**Fact sheet**

**Costs**

The costs depend on the requirements, time and size of the event.

$260 is the charge for a single BCSS tech for standard day time meetings. Additional $260 is added if additional support is needed or if the meeting extends outside regular hours (10:00--18:00). After hours events require an Engineering Supervisor at $75 per hour. Security Charges are based on the size and make up of the group attending and the room used, there are security charges for all events. The average event would cost approximately $400.

**Special Event tickets**

Organizers of side events can request special event tickets for their non-UN guests through UN DSS (Security Event Planning Unit). Please note this cannot be a non-UN entity or an NGO sending the request, it must be either a New York Permanent Mission or a New York UN office (authorised signatory) sending the request. This must be done **at least 48 hours before the event** (for Monday 18 April it would have to be completed by Thursday).

The following information should be included in **one consolidated excel sheet**: first and last names of the non-UN guests, date, time, venue, name of the event and sponsoring Mission or UN Office. The passes can only be collected by either a mission or UN office that sponsors the side event. Passes are collected from the Pass and Id office (45th street between First and Second Avenue). Passes must be handed to the non-UN guests at the 46th street entrance (bottom of stairs).

Please send your consolidated list to: Security Event Planning Unit (please include the following email addresses: mccormackm@un.org, office06@un.org, security\_service\_coordinator@un.org, meza@un.org, jankowsky@un.org, levyd@un.org).

As indicated in the previous communication, a contact to the focal point for each respective event is included in the list to this end.

**Webcasting**

Webcasting can be requested through UN DPI in New York ([damianou@un.org](mailto:damianou@un.org) ). It is not available in CR B.

**Interpretation**

As detailed in the guidelines, UN interpretation is not available for side events. CR B is not equipped with interpretation booths. If you are bringing your own interpreters, kindly remember to add them to your special event ticket list.

**Nameplates**

The organizers of the side events in **CR B** and **CR 11** will need to print their own name plates, please see the attached **template** which can be used to this end.

**CR 4** and **CR 2** have electronic nameplates, and the requirements for the name plates for this room need to be communicated to **MSU prepwork** (prepwork@un.org). Please send the list of signs required, along with the seat numbers they are to be assigned to (for seat numbers see room plan attached). Please send your list well in advance of the event, clearly indicating which event it is for.

**Publications**

Regarding **publications**, there are tables in all of the rooms that could be used for the purpose of displaying written material you would like to present.

**Flyers/Invitations**

If you would like to have a **flyer/invitation** posted with your event on the UNGASS website, kindly sent them to ungass2016@unodc.org **before 14 April**.

**Catering**

Catering services must be arranged directly with the UN catering service at lhayden@culinartinc.com. For security reasons, only the dedicated catering areas may be used for catering.

**Presentations**

If you have requested a projector, kindly be informed that you will need to bring a laptop. It is easier to use a PC than a MAC. There will be a technician helping with the setup.

