



Local and Regional Governments Forum on the 2030 Agenda

10:00 a.m. - 1:00 p.m.

Conference Room 1, UNHQ

Wednesday, 12 July 2023

Logistical Note

Event Website:

Please find all relevant information and the latest programme on the [event website](#).

Registration:

Please, note that this event is open to all registered participants to the HLPF and/or those with valid UN Grounds Pass.

Additionally, other participants whose registration have been approved will receive a Special Events Ticket to access the premises. Please, check below for more information. Registration is now closed and no additional passes can be issued.

Your registration is non-transferrable. There will be no on-site registration for any participants on the day of the event.

Access to the UNHQ and Special Events Ticket (SET)

- All in-person participants **MUST** have either a **valid UN grounds pass** or a **Special Events Ticket** issued by the United Nations to enter the United Nations Headquarters.
- If you have a valid UN grounds pass or a UNLP: no action is needed. You could use your pass or UNLP to enter the UNHQ and access Conference Room 1.

- If you do not have a UN grounds pass AND you have requested for a Special Events Ticket in your registration, please **bring your government-issued photo ID (must be from a UN Member State) to collect your ticket** at the following location/time:
When: Wednesday, 12 July, 9:00-10:00 a.m.
Where: UN Visitors Entrance, East side of 1st Avenue between 45th and 46th streets, by the steps next to the UN Security Officers on duty.
- **Please note:** you can only collect your Special Event Ticket during the above time window, the Secretariat will not be able to facilitate any late comers/requests. Please look for a UN staff member holding a paper sign of Local and Regional Governments Forum.
- Arrive Early! Participants should **plan to arrive at least 30 to 45 minutes before** the start of the meeting to allow time to pass through security.
- Please, note that access to Conference Room 1 will be on a first-come, first-served basis and up to the capacity of the meeting room.

Dress Code:

Business Casual

Transportation:

We recommend using the [MTA Trip Planner](#) or [Google Maps](#) to determine the best route from the location to UN Headquarters. While we encourage all participants to utilize public transportation, taxis and other car services such as Lyft or Uber are also available to take you from point A to point B in New York City.

Conference Room:

Local and Regional Governments Forum will take place at the United Nations Headquarters in New York in the Conference Building - Conference Room 1. [Link to Building Map](#)

Getting to Conference Room 1:

Enter the UN building on the 1st Ave through the visitors' entrance between 44th and 45th street. Enter the UN premises after being screened by Security, enter the building to the right.

Once you enter the UN building, pass by the information center, and go along the corridor till the end of it then turn left until you pass the checkpoint. After the checkpoint, turn right and go along the corridor till the end of it and turn left and the conference room should be at your left side.

Food & beverage:

Food & beverages are not permitted inside of the conference room.

Participants can purchase their meals at the UN Cafes that are near the meeting venues.

- Riverview Café – Conference Building, 4th Floor, 11:30 a.m. to 3:00 p.m.
- Lobby Café – Secretariat Lobby – 1st Floor, 8:00 a.m. to 3:30 p.m.
- Vienna Café - General Assembly Building- 1st Basement, 9:00 a.m. to 5:00 p.m.
- Visitors Café - General Assembly Building –1st basement south - 9:00 a.m. to 5 p.m.

Room Set-up:

Attendees will be able to sit in any unreserved seat.

Other helpful information

- **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.
- Please, be mindful that, by attending the Local and Regional Governments Forum, 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 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.
- **ATM:** The United Nations Federal Credit Union (UNFCU) has cash machines (ATMs) inside the United Nations Headquarters.

Medical Services: Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. The United Nations does not take responsibility for the ill health of any participants during their stay. The United Nations medical service is available during regular working hours from 8:30 a.m. to 6:00 p.m.

Still have questions? Please email: dsdg@un.org