

Durban Review Conference

(20 April – 24 April 2009)

NGOs

Conference Room XII Reservation Request

SECTION A

1. **Organization responsible for the meeting:**
2. **Contact person:**
3. **Phone No.:** **Mobile No. (if available):**
- Email address:** **Fax No.:**

SECTION B

1. **Date of the meeting:** **Time of the meeting:**
2. **Number of participants:** 3. **Is the meeting:** Public Private
4. **Equipment of the room:** Video projector via PC (CD, DVD, PowerPoint)
 Access to interpretation booths

SECTION C

1. **Date of the request:**
2. **Name of (NGO's) authorized officer:**
- Signature of the authorized officer:**

FOR SECRETARIAT USE ONLY

Confirmation:

- YES:** Date: Time: Room:
- NO:** Reason:

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Note for NGOs: How to fill in the Room Reservation Request

1. Only requests submitted on the official form will be processed. You may wish to include a cover letter/e-mail, but please note that only information contained on the official form will be taken into account.
2. Requests are processed on a first come first served basis, taking into account the needs of other NGOs. When making any arrangements please check with the Secretariat for the availability of room XII.
3. In view of the high demand for Room XII, use of this meeting room will be limited to 1 hour per meeting and NGO may be required to share the room with other Caucuses or NGO meetings.
4. Room requests should be submitted at least 24 hours before the planned meeting.
5. **Cancellations are to be advised to the Secretariat at least 24 hours prior to the planned event.**
6. The use of cameras/video recorders during side events is not permitted. Only journalists and camerapersons duly accredited with the United Nations Office at Geneva are allowed to use camera and video equipment during the side events
7. Room requests may be faxed to: **022 9170326** for the attention of Ms. Françoise Kenfack.

SECTION A:

1. Please note that the NGO responsible for the meeting must be accredited to the Conference. Please indicate the full name of the NGO, as well as its acronym (if available).
2. The indicated contact person must be accredited under the NGO requesting the room.
3. Please provide all contacts details at which the contact person can be reached during the Conference.

SECTION B:

1. Unless the date and time of your meeting are clearly indicated we will not be able to process your request.
2. Please note that the date and time the request is received, and not the date indicated on the form, will be used as a basis to prioritize requests.
3. The form has to be signed by the NGO's authorized signatory (President and/or the Chief Administrative Officer). The name of the authorized signatory should also be printed in capital letters.

SECTION C:

1. NGO organizers and participants in meeting bear full responsibility for the organization and outcome of such meetings. NGOs participating in the meetings are required to comply with the rules, regulations and procedures outlined below, which are based on arrangements, including ECOSOC resolution 1996/31 of 25 July 1996 and practices observed by the Human Rights Council and its predecessor, the Commission on Human Rights.
2. NGO organizers of meetings are also reminded that the authorization to use the meeting rooms and conference facilities at UNOG is granted subject to such meetings being consistent with the purposes and principles of the United Nations and more specifically they also commit to undertake activities in full conformity with the letter and spirit of the Durban Declaration and Programme of Action. Abusive or offensive language is not permitted on United Nations premises or in conference rooms.