

Procedure for Non-Governmental Organizations (NGOs)
in consultative status with ECOSOC
to reserve a meeting room at the United Nations Office at Geneva (UNOG)

In accordance with the [ECOSOC Resolution 1996/31](#), which governs the consultative arrangements between the United Nations (UN) and NGOs, accommodation may be provided for conferences or smaller meetings of NGOs with consultative status.

Meeting rooms may only be granted for activities that are in line with the UN purposes and objectives, as defined in the [Charter](#), and that are strictly non-commercial. Rooms may be made available to NGOs accredited at UNOG for the following purposes:

- Meetings, seminars, conferences and consultations with the Secretariat and/or Governments and/or other Non-Governmental Organizations on matters related to the concerns of the Economic and Social Council of the United Nations (ECOSOC).
- Meetings, seminars, conferences, and consultations in support of the UN mandate and activities.

The [NGO Liaison Unit at UNOG](#) is the focal point for NGOs requesting a meeting room at the Palais des Nations. Official United Nations activities have priority; therefore, the availability of conference rooms shall be without guarantee. UNOG may withdraw its agreement at any time and without incurring any liability in that regard. UNOG reserves the right to refuse or cancel any meeting that it considers to be inconsistent with the objectives of the United Nations.

To make a room reservation, the below terms and conditions governing the reservation of meeting rooms at the Palais des Nations and the room booking form (page 4) should be filled in, signed and returned by email, together with the required concept note and a provisional program of the event, to the NGO Liaison Unit at unog.ngo@un.org, **at least 6 weeks prior to the planned date of the meeting.**

Information on how NGO representatives can manage the registrations to their meeting at the Palais des Nations on the [Indico](#) platform, will be provided to assist NGOs in preparing for their meeting.

Terms and conditions governing the use of UN premises
by NGOs in consultative status with ECOSOC
for the organization of meetings at the United Nations Office at Geneva (UNOG)

General Provisions

1. NGO meetings at the Palais des Nations are organized within the framework of the [general guidelines for NGO representatives accredited at UNOG](#). The NGO Liaison Unit reserves the right to cancel the meeting and deny the possibility to reserve other conference rooms for the NGO in case of non-compliance with these terms and conditions.
2. NGO meetings are organized neither jointly nor in partnership with the UN. The assistance provided by the NGO Liaison Unit at UNOG is only logistical.
3. Rooms cannot be made available for NGOs to conduct their own organizational business or advance their own purposes and aims.
4. NGO meetings at the Palais des Nations should be strictly non-commercial. Commercial activities, such as charging entrance and/or enrolment fees for participation in NGO meetings, sale of NGO materials, publications, NGO-branded souvenirs, etc. are not authorized.
5. The meeting organizer should comply with the deadlines set by the NGO Liaison Unit for the submission of the meeting room booking form and requested documentation, as well as for the requests of services provided by UNOG, which may include payment for additional services.
6. After the meeting, NGOs are kindly required to provide feedback to the NGO Liaison Unit through a form which will be sent with the booking confirmation of the conference room. The form feedback aims to help understand if the objectives of the meetings were met and if the services provided responded to the needs of the organizer. The form is to be sent to the NGO Liaison Unit within a month of the completion of the meeting.
7. The NGO representative responsible for the coordination of the meeting, for liaising with the NGO Liaison Unit and handling the online registrations in Indico must be duly accredited in the iCSO database for the current year.

Partnerships

8. The NGO Liaison Unit does not facilitate meetings organized jointly by NGOs with Permanent or Observer Missions to UNOG, with UN entities, nor side events to UN conferences. For these joint meetings, the meeting room should be reserved by the respective co-organizing [entity](#).
9. For side-events taking place on the margins of UN meetings, such as the Human Rights Council, NGOs should contact the respective Secretariat to reserve rooms.

Virtual conferencing	10. The use of virtual conferencing platforms, such as Zoom or WebEx, inside UNOG Conference Rooms is governed by OICT Cybersecurity policies and UNOG's guidelines on virtual conferencing in the UN Secretariat. In Geneva, the use of such platforms is limited to UNOG accounts, with UNOG technicians performing the set-up and configuration. 11. NGOs can by no means use their individual accounts. For NGO hybrid meetings which the NGO Liaison Unit facilitates, only the desktop Video/Audio Conference call application WebEx or Zoom can be used, against payment.
Cost and payment	12. The reservation of meeting rooms at the Palais des Nations is free of charge for NGOs. However, some meeting related services may generate a cost. 13. If a cost estimate is issued by UNOG to the meeting organizer, the latter will pay from the bank account of the organizing NGO at least 3 weeks before the date of the event. Payment from personal bank accounts or from any third party will not be accepted. 14. Should an NGO cancel its meeting less than two weeks prior to the meeting date, the full amount will be charged to the NGO.
Use of premises, conference rooms and related facilities	15. Meetings must be held during UNOG regular meeting hours, namely, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m., on working days. 16. NGOs are not permitted to host award ceremonies at UNOG. 17. The display and advertisement of names and logos of private sector companies is not allowed. 18. Smoking is not permitted inside UNOG premises. 19. Eating and drinking are not permitted in the conference rooms. 20. The meeting organizer will be held liable for all damage connected with the use of UNOG premises or occurring on UNOG grounds during their events.
Information materials and media coverage	21. Distribution of NGO material is not permitted at UNOG, in all public places. 22. Visual recording at the meeting is permitted upon written notification to the NGO Liaison Unit, provided that the Chair of the meeting has informed the participants at the start of the meeting. 23. Non-accredited journalists can attend as participants, invited by the NGO. However, they cannot perform their functions as journalists.

Meeting room booking form

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

Title of meeting in English (maximum 60 characters including space)¹:

Title of meeting in French (maximum 60 characters including space):

☐ Public meeting or ☐ Private meeting² -

Has your NGO already organized a meeting at UNOG ? YES ☐ NO ☐

Date(s)³ – Option 1: _____ Option 2: _____

Time – From (a.m.): _____ to _____ From (p.m.): _____ to _____

Please select the type of meeting you wish to host and the optional meeting services, which might bear a cost for the NGO.

☐ **IN-PERSON**

☐ **HYBRID (via UNOG Webex or Zoom accounts)⁴**

Estimated number of participants in the Conference room⁵: _____

☐ Interpretation provided by NGO in the following language(s)⁶: ☐ A ☐ C ☐ E ☐ F ☐ R ☐ S

☐ Audio Recording⁷: ☐ E ☐ F ☐ Floor⁸

☐ Webcast (to be arranged by the organizers)

➤ ☐ on UNOG public free WIFI

or

☐ on dedicated bandwidth

The NGO _____ accepts the above terms and conditions in relation to the booking of a meeting room at the Palais des Nations and takes note of the relevant UN rules and regulations set forth by UNOG Security and Safety Service and the NGO Liaison Unit, available on the [UN Geneva Website](#).

First and Last name of authorized signatory: President, Chief Administrative Officer or Main representative (with accrediting rights): _____

Date: _____

Signature: _____

Annex 1: Meeting related services estimated costs (subject to changes)

<i>Costs for NGO meetings at UNOG <u>without meeting related technical services</u></i>	
<i>In-person meeting</i>	
Conference room	Conference badges for participants present at UNOG
Free of charge	USD 1 / badge for meetings with 25 participants and above

<i>Costs for NGO meetings at UNOG <u>with meeting related technical services (upon request)</u></i>								
<i>In-person & hybrid meetings</i>	<i>In-person meetings</i>	<i>In-person meetings</i>	<i>Hybrid meetings Without Interpretation</i>	<i>Hybrid meetings with Interpretation provided by the NGO if more than one language</i>	<i>Hybrid meetings</i>	<i>Hybrid meetings</i>	<i>In-person & hybrid meetings</i>	<i>In-person & hybrid meetings</i>
Conference room	Audio operator for interpreters provided by NGO including audio recording if requested, and if the meeting room is not with sound automated	Audio operator for Digital audio recording ¹⁰	Hosting on UNOG WebEx or Zoom account (with no interpretation)	Hosting on UNOG Zoom account (with interpretation)	Session recording (Audio and video recording)	Streaming to social media via WebEx and Zoom	Dedicated bandwidth for webcast	Conference badges for participants present at UNOG
Free of charge	USD 200 1/2 day USD 400 / day	USD 200 1/2 day USD 400 / day	Half day ⁹ USD 1166 Full day USD 1926	Half day USD 1426 Full day USD 2186	Free of charge (included in the Webex package and Zoom)	USD 142/event	USD 874 / day + USD 105/ per10MB per Day	USD1 / badge for meetings with 25 participants and above

[Annex 2: Service description for audio-visual and technical support](#)

MEETINGS HELD IN UNOG CONFERENCE ROOMS

Hybrid meeting with interpretation provided by the NGO:

Before the meeting: - Configuring and setting-up platform, interpretation channels, and meeting as per client specifications (first meeting only); Testing room and connection (verifying connection between platform and room sound system); Creating the token in the platform; Distributing the token.

Setting-up and testing the room and the hybrid platform (Technician); Testing the participants.

During the meeting: Providing platform and technical support (continuously monitoring the meeting to improve quality and preventing connection issues).

Introducing the Audio-Visual system to the client and recalling best practices; Managing the microphones in the room; Moderating the hybrid platform.

Manual digital audio recording provided by UNOG may be requested against additional **costs**¹⁰: Recording the meeting through digital audio system with markers.

Hybrid meeting without interpretation:

Before the meeting: Configuring and setting-up the platform with one channel or bridging VTC conferencing service; Testing platform, connection stability, video, and audio quality; Testing room/venue connectivity; Creating the token in the platform; Distributing the token.

During the meeting: Monitoring continuously event quality and intervening immediately, if necessary.

In person meeting with interpretation:

Before the meeting: Setting-up and testing the room; Testing the participants.

During the meeting: Introducing the Audio system to the client and recalling best practices; Managing the microphones in the room in case of digital audio recording¹⁰; Recording the meeting through digital audio system with markers.

In person meeting without interpretation:

The presence of an audio operator is recommended against **costing**¹⁰

[Annex 3: notes](#)

¹ The 60-character limit is imposed by the meeting room reservation system for both titles, French and English.

² NGOs can choose if they wish to host a public meeting (open to anyone inside the Palais des Nations) or a private meeting (by invitation only).

³ Meeting rooms can only be requested for the ongoing year.

⁴ Hybrid meetings welcome several participants inside the meeting room at UNOG and the possibility for remote participation via UNOG Webex accounts.

⁵ The estimated number of participants will allow UNOG to determine which room best suits your needs.

⁶ A sound technician will be charged to the NGO.

⁷ NGOs can choose to have the meeting proceeding recorded.

⁸ The option « Floor » indicates the spoken language at any point of time.

⁹ The cost for half-day is the same whether the meeting lasts one hour or three hours.

¹⁰ For meetings with many participants (i.e. 50 or more), it is strongly recommended to assign an audio operator to ensure smooth proceedings.

Prices exclude the cost of interpretation services and other services not provided by the United Nations