Information note for participants

1. Venue

The High-Level Meeting and the Risk Reduction Hub events will be held from Wednesday, 17th May to Friday, 19th May at the United Nations Headquarters. The Visitors’ Entrance is located on 46th St & 1st Ave, New York, NY. It is approximately 12-minutes walk from the Grand Central subway/train station and 3-minutes walk from DC2; 1149, UNDRR Office (2 United Nations Plaza, New York, NY).

The High-Level Meeting and the Multistakeholder Panels will take place in the General Assembly Hall and the Trusteeship Council Chamber. The Risk Reduction Hub will be held in Conference Rooms mainly in 6,7,8, and 9.

2. Registration

2.1. Stakeholder
Stakeholder registration for the High-Level Meeting is now closed. Stakeholder registration for Risk Reduction Hub is available on the MTR website: https://sendaiframework-mtr.undrr.org/risk-reduction-hub

2.2. Member States
Member States and Observers are to liaise with their respective Permanent Missions in New York.

2.3. Intergovernmental Organizations
Intergovernmental Organizations are to refer to the links for registration on this website: https://sendaiframework-mtr.undrr.org. UN system entities should kindly inform Ms. Nehali Anupriya (nehali.anupriya@un.org) of their intent to participate.

3. Ground Pass & Tickets

A UN Ground Pass is needed to access the venue. Member States should liaise with their Permanent Missions to get their Ground Pass. Speakers need to liaise with their session focal point. Other participants will be invited to collect their Ground Pass at the Visitors’ Entrance, on 46th St & 1st Ave, by presenting their registration confirmation at these designated times:

- Wednesday, 17 May 2023 07:30- 09:00 and 13:00- 14:00
- Thursday, 18 May 2023 07:30- 09:00 and 13:00- 14:00
- Friday, 19 May 2023 07:30- 09:00 and 13:00- 14:00

Please contact Ms. Jacqueline Vitezni (jacqueline.vitezni@un.org) for further information.
4. Visa

Each participant is personally responsible for obtaining the necessary entry visa(s) for travel to and from the United States. Please ensure that the necessary arrangements are made in a timely fashion to obtain a US visa, as appropriate. Information regarding US visa can be found on this website: [http://usembassy.state.gov/](http://usembassy.state.gov/)

5. Accommodations

Participants will need to secure hotel accommodation in New York City. All participants are expected to make their own accommodation arrangements. Finding a reasonably priced hotel in New York City can be a challenge, therefore it is recommended that you start as early as possible. A credit card will normally be required for reservation.

Below are a few accommodation options in Midtown Manhattan close to UNHQ and UNDRR offices:

- **The Pod Hotels**: two locations: 39th Street and 51st Street
- **Hampton Inn** located on 43rd Street and 2nd Ave
- **Westgate New York Grand Central** located on 42nd Street and 2nd Ave
- **Even Hotel** located on 44th Street and 2nd Ave
- **Grand Hyatt** located on 109 East 42nd Street at Grand Central Terminal
- **Millennium Hilton** located at One UN Plaza
- **The Westin New York** located at Grand Central Terminal
- **Sofitel New York** located on 45 W 44th St, New York, NY 10036

The below links below may be useful when arranging accommodation.

- [https://www.booking.com/landmark/us/united-nations1.html](https://www.booking.com/landmark/us/united-nations1.html)
- [www.booking.com](http://www.booking.com)
- [www.hotwire.com](http://www.hotwire.com)
- [www.airbnb.com](http://www.airbnb.com)

6. Transportation

Uber, Lyft, airport shuttles and yellow cabs (taxis) are available from the airports to any location. Taxis impose a $4.50 surcharge during peak hours (4-8 p.m. weekdays, excluding holidays).

Participants can get around New York using various modes and transportation. MetroCard is available for purchase in most stations in the city.

7. COVID-19 and Health

The United States has lifted the entry restrictions for fully vaccinated travelers. All participants are required to be vaccinated. For more information please check: [https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html)
Should you need non-emergency medical assistance on the day of the meetings, you can reach out to the DHMOSH Clinic (UNHQ clinic) which is located on the 5th Floor of the UN Secretariat building. The telephone number is 212-963-7090, email: unhqclinic@un.org. Operating hours are Monday to Friday except holidays, 9:00am – 4:30pm.

8. At the High-Level Meeting

8.1. Inscription in the List of Speakers in the Plenary Segment
Delegations who wish to express an interest to speak in the Plenary Segment on 18 May 2023 from 11:00a.m. -1:00 p.m. and 3:00 p.m. to 6:00 p.m. should register through the e-speakers module on the e-deleGATE portal (https://edelegate.un.int/). The list of speakers is open for inscription. Participation in the Plenary Segment of the High-Level Meeting will be in person only and will be in order of precedence and on a first-come-first-served basis. A provisional list of speakers will be circulated on Monday, 15 May 2023. In order to hear as many statements as possible within the limited time available, the time limits for these statements will be three minutes for individual delegations and five minutes for statements made on behalf of a group of States.

8.2. Interpretation
Interpretation in the six UN official languages will be available for all segments of the High-Level Meeting. To facilitate interpretation into the UN official languages, written copies of all statements delivered in the High-Level Meeting should be sent to estatements@un.org at least two hours in advance of delivery. Statements submitted to estatements@un.org will be available in the entry for the meeting in the UN Journal (https://journal.un.org). The subject line of the email should clearly identify the date and time of the meeting at which the intervention will be delivered. Remarks that are in the form of talking points or drafts may also be submitted for the use by interpreters with an indication that they should not be published. To enable accurate interpretation, speakers should speak clearly and at a moderate pace.

8.3. Webcast
The High-Level Meeting and most Risk Reduction Hub events will be webcast live and on demand via UN TV at https://media.un.org/en/webtv/schedule.

8.4. Interventions in Multistakeholder Panels
Meeting participants are invited to request the floor during the interactive segments of the Multistakeholder Panels on 19 May 2023 by pressing the microphone button on the console. Given the limited time available and in order to allow the maximum number of participants to intervene, interventions in interactive discussions should be limited to no more than three minutes. The time limit will be strictly implemented, including through the use of a timing device, sound alert and/or microphone cut off as necessary. Furthermore, in order to maximize the amount of participation, no Heads of Delegation who will address the High-Level Meeting during the Plenary Segment will be selected as panelists. Nonetheless, Member States are encouraged to engage in the interactive nature of the panels by asking questions of the multistakeholder panelists, and engaging with the material presented from the floor.
Participants are discouraged from reading prepared statements. Instead, they are invited to make informal remarks and engage in the material presented by panelists. The moderator may intersperse the interventions of participating States with interventions by intergovernmental organizations/observers, representatives of the UN system and other stakeholders.

9. Accessibility

The UN Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site and as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (Room S-1B-032 on level 1B, near the Secretariat Building escalators). For more information, please visit https://www.un.org/accessibilitycentre. A limited amount of printing on demand in Braille is available through the Accessibility Centre with prior notice.

For accessibility seating in the meeting rooms for the High-Level Meeting or Risk Reduction Hub events, participants should address their requests to the organizer of the Risk Reduction Hub event in advance of the meeting. https://sendaiframework-mtr.undrr.org/risk-reduction-hub or to Ms. Saskia Carusi (Saskia.carusi@un.org).

Communication Access Real Time Translation (CART) will be available via captions on the screen in the meeting room and via webcast for the High-Level Meeting as well as some Risk Reduction Hub events. International Sign Interpretation will be made available during the High-Level Meeting and during some Risk Reduction Hub events.

10. Code of Conduct to Prevent Sexual Harassment

The UN system is committed to upholding an inclusive, respectful and safe environment where participation in any event is guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect. There is no tolerance for harassment, including sexual harassment at UN events. The Code of Conduct to Prevent Harassment, Including Sexual Harassment, at UN System Events applies to the meetings of the HLPF and ECOSOC, including side events. A copy of the Code of Conduct can be found here https://hlpf.un.org/sites/default/files/2022-06/Code%20of%20Conduct.pdf

11. Environmental Sustainability

The UN Secretary-General’s priority is to integrate sustainable development in all aspects of the work of the United Nations and to promote efforts to reduce the UN’s carbon footprint with the ambitious goal to make the United Nations a climate neutral organization. Please help to make the HLM climate neutral by supporting UNFCCC’s certified projects: https://offset.climateneutralnow.org/. Effective 3 June 2019, UN Headquarters has been implementing measures to eliminate single-use plastics to reduce the impact of plastic pollution. Event organizers are encouraged to bring reusable items in order to reduce waste. Please ensure that any vendor providing catering services at UN Headquarters adhere to the requirements outlined in the Guidelines for Event Organizers at United Nations Headquarters on the Elimination of Single-use Plastics which can be accessed here.
12. Practical Information

12.1. Facilities
There are dining facilities and ATMs, in the UN Secretariat building. There will be no meals provided for the duration of the MTR. Below are some cafeterias inside the UNHQ:

- The North Delegates’ Lounge (NDL) hours of operation is from 9:30 a.m. to 7:00 p.m. Monday through Friday.
- The Visitors Café in the General Assembly basement area is from 9:00 a.m. to 5:00 p.m. Monday through Friday.
- The Riverview Café operating hours; Monday through Friday from 11:00 a.m. to 3:00 p.m.

The Visitors Café offers a variety of freshly baked pastries, muffins, and bagels for breakfast and salads, sandwiches, wraps, and paninis for lunch. Fresh cut fruits, yogurt parfait, and a full selection of hot and cold beverages including espresso-based drinks are available.

12.2. Temperature
The temperature in New York City in May is usually low and can range between 53°F and 70°F. Please dress accordingly. New York is on Eastern Standard Time (EST).

12.3. Internet and Electricity
There is free internet service available in most hotels in New York, but please confirm when you book. There is internet access for guests at UNDRR office. The power plug used in the United States is Type A; an ungrounded plug with two flat parallel prongs. The electric voltage in the U.S. is 120V.

12.4. Contact Information
For assistance with administration and/or logistics, please contact:

Lorraine Njui
Tel: 1.646.271.4300 Email: lorraine.njui@un.org