# **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

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# Secretariat UNECE

Alicia DorcaGarcia Email: alicia.dorcagarcia@un.org

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### **Official/Parliamentary documents**

<u>Contact</u>: Distribution Officer email: <u>distribution-counters@un.org</u> 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

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

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

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## UN Documents Helpdesk & Print on Demand

email: <u>un-documents-helpdesk@un.org</u> 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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#### **Building-related services**

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: <u>Facilities-COVID-Qs@un.org</u>

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

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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

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#### 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