



Office of the Director-General
Non-Governmental Organizations Liaison Unit
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NGO CENTRE

RESERVATION OF MEETING SPACE

*(to be submitted at least 3 business days before the planned date of the meeting,
to unog.ngo@un.org)*

Full Name and Acronym of the Non-Governmental Organization (as shown in the iCSO database):

Title of meeting:

Date of meeting: _____

Time of meeting - From : _____ **to:** _____

Number of participants (no more than 15): _____

Name of authorized signatory (President/Chief Administrative Officer/Main representative with accrediting rights):

Date: _____

Signature: _____

☐ **The NGO accepts the terms and conditions governing the use of United Nations premises by Non-Governmental Organizations in consultative status with ECOSOC for the organization of meetings at the UNOG NGO Resource and Service Centre, as follows:**

1. The NGO meeting's objectives are in line with the United Nations purposes and objectives as defined in the Charter of the United Nations and are strictly non-commercial.
2. The use of the United Nations emblem/logo on NGO material is expressly prohibited.
3. The United Nations flag may not be displayed in the NGO Resource and Service Centre.
4. No entrance or enrolment fees will be demanded from participants of the meeting.
5. Participants of the NGO meeting must be in possession of access badges for UNOG (e.g. grounds pass or event badge). The NGO Liaison Unit is not in a position to facilitate access to persons without access badges.
6. Meeting participants must display their badge visibly at all times when entering and exiting, and while present at UNOG.
7. Meeting participants must comply with the requests and instructions of United Nations officials and security staff relating to access and use of United Nations facilities and premises. Participants may be subjected to security scrutiny.
8. The display and advertisement of names and logos of private sector companies at UNOG is expressly prohibited.
9. NGOs are not permitted to host award ceremonies at UNOG.
10. Materials containing abusive or offensive language or images are not permitted at UNOG.
11. Distribution of NGO material is not permitted at UNOG, including in the Cafeteria, Serpentine Bar and other public places.
12. Use of photography or any other form of recording equipment is not permitted at UNOG.
13. NGOs are not permitted to hold press conferences or interviews at UNOG.
14. Smoking is not permitted at UNOG.
15. Eating and drinking is not permitted in the NGO Resource and Service Centre.
16. Users of cell phones should not disturb other users of the Centre.
17. Meeting organizer will be held liable for all damage connected with the use of the NGO Resource and Service Centre.
18. The NGO Liaison Unit reserves the right to cancel the meeting and deny the possibility to reserve the NGO Resource and Service Centre for the NGO in case of non-compliance with the above.