



NGO advisory 2

28 February 2019

## Collecting your UN grounds pass for CSW63

Dear representatives registered for CSW63,

Because of the high number of registrations for CSW63, we will be open for UN grounds pass pick-up **starting on Friday before the session begins and have extended the registration hours over the weekend** and during the first days. Please be aware of the important information below.

Collection of United Nations grounds passes takes place in the **UN Pass & ID office** which is located at **320 East 45<sup>th</sup> street (between First and Second Avenue), outside of UN premises.**

**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, 11 March and Tuesday, 12 March mornings.**



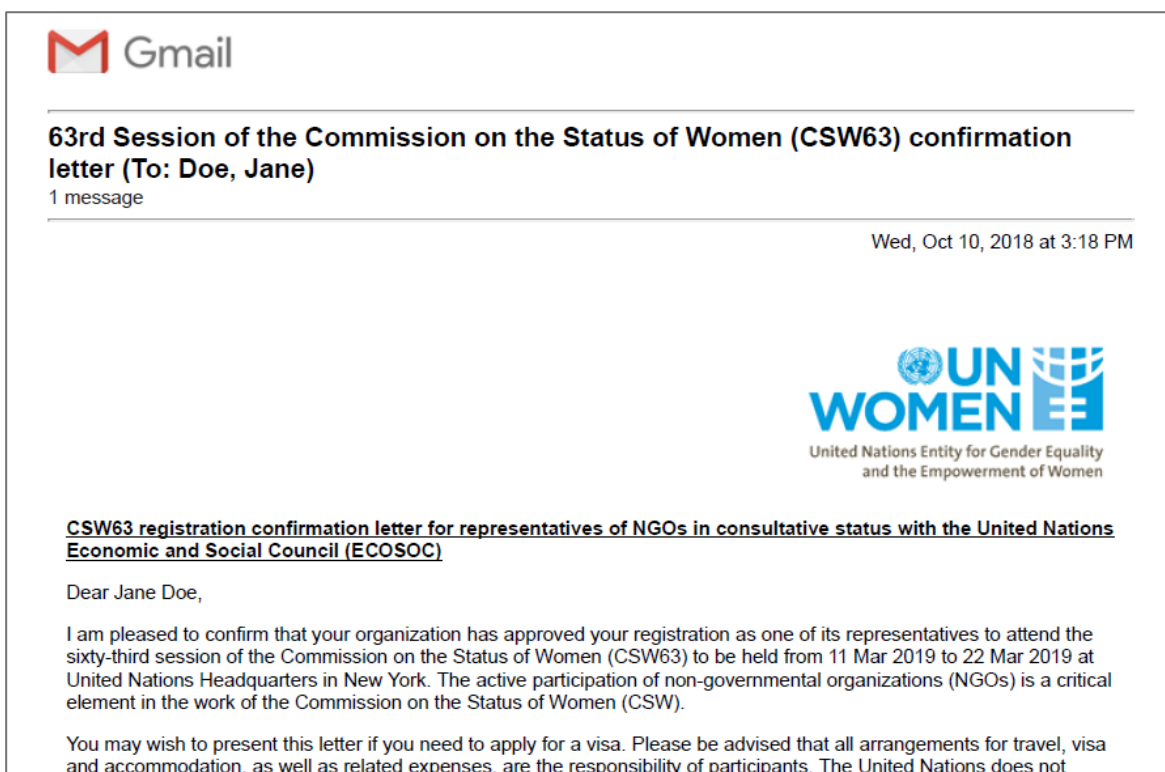
### Grounds pass collection hours

<b>Prior to the session</b>	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.
<b>First week</b>	Monday, 11 March: 8 a.m. - 5 p.m. Tuesday, 12 March: 8 a.m. - 5 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.
<b>Second week</b>	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. - 12 noon

## Obtaining United Nations grounds passes\*

1. Kindly have **your printed CSW63 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 CSW63!**

Each representative should have received a **CSW63 confirmation email** when her/his CSW63 registration was approved by the Conference Focal Point of the organization. The title of the email reads **“63rd Session of the Commission on the Status of Women (CSW63) confirmation letter”**. Please see a sample here:



*If you have not received your CSW63 confirmation email in your email inbox, please check your SPAM/junk email folder. Alternatively, you can view and print your confirmation email on your Indico account. For step-by-step instructions of how to view and print your confirmation email, go to: <http://www.unwomen.org/en/csw/ngo-participation/registration>*

*If you cannot locate your CSW63 confirmation email, please contact [csw@unwomen.org](mailto:csw@unwomen.org) as soon as possible. A printed copy of the CSW63 confirmation email is required to collect your grounds pass. There is no printing on-site! Electronic versions (e.g. on a phone or computer) will not be accepted. Please make sure you have the contact information of your organization's Conference Focal Point at hand if needed.*

2. Enter the **UN Pass & ID office at 320 East 45<sup>th</sup> street (between First and Second Avenue)**. At peak hours, please expect lines; **please dress warmly** as New York can be quite cold and rainy in March. 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.

Kindly note that luggage or suitcases will not be allowed in the UN Pass & ID office and on UN premises.

3. Show your documents to a CSW staff member who will direct you to the badging stations where you will be photographed for your grounds pass.
4. Be sure to bring with you an official photo ID (passport issued by a Member State or an Observer State of the United Nations if you are travelling from abroad!)
5. Once you have received your UN grounds pass for CSW63, exit the Pass & ID office and proceed to the main UN entrance at First Avenue and 46<sup>th</sup> street to access the UN premises.

**\*) PLEASE NOTE! NGOs with valid annual UN grounds passes (ECOSOC) will use these for the session and do not need to get in line for a CSW63 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.**

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For more information on CSW63, please see: <http://www.unwomen.org/en/csw/csw63-2019>

For more information on NGO participation, please see: <http://www.unwomen.org/en/csw/ngo-participation>

We encourage you to follow CSW on Twitter and Facebook for updates:

[https://twitter.com/UN\\_CSW](https://twitter.com/UN_CSW) and <https://facebook.com/UNCSW>

Join the Twitter conversation using #CSW63 to share information about your own events!