

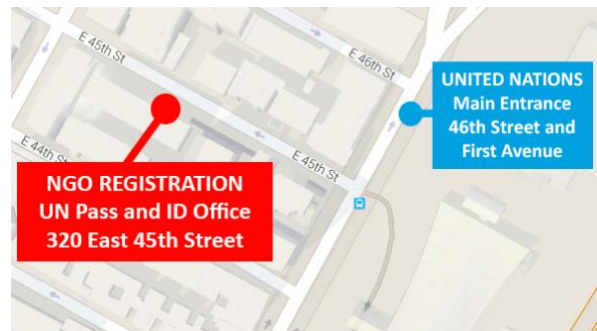
CSW67 UN Grounds Pass Collection

Dear CSW67 NGO representatives,

You are receiving this message as a representative who has been registered and approved to participate at the 67th Session of the Commission on the Status of Women on Indico. The following information is pertinent for you to access UN premises. Please read the entire document carefully.

Due to the high number of registrations for CSW67, UN grounds pass collection will have extended hours **starting on Friday before the session begins, over the weekend** as well as during the first days. Please be aware of the important information below.

Collection of United Nations grounds passes takes place at the **UN Pass & ID Office** which is located at **320 East 45th street** (between First and Second Avenue), outside of UN premises. **Do not proceed to the main entrance of the United Nations until you have collected your grounds pass.**



We strongly recommend that participants take advantage of the extended on-site registration period prior to the opening day of the session. Those who are unable to do this should expect that there will be long lines and an extended wait on Monday, 6 March and Tuesday, 7 March mornings.

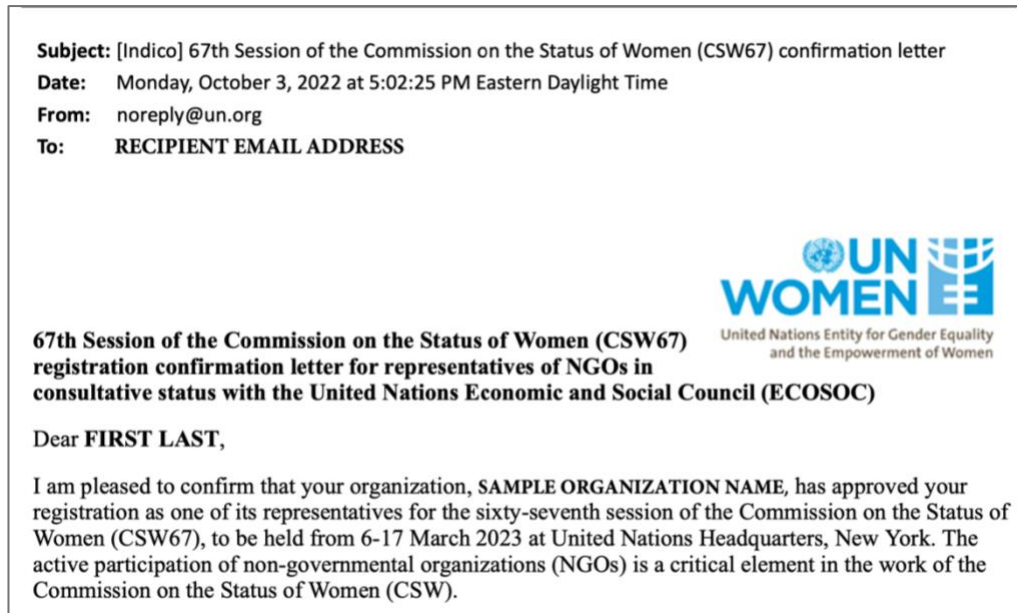
Grounds pass collection hours

<p>Prior to the session</p>	<p>Friday, 3 March: 9 a.m. - 4 p.m. Saturday, 4 March: 10 a.m. - 6 p.m. Sunday, 5 March: 10 a.m. - 6 p.m.</p>
<p>First week</p>	<p>Monday, 6 March: 8 a.m. - 6 p.m. Tuesday, 7 March: 8 a.m. - 6 p.m. Wednesday, 8 March: 9 a.m. - 4 p.m. Thursday, 9 March: 9 a.m. - 4 p.m. Friday, 10 March: 9 a.m. - 4 p.m.</p>
<p>Second week</p>	<p>Monday, 13 March: 9 a.m. - 4 p.m. Tuesday, 14 March: 9 a.m. - 4 p.m. Wednesday, 15 March: 9 a.m. - 4 p.m. Thursday, 16 March: 9 a.m. - 4 p.m. Friday, 17 March: 9 a.m. - 4 p.m.</p>

Obtaining United Nations grounds passes

1. Have your **CSW67 confirmation email and passport issued by a Member State or an Observer State of the United Nations** (or government-issued photo ID if coming from within the U.S.) ready **before entering the UN Pass & ID Office** located at 320 East 45th street. **Without these documents, you will not be able to obtain your United Nations grounds pass for CSW67!**

Each representative should have received a **CSW67 confirmation email** when their CSW67 registration was approved by the Conference Focal Point of the organization. The title of the email reads “[Indico] 67th Session of the Commission on the Status of Women (CSW67) confirmation letter”. This letter is required to collect your grounds pass. Please see a sample here:



If you have not received your CSW67 confirmation email in your email inbox, please check your SPAM/junk email folder. If you still cannot locate your CSW67 confirmation email, please contact csw@unwomen.org as soon as possible.

2. Enter the **UN Pass & ID Office at 320 East 45th street (between First and Second Avenue)**. At peak hours, please expect lines; **please check the daily weather report** as the weather in New York in March can be unpredictable. Take water and a snack with you if you line up at peak times (Monday 11 and Tuesday 12 March). Should you have special needs (e.g., disability, pregnancy, medical condition), please let the Officer or CSW staff member at the entrance know.
Luggage and/or suitcases will not be allowed in the UN Pass & ID Office and on UN premises.
3. Present your documents to a CSW staff member who will direct you to the badging stations where you will be photographed for your UN grounds pass.
4. Once you have received your UN grounds pass for CSW67, exit the Pass & ID Office. **Waiting within the Pass & ID Office is not permitted.** To access UN premises, proceed to the UN main entrance at First Avenue and 46th street.

NGOs with valid annual UN grounds passes (ECOSOC) will use these for the session and do not need to get in line for a CSW67 grounds pass at the UN Pass & ID office.

Please be reminded that the United Nations will not make arrangements or pay for any costs in connection with travel, visa or accommodation. Such arrangements and costs are the exclusive responsibility of participants. **The United Nations does not charge any fees for participation in the Commission on the Status of Women sessions**