an effort to bring broad-based views of the NGO community to the inter-governmental process, preference will be given to NGO participants speaking on behalf of a group of organizations or a caucus. Whenever possible, NGO representatives are, therefore, encouraged to prepare joint statements.

NGO representatives requesting to make an oral statement are kindly reminded to focus their intervention on the theme being discussed at specific meetings. There will be interactive panels on the priority theme, the review theme and the emerging issue theme. Inputs should be focused on the particular theme being considered at the time of the intervention. Interventions during the interactive panel discussions should not be in the form of a prepared statement. Speakers should contribute to the ongoing discussion and/or ask questions to the experts on the panel. In all interventions, NGOs are requested to adhere strictly to the time limits.

a) Requests to speak during the CSW General Discussion

Representatives of NGOs in consultative status with the Economic and Social Council who wish to make an oral statement during the Commission on the Status of Women should submit a request to CSW52@un.org. Such requests should be submitted no later than **FEBRUARY 23, 2008**.

Requests should clearly indicate:

- the topic(s) covered by the statement (in summary form)
- the preferred session (general discussion or interactive panels; see below)
- the organization(s)
- the name of the speaker
- an email address at which the speaker may be contacted
- a local (New York) phone number at which the speaker may be contacted.

In addition, NGOs need to bring 22 copies of their oral statement to the DAW registration desk (in the Visitors' Lobby) or the DAW information desk (in the neck area) at least and no later than 24 hours before the session at which the NGO is invited to speak. Failure to adhere to this deadline will result in the NGO being removed from the Speakers' List.

Oral statements are not to exceed three minutes (i.e., about two pages double-spaced using font 12).

Only a limited number of NGO representatives can be given the floor due to time constraints. In an effort to enable the diverse views of the NGO community to enrich the intergovernmental process, preference will be given to joint statements prepared on behalf of several organizations or caucuses.

DAW will notify the requestor by email when the Speakers' List has been compiled. Please check your email frequently. In addition, updated versions of the Speakers' List are posted in Conference Room B as they become available.

Representatives of NGOs who are on the Speakers' List will be seated in a specially-designated area of the conference room and are expected to be present during the session in which they will be given the floor.

b) Requests to speak during the CSW interactive panels on the priority theme, the review theme and the emerging issue theme

Representatives of NGOs are requested to submit a request to speak to CSW52@un.org at least 24 hours before the sessions begin and provide a short summary on the intervention. Please also adhere strictly to the three-minute time limit during these interventions.

Representatives of NGOs are not required to submit copies of interventions they wish to make during the interactive panel discussions. These interventions should aim to contribute to the ongoing discussions and may take the form of questions to the experts on the panels.

NGO meetings and caucuses

Conference Room B has been reserved for NGO representatives to hold caucuses and workshops.

A photocopier has been set up in Conference Room B for exclusive use by NGO representatives attending the fifty-second session of the Commission on the Status of Women. Kindly note that photocopy paper will not be provided; please bring US standard letter size paper (8½ in. x 11 in.) for copying (any other size will jam the machine.) Please refrain from using the photocopier, computers and printers while the room is being used for caucuses and workshops.

The Church Centre Building, located on the corner of 44th Street and First Avenue, has been specifically reserved by the NGO Committee on the Status of Women for use by NGO representatives attending the fifty-second session of the Commission on the Status

of Women. Kindly contact the NGO Committee on Status of Women to use this space for meetings and caucuses.

Morning Briefings

The NGO Committee on the Status of Women organizes daily morning briefings from 9:00-9:45 a.m., except on the first Monday, 25 February, to provide information to NGO participants on various issues of interest to the participants. The sessions close promptly at 9:45 a.m. and the attendees should leave the meeting room level immediately so that the official meetings could start on time.

Parallel Events

NGO parallel events take place in the Church Center Building.

NGOs that are organizing events on United Nations premises together with UN entities or Member States are requested to strictly keep to the scheduled time so that the next event on the programme may start promptly.

A daily schedule of CSW events, including NGO parallel events, will be prepared and distributed by DAW. Any request for changes in the scheduled events should be directed to Ms. Tsu-Wei Chang (CSW52@un.org). Only scheduled changes received by 1:00 p.m. each day will be reflected in the next day's schedule.

Official documents

A limited number of copies of official documents of the fifty-second session of the Commission on the Status of Women are reserved by Conferences Services for NGO representatives. These documents will be displayed in Conference Room B.

NGO representatives are strongly urged not to take more than one copy of each official document per organization.

NGO representatives are requested not to ask for official documents at the documentation booths in the Conference Room area: distribution of official documents from the conference room booths is reserved for government delegations, and NGO requests cannot be accommodated at this location.

Programme information

The Journal of the United Nations is issued daily. It contains information on the daily programme of official meetings in the United Nations, including changes in schedules, meeting room assignments, and related announcements.

DAW also distributes the daily schedule of CSW events at the **DAW registration desk** as well as the **DAW publication display /information desk** for CSW in the Conference Building Neck area (The Neck Area is the passage located in the basement of the UN Conference Building, between Vienna Café and the elevators, and next to Conference Room 2). Additional information can also be obtained at the daily morning briefings for NGOs.

Reminders

- **Under no circumstances are demonstrations of any kind permitted on United Nations premises.**
- The United Nations is a non-smoking building.
- No food or beverages can be brought into or consumed in any of the conference rooms, including the Dag Hammarskjold Library Auditorium.
- No items can be sold on the premises of the United Nations.
- No luggage is permitted in the United Nations premises, such as carry-ons, backpacks, etc. Please make arrangements for storing your luggage prior to arrival at UN Headquarters.
- Under no circumstances should items be affixed to the plasma TVs, walls, doors or painted surfaces. In order to facilitate information sharing, there will be a notice board inside Conference Room B. This is the only place where NGO representatives may place notices.
- The United Nations will not be responsible for damage or theft of articles.
- Full co-operation with the UN Security Service is expected.
- When in the cafeteria, please do not move tables and chairs into clusters so as to hold impromptu meetings; the cafeteria is strictly for eating purposes.

Finding your way around UN Headquarters and the surrounding area

Please note that copies of a sketched map of the UN headquarters will be available at the **DAW registration desk**. Please see below the location of some of the most commonly used facilities:

- **UN Visitor's Entrance:** 1st Avenue & 46th Street
- **NGO Resource Center:** Located in the basement of the Dag Hammarskjold library, which is in the south side of the UN compound near the 42nd Street entrance.

- **DHL Auditorium:** Located in the basement of the Dag Hammarskjold library.
- **Conference Rooms 2, A, and B:** Located in the Conference building basement.
- **Cafeterias in UN Secretariat:**
 - Main cafeteria: South Lobby
*Breakfast 8:00 am-10:00 am; Lunch 11:00 am-3:00 pm;
Dinner 5:00 pm-8:30 pm*
 - Vienna Café: GA-B1
8:00 am-6:00 pm
 - Delegates Dining Room: 4th Floor
Lunch served daily: 11:30am to 2:30 pm, reservations: (212) 963-7625
 - Visitor's coffee shop: GA concourse
- **Tourist Information Center in the UN:** Located in front of the main cafeteria, near the Security Guards' post, there you can get information about New York City.

Useful United Nations phone numbers:

For fire and other emergencies, please go to a public phone and dial 911

United Nations Security and Safety Services 24-hour emergency line: (212) 963-6666

NGO Committee on the Status of Women: e.mail ngo_csw_ny@hotmail.com

Phone: (212) 209-3961 Fax: 212 209-7161

DAW: email csw52@un.org or leave message at (212) 963-8370

Public transportation to the United Nations:

Bus : M15, 27, 42, 50, 98, 101, 102, 103, 104

Check map at: <http://www.mta.info/nyct/maps/manbus.pdf>

Metro/Subway: Grand Central Station (line 4, 5, 6, 7 and S)

Check map at: <http://www.mta.info/nyct/maps/submap.htm>