

## **Registration through INDICO**

Registration of participants for all approved meetings, conferences, events or exhibits is managed through the Indico on-line registration and accreditation system

Email: [support.accreditation@un.org](mailto:support.accreditation@un.org)

Tel.: +41 (0)22 917 24 00

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## **Relocation of Pass & ID badging services**

For conference participants, media, NGOs and members of Permanent Missions:

Villa Les Feuillantines

Avenue de la Paix 13, 1211 Genève 10

Weekdays from 8 a.m. to 4.45 p.m.

Please refer to the following plans indicating [the location of Villa Les Feuillantines](#).

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## **UNCTAD Secretariat**

Contact: Mr Chris Cosgrove

Email: [chris.cosgrove@unctad.org](mailto:chris.cosgrove@unctad.org)

Tel.: +41 (0)22 917 2072

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## **Official/Parliamentary documents**

Contact: Distribution Officer

Email: [distribution-counters@un.org](mailto:distribution-counters@un.org)

Tel.: + 41 (0)22 917 49 00

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## **Informal documents**

Statements, speeches, other materials provided by the secretariat, nameplates, infrastructure and facilities, necessary assistance in the rooms

Contact: Meeting Services Assistants

Email: [speeches@un.org](mailto:speeches@un.org)

Tel.: +41 (0)22 917 22 01

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## **UN Documents Helpdesk & Print on Demand**

email: [un-documents-helpdesk@un.org](mailto:un-documents-helpdesk@un.org)

Tel.: +41 (0)22 917 49 00

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## **Technological issues in the meeting room**

Call ICTS Helpdesk at + 41 (0)22 917 33 33

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## **Facilities service**

For any issues related to cleaning, power, lighting, ventilation & locksmithing, Contact the Facilities Management Section Helpdesk from 7 a.m. to 7 p.m

email: [Facilities-COVID-Qs@un.org](mailto:Facilities-COVID-Qs@un.org)

Tel: +41 (0)22 917 25 48

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## **Press/Media Enquiries**

Tel: +41 (0)22 917 23 02 or +41 (0)22 917 23 25

email: [press\\_geneva@un.org](mailto:press_geneva@un.org)

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## **Accreditation for journalists:**

Please contact the information service

+41 (0)22 917 43 59 or +41 (0)22 917 23 25

email: [accreditation-media@un.org](mailto:accreditation-media@un.org)

**Lost and found office**

Tel.: +41 (0)22 917 29 00

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**Emergencies**

For emergencies outside the Palais des Nations call 112

Emergencies within the Palais dial +41 (0)22 917 71 12

For administrative matters related to COVID-19  
email: [UNOG-COVID-Qs@un.org](mailto:UNOG-COVID-Qs@un.org)

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