

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

**NGO Participation Information Note**

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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 46<sup>th</sup> 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,

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.

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](mailto: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.

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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

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 & 46<sup>th</sup> 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 42<sup>nd</sup> 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: 4<sup>th</sup> 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](mailto: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>