



**Conference Services  
&  
Meetings management**

General Briefing for New Delegates on the Work of the 75th General Assembly (10 Sep 2020)

Meetings Management Section

Central Planning and Coordination Division

Department for General Assembly and Conference Management

# Agenda

## ➤ Conference Room Reservation

- ✓ Conference room booking information
- ✓ Questionnaire
- ✓ MMS workflow

## ➤ Calendars of conferences and meetings of the United Nations

# Conference Room Reservation

## Virtual Conference Room Booking Information

➤ [conferences.unite.un.org/gmeets](https://conferences.unite.un.org/gmeets)

➤ Standard meeting time

Early morning: 8:00-9:30 am / 10:00 am-1:00 pm

Lunchtime: 1:15-2:30 pm

Afternoon: 3:00-6:00 pm

Evening: 6:30-8:00 pm

➤ These times are enforced for in-house as well as virtual meetings

➤ Open and closed meetings

➤ Door sign – short title/ 60 characters

# Conference Room Reservation

## Virtual Conference Room Booking Information

### Questionnaire

- Sponsorship
- Non-commercial nature – No fee charged to participants
- UN emblems
- UN cannot be pre-announced as a venue prior to approval

# Conference Room Reservation

## MMS Workflow

- Date rotation
- Preliminary approval – 2 weeks before the meeting (Journal publication)
- Final approval – 7 to 10 days before the meeting
- Adjustment & questions regarding existing bookings

Email: [gmeets@un.org](mailto:gmeets@un.org) Call: 212-963-7351/8114

\*Please indicate when possible the request number, date, time and venue of your meeting in the subject line

# Service Providers

Service	Focal Point	EEmail	Phone
Access and security-related matters	Lieutenant Malinda McCormack/DSS	mccormackm@un.org levyd@un.org	(212) 963-7028
Nameplates, podium signs and room set-up	Preparatory Work Team/DGACM	prepwork@un.org	(212) 963-7349
PaperSmart	PaperSmart Team/DGACM	papersmart@un.org	(212) 963-7349
Journal	Journal Unit/DGACM	journal@un.org	(212) 963-3888 (212) 963-0493
Media access and accreditation	Media Accreditation and Liaison Unit/DPI	malu@un.org	(212) 963-6934
Broadcast TV coverage	Mr. David Woodie/DPI	woodie@un.org	(212) 963-9399
Webcasting UN Web TV	Mr. Andreas Damianou/DPI	damianou@un.org	212) 963-6733
Special events services	Special Events Unit/DM	specialevents@un.org	(917) 367-4245
Audio/visual services	BCSS/DM	request-for-services@un.org	(212) 963-9485
loaning of technological equipment (PC, printer, etc.),	OICT/DM	itservices@un.org	(212) 963-3333

# Calendars of conferences and meetings of the United Nations

Available on the DGACM Website at <https://coc.dgacm.org>

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## A. Draft calendar of conferences and meetings of the United Nations, 2019

(As at 25 June 2018)

Organ	Mandate	Meeting title/ session number	Dates (2019)	Location	Membership	Services <sup>e</sup>	Periodicity
1. Military Staff Committee	Charter		4 January, once every fortnight thereafter	New York	5 G	I T PV (CEFR)	Every second Friday
2. UNICEF, Executive Board	Economic and Social Council decision 2011/215	Election of Bureau	8 January (1 meeting)	New York	36 G	I T <sup>b</sup> (ACEFRS)	One meeting per year
3. UN-Women, Executive Board <sup>b</sup>	General Assembly resolution 64/289	Election of the Bureau	8 January (1 meeting)	New York	41 G	I T (ACEFRS)	One meeting per year
4. Committee on the Rights of the Child <sup>c</sup>	General Assembly resolutions 44/25, 47/112, 49/211 and 68/268	Eightieth session	14 January–1 February	Geneva	18 E	I T SR (EFS) <sup>d</sup>	Three sessions per year
5. Advisory Committee on Administrative and Budgetary Questions	General Assembly resolutions 14 (I), 173 (II), 32/103 and 64/243	Winter session	14 January–12 April <sup>e</sup>	New York	16 E	I T (ACEFRS)	Three sessions per year
6. UNEP, Committee of Permanent Representatives	General Assembly resolution 2997 (XXVII), UNEP Governing Council decision 19/32	145th meeting	15 January	Nairobi	–	I (ACEFRS)	– RW <sup>f</sup> Four meetings per year
7. Committee for the United Nations Population Award	General Assembly resolution 36/201	Organizational meeting	16 January	New York	10 G	I (EFS)	T – One session per year
8. Executive Board of UNDP/UNFPA/UNOPS	General Assembly resolutions 2029 (XX), 48/162 and 65/176	First regular session	21–25 January	New York	36 G	I T <sup>b</sup> (ACEFRS)	– Three sessions per year
9. Human Rights Council, Working Group on the Universal Periodic Review	General Assembly resolution 60/251 and Human Rights Council decision 1/103 and resolution 5/1	Thirty-second session	21 January–1 February	Geneva	47 G	I T (ACEFRS)	– Three sessions per year
10. Committee on Non-Governmental Organizations	Economic and Social Council resolutions 3 (II) and 1296 (XLIV) and decisions 1995/304 and 1997/297	Regular session	21–30 January and 8 February	New York	19 G	I T (ACEFRS)	– One session per year
11. Advisory Board on Disarmament Matters	General Assembly resolutions 37/99 K and 54/418	Seventy-first session	23–25 January	New York (to be confirmed)	15 E	I T (ACEFRS)	– Two sessions per year
12. Human Rights Council, Working Group on Situations	Human Rights Council resolution 5/1	Twenty-third session	28 January–1 February	Geneva	5 G	I T (ACEFRS)	– Two sessions per year

MLC.1720/ML.2



**Any Question?**

**Thank you for your attention**