

UNOG USEFUL INFORMATION

RESERVING A MEETING ROOM AT UNOG

UNOG conference management services include conference planning and organization, the preparation of the United Nations calendar of conferences and meetings, the physical setup, infrastructure, provision of meeting room facilities and other services, including interpretation into any or all of the official languages – Arabic, Chinese, English, French, Russian and Spanish, to facilitate multilateral dialogue. Meetings Servicing Assistants are always in the room to assist delegates with information, documentation, and communication or in any other way possible.

All authorized requesting parties, including Permanent Missions to the United Nations Office at Geneva, wishing to book conference rooms and interpretation services should contact the Meetings Management Service (MMS) to ascertain availability of services.

A video tutorial "[Booking a room at the Palais des Nations](#)" is available on YouTube.

Members of a Permanent Mission or Observer Mission to the UN can contact the MMS on (022) 917-3668 or via email at mms@unog.ch.

If this is a new request on a new topic, you will be requested to send a note verbale officially addressed to the Office of the Director-General.

Provide the Meeting Management Service with all the details such as:

- Date of meeting, as well as start and finish time
- The number of participants
- Equipment required (audio conference, projector, VTC, etc)
- If interpretation is required and the languages
- Room preference, if any
- Name and details of meetings organizer
- Name and details of a contact person

At this stage, depending on availability, a room will assigned to you and blocked/reserved. Submit your request online in eMeets. (Every Permanent or Observer Mission has a generic user name and password that gives you access to eMeets.)

Once the request is submitted in eMeets, the MMS will verify the information provided. MMS will also communicate any costs that may relate to your request through a cost estimate prepared with all relevant workload parameters expressed in number of conference servicing staff, work days, duration and required conference rooms and offices.

When all details are complete, the request will be approved in the system. Once the request is approved in the system, the system generates an automatic letter of confirmation of approval with all the details to the Focal Point.

The Coordination Office colleagues will then liaise with your focal point to finalize the servicing of your meeting. If your request requires no additional services such as Interpretation, the final approval is done on the Monday of the week. If your request requires services such as Interpretation, the final approval will be done on the Tuesday of the week before the meeting.

LIBRARY OF THE UNITED NATIONS OFFICE AT GENEVA

SERVICES FOR PERMANENT MISSIONS

1. The Cultural Activities Programme (CAP)

Hosted by the UNOG Library, offers a unique platform to Member States and members of the UN System to present cultural activities highlighting the key issues on the United Nations agenda to the international community.

All proposals should be submitted a minimum of three months before the event takes place. Successful proposals are recommended to the Director-General of UNOG who makes a final decision on their inclusion in the Programme.

Types of Events: Exhibitions, Concerts and performances, Films, Cultural conferences

The Member States organizing the event cover the costs related to coordination, installation, sound and film technicians, security, as well as printing and distribution of invitations and posters.

All events are held at Palais des Nations.

Contact

Cultural Activities Committee (CAC)

UNOG Library (B.38)

Email: libraryculture@unog.ch

Tel.: +41 (0) 22 917 41 43

2. Library Services

In addition to all the print and online collections, the library offers research assistance, training and inter library loans; online requests can be made via <http://librarycat.unog.ch>.

You place the request online and books will then be made available for pick up at the Loans desk, 1st floor, building B.

Diplomatic cyberspaces dedicated for diplomats are located on the 1st floor of the Library, and open from 8:30 am to 5:30 pm. Computers give access to Internet, office programs and the Library catalogues and electronic collections. A printer, a photocopier and a scanner are also available on site.

As staff member of a Permanent Mission, you can register for a user account at UNOG Library which allows you to borrow material. Register at: <http://www.unog.ch/library>.

3. Library Talks

The library hosts on a regular basis "Library Talks", geared towards gathering members of the international community in Geneva to discuss subjects of key importance for the United Nations. A Permanent Mission can request a theme to be discussed and hosted by the library via libraryculture@unog.ch.

EXECUTIVE BRIEFINGS

Executive Briefings are designed to bring to the Geneva diplomatic corps and UN Organizations present here, the views of key senior officials and high office holders of the UN. This helps to connect International Geneva more closely with the work of the UN globally and to encourage a better understanding of Geneva as the operational hub of the system.

After a 20-30 minutes opening statement - moderated by the DG (or his representative should he not be available) - a Q & A session follows. The whole event lasts for an hour to an hour and half

.
For more information contact the Political Affairs and Partnerships Section at [**political@unog.ch**](mailto:political@unog.ch).