

Guidance Note on in-person pick-up of Special Events Ticket (SET) for 2025 ECOSOC Partnership Forum, 05 February 2025

Access to the UNHQ and Special Events Ticket (SET)

All in-person participants MUST be in possession of 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: no action is needed. You can use your grounds pass to enter the UNHQ.

If you do not have a UN grounds pass AND you have registered for a Special Events Ticket, please **bring your government-issued photo ID (must be issued by a UN Member State) to collect your ticket** at the following location/time:

When: Wednesday, 05 February, 9.00 am – 11:00 am

Where: UN Visitors Center, 801 1st Avenue, New York, NY 10017 (West side of 1st Avenue between 45th and 46th streets)

Please note: you can only collect your own SET during the above time window. The Secretariat will not be able to facilitate any latecomers/requests.

Please, be prepared for lines to collect SETs and for security screening.

SEATING ARRANGEMENTS

The 2025 ECOSOC Partnership Forum will be held in the Trusteeship Council Chamber and the ECOSOC Chamber (please, check [progamme](#) for details).

During Opening (10:00 – 10:40AM) and afternoon session (3:00PM – 6:00PM), Stakeholders should sit at the public gallery of the Trusteeship Council Chamber accessible from the third floor. If all seats are taken during the opening session you will be able to use the ECOSOC Chamber to watch the webcasted session on your personal devices.

IMPORTANT NOTICE AND USEFUL TIPS:

- 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.
- 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.
- 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.