

Participation of intergovernmental organizations, associate members of regional commissions, specialized agencies and related organizations without an office in New York

Intergovernmental organizations, associate members of regional commissions, specialized agencies and related organizations without an office in New York or not registered with the eAccreditation system are required to follow the two-step procedure below:-

(a) Submit an official communication, with official stamp and signed by the head of organization, to the Chief of Protocol, Mr. Peter Van Laere, United Nations Protocol and Liaison Service (Attn.: Wai Tak Chua), at Room S-0201 or by fax to +1 (212) 963-1921, providing an authorized list of the members of the delegation (with names, functional titles and affiliations) who require a Conference badge. **It is important to include in the letter of nomination the name and email address of the focal point making the request in order to receive the email approvals.**

A copy of the same should also be sent to the General Assembly Affairs Branch, Department for General Assembly and Conference Management (Fax: +1 (212) 963-2155);

(b) Email the photographs of the delegation to **protocolphoto@un.org** and specify in the subject line ONLY the name of the organization (for easy tracking). Photographs must be in jpeg format, coloured, passport size and taken not more than six months prior to the Conference. Each photo attachment should only contain one photograph and must be labelled with the full name (first+last name) of the participant.