

# Summit of the Future, 22-23 September 2024

## Information Note for Stakeholders

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### Arrangements for admission of registered representatives of non-governmental organizations and other stakeholders to the United Nations Headquarters during the Summit of the Future Seventy-Ninth Session of the General Assembly 22 to 23 September 2024

**VERY IMPORTANT NOTE! This document only refers to the arrangements for admission during the Summit of the Future on 22 and 23 September 2024 for approved representatives of non-governmental organizations and other stakeholders. The other high-level events including the General Debate will follow different procedures.**

#### Special Events Tickets

Registered representative of ECOSOC and especially accredited civil society and non-governmental organizations (NGOs) who are invited to participate in the Summit of the Future will be required to be in possession of a government-issued identification and a specific Special Event Ticket at all times.

Special Event Tickets (SETs) will indicate the name of the participants and the date when they can participate in the Summit. Participants have been requested to apply for their Special Event Ticket through a dedicated form shared by the Secretariat. Special Events Tickets will be distributed as indicated below:

- When: **Saturday, 21 September, 12PM – 6PM**
- Where: **UN Visitors Center, 801 1<sup>st</sup> Avenue, New York, NY 10017 (West side of 1st Avenue between 45th and 46th Streets)**

**Please note:** Special Events Tickets (SET) can only be picked up during the above time window. If you are unable to pick up your SET during that period due to compelling reasons, please, let the Secretariat know by 20<sup>th</sup> September at 5pm EDT using [this form](#) so alternative arrangements can be made.

#### Required documents for collection of Special Event Ticket:

- 1) **Photo ID:** A valid photo identification issued by the government of a United Nations Member State or a Non-Member Observer State. The photo identification must be original (no photographs or photocopies accepted), in Latin/Roman characters, and may include: passports, driver's licenses, national identity cards and IDNYC cards. **The name on your ID must match the name on your INDICO registration exactly.**
- 2) **Approval Letter:** Please bring a printed copy or a digital display of the email and the pdf **approval letter** that you received through Indico upon the approval of your registration and the **confirmation of your SET application**. This will help us to quickly verify your registration and SET application to issue the SET to you.

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***Please, note that SETs will only be available to those who have applied for SETs and indicated their preferred date to attend the Summit.***

**Arrive Early!** Due to the large number of registered participants, **expect long lines at the SET pick up** and the security screening! Please be courteous to UN staff working onsite and to other participants.

**Please note that those SETs are not transferable to other persons.** Participants are entrusted with the responsibility of safeguarding their Special Event Tickets. Please be advised that no replacement tickets will be issued in case of loss or damage once they have been collected.

In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of Special Event Tickets because of the access that they allow to their holder. All authorized pass and/or Special Event Ticket holders are therefore reminded that their passes are solely for the use of the bearer to whom they are issued and that they cannot be transferred or given to any other person to use. Special Event Tickets found to be used in any other manner than that for which they were intended will be confiscated by security personnel.

### Admission to the Headquarters premises

On the day indicated in their Special Events Ticket, registered stakeholders in possession of name and date specific Special Events Tickets will need to access the Security Checkpoint on **46<sup>th</sup> Street and 3<sup>rd</sup> Avenue**.

After going through the Security Checkpoint, stakeholders in possession of Special Events Tickets will proceed to the Security Screening located on **47<sup>th</sup> Street and 1<sup>st</sup> Avenue** to access the UNHQ campus.

*Participants must be ready to present their government-issued identification AND their Special Event tickets at several security checkpoints.*

Once inside the UNHQ, stakeholders should **come to the Northeast corner of the Plaza (near the #UNGA display, to the left/north of the SDG Media Zone)** to pick up their Secondary Access Tickets for one of the following venues: the GA Hall (Plenary), Trusteeship Council Chamber (Interactive Dialogues), Conference Room 2 (overflow room for plenary) or ECOSOC Chamber (overflow room for interactive dialogues).

### Secondary Access Tickets

Secondary Access Tickets for the Summit of the Future will be distributed after Security screening on a **first come, first served basis** at the **Northeast corner of the Plaza** as per below:

Date	Time
22 September	Morning Sessions:
Sunday	7:30 AM-11:00 AM

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	<p>Afternoon Sessions:</p> <p>2:00 PM-3:30 PM</p>
<p>23 September</p> <p>Monday</p>	<p>Morning Sessions:</p> <p>8:00 AM-11:00 AM</p> <p>Afternoon Sessions:</p> <p>2:00 PM-3:30 PM</p>

Please, note:

- Secondary Access tickets to the main rooms - GA Hall (Plenary) and Trusteeship Council Chamber (Interactive Dialogues) **are very limited**.
- Those with Secondary Access Tickets to access the **GA Hall (Balcony)** should proceed to the main entrance, use the stairs to first basement and take the elevator to the 4<sup>th</sup> Floor.
- Those with Secondary Access Tickets to the **Trusteeship Council Chamber** (Interactive Dialogues), and **ECOSOC Chamber** (Overflow for Interactive Dialogue) will walk past the GA building, then turn right and use the external ramp from the visitor’s plaza to 3<sup>rd</sup> floor.
- Those with secondary tickets to **Conference Room 2** (Overflow for Plenary) should proceed to the main entrance, use the stairs to first basement.
- SETs of participants who have received secondary access tickets to the GA Hall and Trusteeship Council will be stamped to avoid picking up extra tickets to the main rooms.
- Secondary access tickets for participants entering the GA Hall (Balcony) and Trusteeship Council Chamber will be collected upon entering the conference room.

### Seating Arrangements

The Summit of the Future will take place in the General Assembly Hall (plenary, 22-23 September 2024), and in the Trusteeship Council Chamber (Interactive Dialogues, 22-23 September 2024 morning and afternoon).

In the General Assembly Hall, civil society and stakeholder representatives holding a secondary access ticket will sit at the 4<sup>th</sup> floor balcony area. These seats will be labelled “CSO”.

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There will also be a fixed number of seats available to registered stakeholders with a secondary access ticket, in the public gallery of the Trusteeship Council Chamber. The access is from the third floor. These seats will be labelled “CSO”.

Stakeholders are expected to always remain in their assigned seats.

Conference Room 2 will be used as overflow for the Plenary session. ECOSOC Chamber will be overflow for Interactive Dialogues

### Access to restricted areas

Representatives of NGOs are not permitted access into restricted areas; their access to meetings at Headquarters will be honored upon verification of a valid Special Event Ticket issued for a specific date, time and meeting or event, along with the secondary pass.

For information on the access and participation of delegations, civil society, and media, please refer to the [United Nations General Assembly 79th Session Information Note](#) available online.

### Webcast

The conference proceedings will be web cast live at [webtv.un.org](http://webtv.un.org).

### Cafeteria services at UNHQ

The cafes below will be open during the Summit of the Future at the UNHQ. Please be advised these are subject to change as necessary and that seating is limited:

- The Vienna Café (GA building -1B) will be open on 22 September from 9:00 a.m. to 6:00 p.m.; on 23<sup>rd</sup> September from 8:30 a.m. to 6:00 p.m.
- Café de la Paix (South Annex – 1B) will be open on 22 September from 9:00 a.m. to 5:00 p.m.; on 23<sup>rd</sup> September from 11:00 a.m. to 3:00 p.m.
- Visitors Café ([GA building -1B](#)) will be open on 22 September from 9:00 a.m. to 5:00 p.m.; on 23<sup>rd</sup> September from 9:00 a.m. to 5:00 p.m.

### Accessibility

The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (Level 1B) (by the Secretariat Building escalators). For more information, please visit: <https://www.un.org/accessibilitycentre/>.

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International Sign Language Interpretation and Communication Access Real Time Translation (CART) via captions will be available on the screen in the meeting room and via webcast for all official meetings.

### General Note

- Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings or demonstrations of any kind, including passive, is not allowed.
- All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and ST/AI/2019/5, entitled "Authority of United Nations Security Officers".
- Please bring your own water bottle! Participants are encouraged to bring their own water bottle and to enjoy the fresh water from the fountains inside the UNHQ. One-time plastic bottles are banned at UN HQ.
- Please, be mindful that, by attending an event at UNHQ, you will be entering an area where photography, as well as audio and video recording, may occur. By joining the event, participants consent to appearing in images and recordings and for the release, publication, exhibition and reproduction of such images and recordings.
- The United Nations Headquarters is a workplace for delegates and staff. Participants are reminded to behave appropriately, to keep noise levels down, and to dress in a way that respects the professional working environment of the United Nations.
- Please note that backpacks and bags larger than 14" (35 cm) x 13" (33cm) high x 4" (10 Cm) deep are not permitted and that there are no luggage storage facilities available.
- United Nations Security reserves the right to deny entry or remove from the premises anyone not behaving or dressed appropriately.
- The United Nations Headquarters is accessible for disabled visitors and persons with limited mobility.
- Anyone under 18 must be accompanied by a duly registered chaperone.
- All visitors to United Nations Headquarters must go through security screening (airport-style). Food and beverages cannot be brought into the United Nations. Only accredited media can bring professional cameras or other media equipment into UNHQ.
- Expect at least **30-60-minute security lines after picking up tickets**; speakers please arrive early.
- Accessibility needs must be included in registration.

### Further Information

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For further information, please log in to our [website](#) or use the Summit of the Future App.

### Access Route Maps



Figure: Pedestrian access - outer perimeter