## **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

To: indicohelp.unog.ch/contact-us

\*\*\*\*

## **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

\*\*\*\*

## **UNECE Secretariat**

Contact : Yana Brynkina Email: <u>yana.brynkina@un.org</u> Tel.: + 41 (0)22 917 2432

\*\*\*\*

#### **Official/Parliamentary documents**

<u>Contact</u>: Distribution Officer Email: <u>distribution-counters@un.org</u> Tel.: + 41 (0)22 917 12 04

\*\*\*\*\*

#### Informal documents

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

<u>**Contact</u>**: Meeting Services Assistants either in person or in the conference room</u>

Email: <u>speeches@un.org</u> Tel.: +41 (0)22 917 22 01

\*\*\*\*

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

Email: <u>un-documents-helpdesk@un.org</u> Tel.: +41 (0)22 917 49 00

\*\*\*\*\*

#### Technological issues in the meeting room

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

\*\*\*\*\*

## **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 Tel: +41 (0)22 917 25 48

\*\*\*\*

## **Press/Media Enquiries**

Tel: +41 (0)22 917 23 02 or +41 (0)22 917 23 25 Email: press\_geneva@un.org

#### Accreditation for journalists:

Please contact the information service Tel: +41 (0)22 917 43 59 or +41 (0)22 917 23 25 Email: accreditation-media@un.org

\*\*\*\*\*

### Lost and found office

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

\*\*\*\*

#### **Emergencies**

For emergencies the Palais des Nations call 112

For administrative matters related to COVID-19 Email: <u>UNOG-COVID-Qs@un.org</u>

\*\*\*\*\*