

NGO Advisory

20 February 2013

ON-SITE CHECK-IN

Dear Organizations with registered representatives for CSW57,

We will be open for on-site check-in over the weekend before the session begins for the convenience of NGO participants. Please be sure that your representatives who will attend the session are aware of the important information below.

On-site registration hours

<i>Prior to the session</i>	<p>Friday, 1 March: 11.00 a.m.-12.30 p.m.; 2-4.30 p.m. Saturday, 2 March: 11.00 a.m.-12.30 p.m.; 2-4.30 p.m. Sunday, 3 March: 11.00 a.m.-12.30 p.m.; 2-4.30 p.m.</p>
<i>First week</i>	<p>Monday, 4 March: 9.00 a.m.-12.30 p.m.; 2-4.30 p.m. Tuesday, 5 March: 9.00 a.m.-12.30 p.m.; 2-4.30 p.m. Wednesday, 6 March: 9.00 a.m.-12.30 p.m.; 2-4.30 p.m. Thursday, 7 March: 9.00 a.m.-12.30 p.m.; 2-4.30 p.m. Friday, 8 March: 9.00 a.m.-12.30 p.m.</p>
<i>Second week</i>	<p>Monday, 11 March: 10.00 a.m.-12.30 p.m. Tuesday, 12 March: 10.00 a.m.-12.30 p.m. Wednesday, 13 March: 10.00 a.m.-12.30 p.m. Thursday, 14 March: 10.00 a.m.-12.30 p.m. Friday, 15 March: 10.00 a.m.-12.30 p.m.</p>

Obtaining United Nations grounds passes*

1. Enter at the visitor's entrance at First Avenue and 46th Street.
2. Go to the Security badging stations located in the General Assembly Lobby (see diagram).
3. Be sure to have with you the signed and completed grounds pass form that you obtained through the online registration system (CSO-Net).
4. Be sure to bring with you an official photo ID (passport if you are travelling from abroad!)

Obtaining secondary access passes for the North Lawn Building

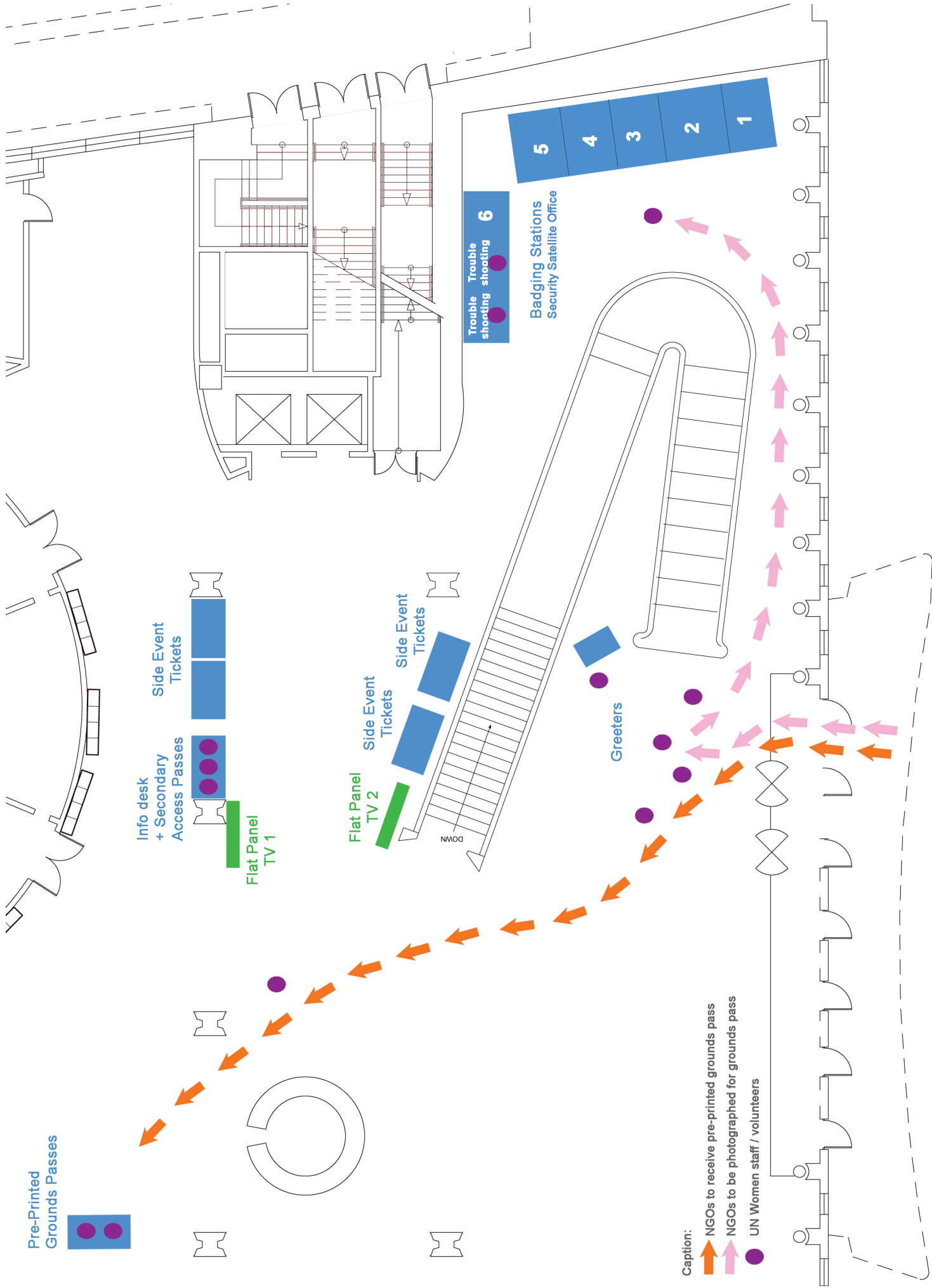
5. Each organization with registered representatives will be given two secondary access passes for the North Lawn Building as long as supplies last.
6. The secondary access passes will be distributed at the CSW Information Desk to registered representatives only. The secondary access passes are transferrable and may be shared with any representative with a United Nations grounds pass.

We strongly recommend that participants take advantage of the extended on-site registration period prior to the opening day of the session. Persons who wait until the first day of the session to register should not expect to attend the opening of the session.

***) NB! NGOs with valid annual United Nations grounds passes (ECOSOC and DPI) may use these for the session.**

NGO representatives who have been approved for an annual or temporary grounds pass by the DESA NGO Branch, should go directly to the Pass & ID Office on 1st Avenue at 45th Street to pick them up (opening hours: 9am-4pm).

On-site check-in General Assembly lobby



Caption:

- ➔ NGOs to receive pre-printed grounds pass
- ➔ NGOs to be photographed for grounds pass
- UN Women staff / volunteers