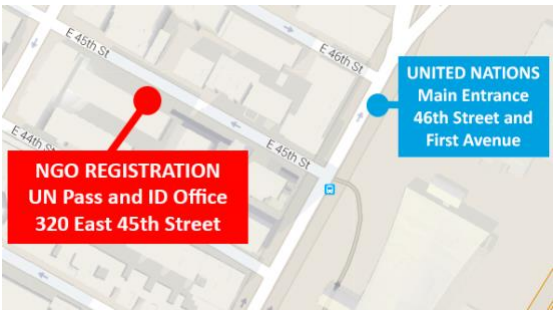


CSW68 UN Grounds Pass Collection

The following information is pertinent for approved CSW68 NGO representatives to access UN premises. **Please read the entire document carefully.**

Due to the high number of registrations for CSW68, 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.

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.**



Representatives should expect that there will be long lines and an extended wait on Monday, 11 March and Tuesday, 12 March mornings. Representatives are strongly encouraged to take advantage of the collection hours prior to the session on 8, 9 and 10 March.

Grounds pass collection hours

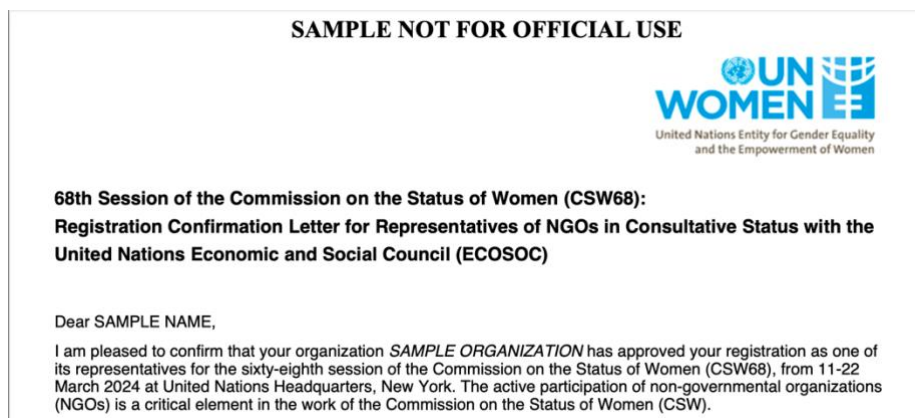
Prior to the session	Friday, 8 March: 9 a.m. - 4 p.m. Saturday, 9 March: 10 a.m. - 6 p.m. Sunday, 10 March: 10 a.m. - 6 p.m.
First week	Monday, 11 March: 8 a.m. - 6 p.m. Tuesday, 12 March: 8 a.m. - 6 p.m. Wednesday, 13 March: 9 a.m. - 4 p.m. Thursday, 14 March: 9 a.m. - 4 p.m. Friday, 15 March: 9 a.m. - 4 p.m.
Second week	Monday, 18 March: 9 a.m. - 4 p.m. Tuesday, 19 March: 9 a.m. - 4 p.m. Wednesday, 20 March: 9 a.m. - 4 p.m. Thursday, 21 March: 9 a.m. - 4 p.m. Friday, 22 March: 9 a.m. - 4 p.m.

Obtaining United Nations grounds passes

1. Have **your CSW68 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 CSW68!**

For more information on CSW68, please see: <http://www.unwomen.org/en/csw/csw68-2024>

Each representative should have received a **CSW68 confirmation email** when their CSW68 registration was approved by the Conference Focal Point of the organization. The title of the email reads “[Indico] 68th Session of the Commission on the Status of Women (CSW68) confirmation letter”. This letter is required to collect your grounds pass. Please see a sample here:



If you have not received your CSW68 confirmation email in your email inbox, please check your SPAM/junk email folder. If you still cannot locate your CSW68 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**, 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 are not permitted 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 CSW68, 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 CSW68 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.**

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”.