



# Economic and Social Council

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## Economic Commission for Europe

### Beijing+20 Regional Review Meeting

Geneva, 6–7 November 2014

#### **Information Note on Practical Arrangements for the Beijing+20 Regional Review Meeting**

#### **Gender equality and the empowerment of women and girls for sustainable development in the ECE region**

Note by the secretariat

#### **I. Date and venue**

1. The Beijing+20 Regional Review Meeting will be held on 6 and 7 November in Conference Room XVII at the Palais de Nations, Geneva. The meeting will commence at 10 am on Thursday, 6 November and will finish at 6 pm Friday, 7 November. The detailed map of the Palais de Nations is available [here](#)

#### **II. Registration**

2. Participants are kindly requested to complete the registration form at <http://www.unece.org/index.php?id=35329> by 27 October 2014. On their way to the meeting, delegates should obtain an identification badge at the Pass and Identification Unit of the United Nations Office at Geneva's Security and Safety Section, located at the Pregny Gate, 14, Avenue de la Paix (see [map](#)). It will be necessary to present your passport or identity card and the printed registration form. Please allow time for this procedure.

3. Further practical information can be found here:  
<http://www.unece.org/meetings/practical.html>

### **III. Side events**

4. There is limited space available for the organization of side-events. Please send your requests by 10 October to Ms. Margaret Muindi ([margaret.muindi@unece.org](mailto:margaret.muindi@unece.org)) Please include the topic of the side-event, its expected duration and other relevant details. ECE cannot provide interpretation or additional equipment for the side-events.

### **IV. Accreditation and participation of non-governmental organizations**

5. NGOs with accreditation with the Economic and Social Council as well as other NGOs which were accredited at the Beijing Conference (1995) and subsequently at the ECE Beijing +5, +10 and +15 reviews are automatically accredited to participate in the Meeting.

6. Other NGOs wishing to participate are requested to include in the “Comments” section of the registration form the information on their organization and activities. To be accredited to the Meeting NGOs should be based in the ECE region with activities at regional, sub-regional or national level and their activities should relate directly to at least one of the areas covered by the agenda of the Meeting.

### **V. Visas, accommodation and travel arrangements**

7. All participants attending the meeting are requested to have a valid passport and, if required, a visa for Switzerland. Applications for visas should be made to the embassy or consulate of Switzerland in the country in which the participants reside. If a formal invitation letter is required by the embassy, this can be requested during the online registration process or from the ECE secretariat (tel. +41 22 917 2346; e-mail: [margaret.muindi@unece.org](mailto:margaret.muindi@unece.org))

8. Participants are requested to make their own hotel and travel arrangements. Participants are advised to book hotel accommodation well in advance of the meeting. Information on hotels and other practical information on travelling to Geneva can be found at: <http://www.geneve-tourisme.ch/en/home>.

9. ECE has limited funds to provide financial support to the meeting participants. If you are interested in receiving such support, please provide brief description of the activities you are involved in that can be relevant in the context of the meeting discussions and contact Alexander Paperny ([alexander.paperny@unece.org](mailto:alexander.paperny@unece.org)) from the ECE Secretariat. Such requests should be sent by October 14th. As the amount of funds is limited we encourage you to contact ECE as quickly as possible.

### **VI. Official languages and documentation**

10. The meeting room will be equipped for simultaneous interpretation, which will be provided into and from the three official working languages of the ECE (English, French and Russian).

11. All documents will be available on the meeting website: <http://www.unece.org/index.php?id=35329> In line with the UN policy to reduce paper consumption, delegates are kindly requested to bring their copies of documents with them as there will be no documents available in the meeting room.

## VII. Contact persons

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