### **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**: Maricar Delacruz Email: maricar.delacruz@un.org **Tel**.: + 41 (0)22 917 2682

\*\*\*\*

## Official/Parliamentary documents

**Contact**: Distribution Officer Email: distribution-counters@un.org 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

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

\*\*\*\*

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

Email: un-documents-helpdesk@un.org

**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**: UNOG-COVID-Qs@un.org

\*\*\*\*