

**Sub-Commission on the Promotion and Protection
of Human Rights**

(Fifty-eighth session, 7 - 25 August 2006)

Information for Participants

**SUB-COMMISSION ON THE PROMOTION AND PROTECTION OF
HUMAN RIGHTS**

(Fifty-eighth session)

INFORMATION FOR PARTICIPANTS

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Sub-Commission on the Promotion and Protection of
Human Rights

58th session, 7 – 25 August 2006

Specific information

1. Opening meeting

The opening meeting of the fifty-eighth session of the Sub-Commission on the Promotion and Protection of Human Rights will take place on Monday, 7 August 2006, at 10.30 a.m. in Conference Room XVIII which is situated on the first floor of E-Building.

2. Documentation

The provisional agenda of the Sub-Commission's session (A/HRC/Sub.1/58/1) and the accompanying annotations (A/HRC/Sub.1/58/1/Add.1) as well as other documents already issued for the Sub-Commission may be consulted on the Internet at *www.ohchr.org*. These documents are also available at the counter at door 40 of the Palais des Nations. (Tel.: + 41 (0)22 917 49 00).

During the Sub-Commission's session, a daily order of the day will be issued containing a list of the Sub-Commission documents which will be available on the web page of the Sub-Commission and at the counter at Door 40 of the Palais des Nations.

3. Accreditation

States and organizations wishing to accredit representatives to the fifty-eighth session of the Sub-Commission on the Promotion and Protection of Human Rights are invited to send their request(s) by fax or mail to: *Ms. Kate Hardie (Mail address: Office of the High Commissioner for Human Rights, Room PW 1-036, Palais des Nations, 8-14 avenue de la Paix, CH-1211 Geneva 10; Tel: +41 (0)22 917 92 56; Fax: +41 (0)22 917 90 11, and as of 7 August 2006 Fax: +41 (0)22 917 0350)*, at their earliest convenience.

The Secretariat wishes to draw the attention of participants to the following:

(a) Delegates from States, United Nations bodies, specialized agencies, intergovernmental and other organizations, national human rights institutions, as well as NGO annual or temporary representatives in possession of an identity badge issued by the UNOG Security and Safety Section and valid for the duration of the session, will have unrestricted access to the conference rooms. However, they should announce themselves to the Secretariat through a correspondence addressed to Ms. Hardie.

(b) Any other participants without a UNOG identity badge should apply in person to the security entrance at Pregny Gate; on presentation of an identity document and a copy of the letter of accreditation, a photo-badge valid for the duration of the Council session will be issued.

The accreditation office of the will be located at the security entrance "Pregny gate" and will be open from 8:00 a.m. to 1:00 p.m. and from 2:00 to 5:00 p.m. throughout the session.

The Secretariat wishes to remind all persons in possession of an annual badge to fill out the "**Orange Registration Form**", available inside the conference room and to hand it to the Secretariat so that their names can be included in the list of participants.

4. Access to the Palais

Only those vehicles with stickers issued by the UNOG Security and Safety Section can access Palais des Nations. For further information, please refer to circular IC/GENEVA/2004/14 of 13 April 2004.

Pedestrians will find it most convenient to use the Porte de Prégny entrance and Doors 40 and 41 (see plan attached, Appendix II).

Access to the premises of the Palais des Nations by taxi is prohibited at all times. Hence, taxis will take participants no further than the entrance to the Prégny gate.

Attention is also drawn to a recent circular issued by UNOG which stipulates that as a general rule, access to the United Nations premises with large luggage (i.e., bigger than carry-on size) is not authorized. Pedestrians carrying large luggage will be directed to the Prégny Gate where, after being security cleared, these items will be stored to the extent of the storage space available. Luggage detected inside cars at the occasion of random vehicle checks may be subject to security inspection.

In light of the new security measures, participants are advised to refrain from bringing large pieces of luggage and encouraged to arrive early to facilitate passage through the security gates leading to room XVIII.

5. Offices of the Chairperson and the Secretariat

	Office No.	Tel No.	Fax No.
Chairperson	E-1062	77150	70447
<u>Deputy High Commissioner for Human Rights</u> Ms. Mehr Khan Williams	E-2060 PW 2-092	77200 79296	70278 79004
<u>Officer-in-Charge, Treaties and Council Branch</u> Mr. Alessio Bruni	PW 1-030	79316	79022
<u>Secretary of the Human Rights Council</u> Mr. Eric Tistounet	E-2074 PW1-035	77228 79319	70278 79011
Experts' offices	E-2070 E-2072	77222 77170	70350 70350

	Office No.	Tel No.	Fax No.
<u>Secretariat of the Sub-Commission</u> <u>Secretary of the SC</u> Mr. Guennadi Lebakine	E-1064	77153	70350
<u>Deputy Secretary (reception of draft resolution; statistics)</u> Ms. Laïla Bourhil	E-1064	77160	70248
<u>Draft report</u> Ms. Ann Syauta	E-1066	77155	70248
<u>List of speakers</u> Ms. Elena Kountouri	E-1066	77156	70248
<u>Coordination of PBIs statements</u> Ms. María-Andrea Echazu	E-2064	77208	70278
<u>Podium/daily notes</u> Mr. Frej Fenniche	E-1064	77152	70248
<u>Liaison with NGOs</u> Ms. Laura Dolci-Kanaan	E-1058	77146	70286
<u>Documentation</u> Mr. Guennadi Lebakine Mr. Alexandre Girard Ms. Luz Stella Cuéllar-Moreno Ms. Arpiné Beylerian	E-1064 E-1056 E-1056 E-1056	77153 77138 77135 77136	70350 70350 70350 70350
<u>Editors</u> Mr. Chris Edgar Ms. Gyllian Whyllie	E-2076 E-2076	77234 77232	70350 70350

	Office No.	Tel No.	Fax No.
<u>Media Liaison</u>			
Ms. Susan Curran	PW 2-066	79665	79012
<u>Secretaries</u>			
Ms. Kate Hardie <i>(Secretarial assistance/Accreditation)</i> 8.00 a.m. - 1.00 p.m. 2.00 p.m. - 5.00 p.m.	E-1060	77144	70350
Ms. Valerie Jeantet <i>(Secretarial assistance)</i> 2 hours only	E-1060	77144	70350
Ms. Luciana Castañon <i>(Secretarial assistance)</i>	E-1060	77143	70350
Mr. Juan-José Flores <i>(Room reservations)</i>	E-1058	77139	70286
<u>Interns</u>			
Mr. Paul Bellamy <i>(Statistics + List of speakers)</i>	E-1066	77157	70248
Mr. Abdoulaye Soma <i>(Statistics + List of speakers)</i>	E-1066	77158	70248
Ms. Ndaté Dieng <i>(Draft report)</i>	E-1066	77192	70248
Ms. Laila Mornand <i>(podium)</i>	E-1064	77191	70248
Ms. Michelle Erazo <i>(podium) 1st week only</i>	E-1064	77154	70248
Ms. Caroline Tourtet <i>(NGOs)</i>	E-1058	77141	70286
Ms. Naomi Shiferaw <i>(Documentation)</i>	E-1056	77137	70350
<u>Other offices</u>			
<u>Programme Support and Management Services</u>			
Mr. Kyle Ward	PW-2037	79116	79016
<u>Administrative/travel matters)</u>			
Mr. Mohamed Abdulrazack	PW 1-016	79325	79016
Mr. Mesake Masi	PW 2-020	79186	79016

	Office No.	Tel No.	Fax No.
<p><u>IT and Web Coordination</u> Ms. Manuela Bailao /Ms. Abby Knickerbocker <i>(IT focal point)</i></p>	E-2068	77216	70278
<p>Ms. Catherine Bremont (extranet pate)</p>	E-2068	77216	70278
<p>InfoDesign (InfoDesign@ohchr.org)</p>	E-1060	77140	70350
<p>Helpdesk</p>	PW 4-016	74999	79010
<p><u>Secretary of the sessional working group on the administration of justice</u> Mr. Robert Husbands</p>	PW 4-061	79290	79010
<p><u>Secretary of the sessional working group on the working methods and activities of transnational corporations</u> Ms. Lene Wendland</p>	PW 4-091	79299	79010
<p><u>Secretary of the sessional working group on principles and guidelines concerning the promotion and protection of human rights when combating terrorism</u> Mr. Robert Husband Ms. Lisa Oldring</p>	PW 4-061 PW 4-040	79290 79406	79010 79010
<p><u>Secretary of the sessional working group on the contemporary Forms of Slavery</u> Ms. Moetsi Duchatellier Ms. Cecilia Moller</p>	PW 4-020 PW 4-010	79369 79265	79006 79010
<p><u>Secretary of the sessional working group on Minorities</u> Ms. Fiona Blyth-Kubota Mr. Pablo Espiniella</p>	PW 4-030 PW 4-030	79204 79413	79010 79010

6. Distribution of documents

Documents of the Sub-Commission are, upon issuance, sent to Member States and Permanent Missions in both Geneva and New York. Additional copies of the session documents are available at the distribution counter at Door 40. Only documents requiring action (draft resolutions, draft decisions, conference room papers - CRPs) will be available at the documents booth in Conference Room XVIII. All documents may also be consulted on the web page of the Sub-Commission.

7. Written statement by NGOs

As under the arrangements and practices observed by the Commission on Human Rights, NGOs in consultative status with ECOSOC will be able to submit written statements relevant to the work of the Sub-Commission (in accordance with paragraphs 36 and 37 of ECOSOC resolution 1996/31). Such statements should be sent to the Secretariat of the Sub-Commission on the Promotion and Protection of Human Rights preferably by **4 August 2006**. The Secretariat of the Sub-Commission cannot ensure the timely circulation of documents submitted after that date. NGO written statements should be sent electronically to **hrcngo@ohchr.org**.

8. Oral statements

All participants wishing to take the floor on the item(s) dealt with by the Sub-Commission on the Promotion and Protection of Human Rights are invited to register as from **7 August 2006** with the Secretariat of the Sub-Commission, at the "Speakers' list" desk in the conference room (where inscription forms will be available). Representatives of NGOs should indicate on the form ("fiche"), under which item they wish to speak, the name of the NGO they represent, the speaker's name, as well as the name of the person handling in the inscription form (in particular, if the latter will not be the actual speaker). Please note that the Speaker's List will normally be closed at the beginning of consideration of each agenda item.

The list of registered speakers on the items under consideration will be included in the daily Order of the Day. The Secretariat encourages organizations to make joint statements and reminds them that 20 copies should be made available, well in advance, for transmission of the texts to the interpreters, as well as for them to be placed on the Extranet.

9. IT issues

For the 58th session of the Sub-Commission, OHCHR is working to provide experts and participants with the following novelties in terms of information technology:

- a) A new web page for the Sub-Commission is created, with a more user-friendly format and available in English, French and Spanish.
- b) An extranet page for the Sub-Commission. This site will be password-protected, and you will be able to access it by going to the following address:

<http://portal.ohchr.org>

The username is: subcommission

The password is: 58session

The page will include information such as:

- i. Texts of draft resolutions and decisions; list of tabled resolutions; and technical guidelines for the submission of draft resolutions;
 - ii. Oral statements made by members of the Sub-Commission and any observers from governments, National Human Rights Institutions, IGOs and NGOs (only statements provided to the secretariat either typed or in electronic format will be included).
- c) Wireless Internet access will be available in Room XVIII and its immediate surroundings, for participants who have laptops/cards for wireless access.
 - d) A PC Corner will be available next to Room XVIII for the duration of the Sub-Commission. For courtesy reasons, each participant is kindly requested to limit the use of the computer to **15 minutes** (per use). If there is a long waiting line, please note that the time limit per user will be a maximum of **10 minutes**. Cooperation in respecting these rules will be appreciated.

10. Parallel meetings organized by NGOs

NGOs in consultative status and duly accredited to the fifty-eight session of the Sub-Commission wishing to book a conference room for the holding of meetings focused on items dealt with by the Sub-Commission should fill in the attached room reservation form. **Until 4 August 2006**, room reservation requests should be faxed to the Secretariat of the Sub-Commission on the Promotion and Protection of Human Rights for the attention of Ms. Kate Hardie (*email: khardie@ohchr.org, fax: +41 (0)22 917 90 11*).

During the session, NGO representatives may apply directly to the Room-booking service of the Secretariat, located behind conference room XVIII (77139 / 70286). Cancellations of meetings should be notified to the Secretariat at least 24 hours in advance.

Persons not accredited to the Sub-Commission, who are invited to take part in such parallel meetings, should go with an identity document to the "Pregny Gate" where they will be issued with a "Parallel Event" photo-badge. The NGO in charge of organizing the meeting is requested to provide the Secretariat with a complete list of its guests at least 48 hours prior to the day of the meeting.

11. Other facilities for representatives of NGOs

During the session, a liaison officer of OHCHR, **Ms. Laura Dolci-Kanaan**, will be in charge of facilitating the participation of NGO representatives in the work of the Sub-Commission. Ms Laura Dolci-Kanaan can be reached by telephone at +41 (022) 917 96 56, or by e-mail ldolci@ohchr.org. Her office is located behind room XVIII.

The United Nations NGO Liaison Officer, Mr Ricardo Espinosa, may be contacted in the Director-General's Office: Room 176-1/2, Ext: 72127.

Conference rooms: In view of the limited number of conference-table seats available for NGOs in room XVIII, representatives are asked not to occupy more than one seat per organization. They are also requested to remove their documents and personal effects from their place each evening.

To take the floor, NGO speakers should use the conference-table seats reserved primarily for that purpose.

NGOs are not permitted to distribute documents, pamphlets or any other material in the room XVIII.

NGOs Lounge: Room E-2, located on the ground floor of the E-Building (cafeteria corridor), is at the disposal of representatives of non-governmental organizations, information concerning this lounge may be obtained from the Department of Information, ext. 72317.

The Public Relations Section of the Information Service organizes information meetings for NGOs. The Chief, Ms. Elena Ponomareva, can be contacted in Room C-207, ext. 72336/73316.

NGOs wishing to do so may order sandwiches and beverages for parallel meetings at the catering service DSR. Please dial internal telephone number: 75619 (from outside Palais des Nations: +41 (0) 22 917 56 19).

12. **Public Information**

The Information Service of the United Nations Office at Geneva publicizes and covers the Commission on Human Rights. Staff members may be contacted as follows:

UNITED NATIONS INFORMATION SERVICE 8-14 avenue de la Paix 1211 Genève 10					
Telephone (022) 917 1234			www.unog.ch		
	Room	Tel.	Ext.	e-mail	Fax
Marie HEUZÉ , Director	C.302	917 2300	72300	mheuze@unog.ch	917 0030
Yvette MORRIS , Chief, Radio and Television Section	E.10-3	917 4606	74606	ymorris@unog.ch	917 0031
Elena PONOMAREVA , Chief of Press and External Relations	C.207	917 2336	72336	eponomareva@unog.ch	917 0073
Thierry POTVIN , French Editor	C.307	917 2311	72311	tpotvin@unog.ch	917 0165
Dalia BALIGH , English Editor	C.317	917 2310	72310	dbaligh@unog.ch	917 0165
Jon HERBERTSSON , Chief, Visitors Service	E.2002	917 4894	74894	jherbertsson@unog.ch	917 0032
Reservations for Press Conferences fax: 022 917 0030					
Vera MARTIN 022 917 2302					
Zofija MONTANINI 022 917 2325					

GENERAL INFORMATION

1. Public transport

- From the airport, the Palais des Nations is accessible by taxi (15mn, about CHF30,-) or by bus and tramway through Cornavin railway station.
- From the railway station, a bus service (Bus No.5, 8, F, V and Z, and Tram No.13 and No. 15) operates to Palais des Nations. Also the Buses No.28 (from the airport), 11, 14 and F head for the Palais des Nations.
- Taxis can be ordered through the guard on duty at door 6, door 40 and Pregny gate. Please note that taxis will not be allowed inside the premises of Palais des Nations during the session.
- For further information on public transportation, you may visit: <http://www.tpg.ch/>
- For further information on the city of Geneva, you may visit: <http://www.geneve-tourisme.ch/>

2. Traffic and parking of vehicles

Motorists are asked:

- To exercise care and drive slowly within the grounds and immediate vicinity of the Palais des Nations;
- To observe traffic signs and instructions given by the attendants in charge of traffic and parking;
- In the event of an accident to follow the attendant's instructions or, in his absence, those of the official in charge at the Security Control Centre (Room A.220, Ext. 72900/72902) with regard to first-aid arrangements and certain necessary formalities.

3. Post, telegraph and other facilities

The Post Office (operated by the Swiss Postal Authority) is situated in Council Building: ground floor (Door 6, Ext.72568). *Opening hours: Monday-Friday only, 8.30am-5.00pm.*

The telephone number of the Palais des Nations is 022 917 1234 or 022 907 1234. Each staff member can be reached on 917 or 907 followed by the extension (last four digits). The telefax number of the Palais des Nations is 022 917 0123.

Telephone facilities (booth using prepaid or credit cards) are available in the Palais des Nations. They are located near Door 6 (corner of Carlson-Wagonlit and corridor leading to Cafeteria); Wing B corridor leading to the New Building; the second floor of the New Building (corner of UBS bank) and on the Conference Room XVII area on the first floor ("Bar Serpent" area).

4. Instructions on the use of telephone

- (a) To obtain a number within the building, lift the receiver and dial the required number (5 digits) as soon as the dialling tone is heard.
- (b) To obtain a Geneva number, lift the receiver, wait for the first dialling tone, then dial 0, the area code 022, and then the required number.
- (c) Private inter-urban and international calls can be made during the day from the pay telephone booths located in the "Bar Serpent" area adjoining Conference Room XVII; in the hall of the 2nd floor, Door 41, as well as on the 3rd, 4th, 6th, 8th and 10th floors, near lifts 42A, 42B, 43A and 43B.

5. Restaurants, cafeteria and bars

The restaurant on the 8th floor of the Assembly Building serves hot meals from 11:45a.m. to 2:30p.m. The restaurant is closed on Saturdays and Sundays. The restaurant will make arrangements for cocktail parties, private luncheons and dinner parties (Ext. 73588)

The cafeteria (Ext. 73467), on the ground floor of the Assembly Building, is open to members of delegations, journalists, etc., and to officials from Monday to Friday, from 8:15a.m. to 4:45p.m. Lunch is served from 11:30a.m. to 2:00p.m.

The bar on the ground floor of the Council Building (Press Bar- Door 6) is open from 8:30a.m. to 6:30p.m., from Monday to Friday.

The “Bar Serpent” in the Conference room area of the E-Building is open from 9:00a.m. to 5:30p.m. and, exceptionally, remains beyond that hour in case of extended meetings of the Sub-Commission.

The Delegates’ Lounge on the 3rd floor of the Assembly Building (Room VI) is open from 8:30a.m. to 4:45p.m.

All bars are closed on Saturdays and Sundays.

6. UNOG Library

In addition to the personal service at the Library Information Desk, participants in the 58th session of the Sub-Commission may choose to:

- Visit the UNOG Library (door 20), open from Monday to Friday, 8:30 a.m. to 5:30 p.m.
- Consult the UNOG Library’s website: www.unog.ch/library
- Ask questions by email: library@unog.ch
- Ask questions by phone: +41 (0)22 917 41 81

Requests to consult books from the UNOG Library’s stacks (more than 1 million books) can be made to the Library’s Loan Service (tel. 74184), located on the first floor of the Library building.

7. Cloak rooms

Unattended cloakrooms and coat racks will be found in close proximity to all conference rooms. However, the United Nations can assume no responsibility for the loss of or damage to any articles deposited there. Please note that no big luggage and suitcases will be allowed inside the premises of the Palais des Nations.

8. Bank

The United Nations branches of the UBS are located as follows:

- Door 6 area of Council Building: ground floor, Ext. 72170.
Opening hours: Monday to Friday, 8:30a.m – 4:30p.m
- Door 41 area of E-building, 2nd floor, Ext. 74916.
*Opening Hours: Monday to Friday, 8:30a.m-12:30p.m
1:30p.m. – 4:30p.m*

Cash machines are available at both locations.

9. First Aid

FOR EMERGENCY, DIAL 112. Otherwise, first aid is available at the Infirmierie as follows:

- Secretariat Building: Room No. 016 (basement), Door 2, Ext. 72807.
Opening hours: 8:00a.m. – 5:00p.m.
- New Building: Room E-3053 (3rd Floor), Ext. 75009.
Opening hours: 8:00a.m -12:00p.m

10. Travel agency

Carlson Wagonlit has two offices one on the ground floor in the lobby of the Council Building (Door 6, Ext.72850) and the other in the entrance hall of New Building (2nd Level, Ext. 74621)
Opening hours: Monday- Friday, 9:00a.m. – 4:30p.m.

11. Sale of publications

United Nations publications are on sale at the kiosk in the lobby of the Council Building (Door 6) and on the second floor of the New Building (Door 40). Delegates are entitled to a 25 per cent discount on the purchase of any of those publications. A discount is also applicable to similar purchases by accredited intergovernmental and non-governmental organizations.

12. Postage stamps- United Nations Postal Administration

In accordance with the Postal Agreement signed by the United Nations and the Swiss Federal Postal Administration, mail despatched from the Palais des Nations is franked exclusively with United Nations stamps in Swiss francs. These stamps are valid only for mail posted in the Palais des Nations. Swiss stamps may not be used for franking mail posted in the Palais des Nations.

A United Nations Postal Administration sales counter, where philatelists can purchase United Nations stamps in Swiss francs or United States dollars, is open from 8:30a.m. to 1:00p.m. and from 2:00p.m. to 5:00p.m, on the ground floor of the Council building, Door 6.

Stamps in United States dollars are used for franking mail posted at United Nations Headquarters in New York.

13. Sale of newspapers and periodicals

Newspapers and periodicals are on sale at Naville kiosks:

- Council Building: Lobby, Door 6.
- New Building: 2nd floor, north end (Lausanne side).

14. SAFI

The Purchase and Order Group of International Civil Servants is located in the basement of K-Building, entrance Door 1, and is open from Monday to Friday, from 12:00p.m. to 6:30p.m

One form per meeting..... One form per meeting..... One form per meeting..... One form per meeting.....

Sub-Commission for the Promotion and Protection

(58th session, 7 – 25 August 2006)

Conference Room Reservation Request

SECTION A

- 1. **NGO responsible for the meeting:**
- 2. **Contact person:**
- 3. **Phone No.:** **Mobile No. (if available):**
- Email address:** **Fax No.:**

SECTION B

- 1. **Date of the meeting:** **Time of the meeting:**
- 2. **Number of participants:** 3. **Is the meeting:** Public Private
- 4. **Equipment of the room:** Video projector via PC (CD, DVD, PowerPoint)
 Access to interpretation booths

SECTION C

- 1. **Organizations co-hosting the meeting**
- 2. **Title/Subject of the meeting** (pls indicate relevant agenda item):
.....
- 3. **Would you like your meeting to appear in the Order of the Day/Bulletin?:** Yes No
- 4. **Name(s) and function(s) of panelist(s) invited to the meeting:**

1.	4.
2.	5.
3.	6.

SECTION D

- 1. **Date of the request:**
- 2. **Name of NGO's authorized officer:**
- Signature of the authorized officer:**

FOR SECRETARIAT USE ONLY

Confirmation:

- YES:** Date: Time: Room:
- NO:** Reason:

One form per meeting..... One form per meeting..... One form per meeting..... One form per meeting.....

Sub-Commission for the Promotion and Protection of Human Rights

(58th session, 7 – 25 August 2006)

How to fill in the Room Reservation Request

1. Only requests submitted on the official form will be processed. You may wish to include a cover letter/e-mail, but please note that only information contained on the official form will be taken into account.
2. Room Reservation Request forms from previous years will not be accepted.
3. Requests are processed on a first come first serve basis, subject to availability of rooms. When making any arrangements please check with the Secretariat the availability of rooms.
4. Room requests should be submitted at least 24 hours before the planned event.
5. Before 4th August 2006, requests should be sent by fax to: + 41 22 917 9011 or by e-mail to: khardie@ohchr.org. From 7th August 2006 requests NGOs should address the officer in charge of room-booking (name and contact details to be communicated later), who will be located in the offices behind room XVIII at Palais des Nations.

SECTION A:

1. Please note that the NGO responsible for the meeting must be in consultative status with ECOSOC and duly accredited to the 58th Session of the Sub-Commission. Please indicate the full name of the NGO, as well as its acronym (if available).
2. The indicated contact person must be accredited under the NGO requesting the room.
3. Please provide all contacts details at which the contact person can be reached during the Council session.

SECTION B:

1. Unless the date and time of your meeting are not clearly indicated we will not be able to process your request.
3. Please clearly indicate whether you want your meeting to be private or public. Private meetings will be attended by individuals from the sponsoring and co-sponsoring NGOs only. Public meetings may be attended by all NGOs, Permanent Mission Representatives, UN Staff and general public.
4. Please indicate whether you require a video projector via PC (which will include access to a CD Rom/DVD Player and PowerPoint), or access to interpretation booths. Please note that the Secretariat cannot provide VCRs, or interpretation. Please note that any requests for equipment must be made at the time of the booking.

SECTION C:

1. Please list only co-hosting NGOs in consultative status with ECOSOC and duly accredited to the 58th session of the Sub-Commission.
2. Indicate a clear title, as well as the corresponding agenda item.
3. Please indicate whether you would like your event to appear in the Order of the Day/Bulletin.
4. Participants in the parallel events, who do not possess a badge for the duration of the session, should imperatively be announced to the Secretariat. The NGO in charge of the meeting is requested to provide the Secretariat with a complete list of its guests at least 48 hours prior to the date of the meeting.

SECTION D:

1. Please note that the date and time the request is received, and not the date indicated on the form, will be used as a basis to prioritize requests.
2. The form has to be signed by the NGO's authorized signatory (President and/or the Chief Administrative Officer). The name of the authorized signatory should also be printed in capital letters.

Plan of the United Nations building

Security Identification Section Pregny gate

Accreditation office of the Human Rights Council
Open Monday to Friday, 8.00 – 17.00 (non stop)

