

**Fifty-First session of the Commission on the Status of Women  
26 February to 9 March 2007**

**NGO Participation Information Note**

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

**Grounds Passes**

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**

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-first 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 44<sup>th</sup> 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-first 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.

### **Parallel Events**

Typically, 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 ([CSW51@un.org](mailto:CSW51@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-first 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:

