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Arrangements for the high-level meetings and the general debate of the seventy-sixth session of the General Assembly

United Nations Headquarters, 20 to 28 September 2021

Information note for delegations



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I. Introduction

1. The general debate of the seventy-sixth session will be held from Tuesday, 21 September, to Saturday, 25 September, and on Monday, 27 September 2021, pursuant to resolution [57/301](#).
2. The high-level meeting to commemorate the twentieth anniversary of the adoption of the Durban Declaration and Programme of Action will be held on Wednesday, 22 September 2021, in accordance with resolution [75/237](#).
3. The high-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Tuesday, 28 September (given that 26 September, the date mandated by the Assembly for the meeting, falls on a Sunday in 2021), in accordance with resolutions [72/251](#) and [75/45](#).

II. General considerations in the context of COVID-19

4. The practical arrangements for the conduct of the high-level meetings and general debate of the seventy-sixth session of the General Assembly will be affected by the coronavirus disease (COVID-19) pandemic, including with regard to whether certain events take place, how they are conducted and the number of attendees. All changes will reflect risk assessments and advice provided by the Occupational Safety and Health Committee at Headquarters. The assessments are also based on host city and state guidance, the current phase of the COVID-19 reintegration plan for the United Nations Headquarters complex and an up-to-date understanding of the risks posed by the pandemic to delegates and United Nations personnel.

Access and movement

5. Entry to the Headquarters complex will continue to be restricted in order to manage overall risk and ensure that adequate space is maintained for physical distancing, where required. No visitors will be allowed entry and external media will be limited (see sect. XIII). All persons will be required to attest as a condition of entry that they have not had symptoms of or been diagnosed with COVID-19, or had close contact with someone who has symptoms of or has been diagnosed with COVID-19, in the previous 14 days. International travellers are required to have met local incoming travel requirements as they relate to COVID-19.
6. Throughout the complex, doors will be opened to allow no-touch passage and walkways will be arranged and signage will be posted to improve one-way flow. All attendees are requested to stagger their arrival and departure from the complex and to avoid congregating in common spaces.

Personal protective measures

7. All attendees will be expected to wear a mask or face covering at all times when indoors, except when directly addressing a meeting. All attendees will be required to lower their face covering when entering the compound or passing other security checkpoints if so requested by United Nations security officers to allow confirmation of photo identification. Hand-sanitizing stations will be provided and increased cleaning will be implemented between meetings and for high-touch surfaces in order to reduce contact hazards. Frequent handwashing with soap and water is encouraged.

Reporting illness

8. Attendees who become ill are requested to leave the complex immediately and seek medical care. Attendees who are diagnosed with COVID-19 or show symptoms

of the illness after attending an event at the United Nations complex are strongly encouraged to notify the medical service by telephone (212 963 7090) or by email (to the confidential address unhqclinic@un.org). See also section XVI.

III. Arrivals

9. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters complex;

(b) Heads of State or Government, members of their parties and any delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so – time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving by car unescorted and without a parking e-tag will need a special vehicle permit. Permits can be applied for through the e-deleGATE portal. Car permits will be approved by security and available for pick-up through the Garage Administration, room U-210 (telephone: 212 963 6212);

(d) In view of the ongoing COVID-19 pandemic, all persons accessing the United Nations Headquarters complex, and throughout their time on the premises, are required by the current safety protocols to wear an appropriate mask or face covering that covers the nose and mouth.

IV. Schedules, list of speakers, statements and other relevant information

10. The following points apply to all meetings listed in this section (for further guidelines, see letter dated 14 July 2021 from the President of the General Assembly):

(a) In order to limit the footprint and number of people in the United Nations Headquarters complex, physical access and presence in the General Assembly Hall will be limited to four representatives per Member State and observer State and for the European Union, including the Head of State or Government. In the instance of submission of pre-recorded statements, please see the audio and video guidelines contained in annex I to the present note. All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played. For further information, please contact request-for-services@un.org;

(b) The proceedings of all meetings will be webcast live and on demand on United Nations Web TV.

General debate

11. The general debate of the seventy-sixth session of the General Assembly will be held from Tuesday, 21 September, to Saturday, 25 September, and on Monday, 27 September. The meetings of the general debate will be held from 9 a.m. to 2.45 p.m. and from 3 to 9 p.m. in the General Assembly Hall. In keeping with previous practice, a voluntary 15-minute time limit for statements will be observed.

12. The theme “Building resilience through hope – to recover from COVID-19, rebuild sustainably, respond to the needs of the planet, respect the rights of people

and revitalize the United Nations” has been proposed for the general debate at the seventy-sixth session, pursuant to resolution [58/126](#) (annex).

13. A representative who is physically present in the General Assembly Hall is to deliver a statement of her or his own for the general debate. Alternatively, in accordance with decision 75/573, each Member State, observer State and the European Union may submit a pre-recorded statement by its Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister, which will be played in the General Assembly Hall during the general debate, after introduction by their representative who is physically present in the Assembly Hall (see annex I for the audio and video guidelines). All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played. In such cases, the time limit shall include introductory remarks and the video itself. The level of the speaker will be determined by that of the pre-recorded statement. Unless otherwise mandated by the Assembly, the two modes of delivery (“in person” and “by pre-recorded statement”) will be treated equally in terms of the order of statements – priority will not be given to in-person statements.

14. In accordance with decision 75/573, in addition to the verbatim records of the general debate, the President of the General Assembly will circulate as a document of the Assembly a compilation document of statements delivered by means of pre-recorded statements submitted to the President no later than the day on which the pre-recorded statement is played in the Assembly Hall, and such pre-recorded statements will be attached to the verbatim records of the meetings. Submissions in this regard should be made to estatements@un.org.

15. The provisional list of speakers will be announced around mid-August. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch (email: galindo@un.org, with a copy to gaspeakerslist@un.org). The list of Heads of State, Heads of Government and Ministers for Foreign Affairs (<https://protocol.un.org/dgacm/pls/site.nsf/HSHGNFA.xsp>), maintained by the Protocol and Liaison Service, will be used for identifying speakers at those levels during the general debate. Permanent missions should ensure the accuracy of their delegation’s information and contact the Protocol and Liaison Service with any updates.

High-level meeting to commemorate the twentieth anniversary of the adoption of the Durban Declaration and Programme of Action

16. The high-level meeting to commemorate the twentieth anniversary of the adoption of the Durban Declaration and Programme of Action will take place on Wednesday, 22 September, on the theme “Reparations, racial justice and equality for people of African descent”, in accordance with resolution [75/237](#). At the meeting, Member States will adopt a short and concise political declaration aimed at mobilizing political will at the national, regional and international levels for the full and effective implementation of the Durban Declaration and Programme of Action and its follow-up processes.

17. The President of the General Assembly, consistent with the rules of procedure of the General Assembly, is conducting consultations on the modalities of the high-level meeting and has appointed co-facilitators to guide the process.

High-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons

18. In accordance with General Assembly resolutions [72/251](#) and [75/45](#), the high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will take place on Tuesday, 28 September, given that 26 September, the mandated date for the meeting, falls on a Sunday in 2021.

19. Further details will be communicated in due course.

V. Documentation and interpretation

20. At the seventy-sixth session of the General Assembly, delegations should submit requests for a limited number of hard copies of official documents to the Chief of the Meetings Support Section (email: chiefmss-dgacm@un.org), at least three working days prior to the date on which they are needed. Official documentation is also available online through the Official Document System (<https://documents.un.org>).

21. The daily *Journal of the United Nations*, featuring information on the current day's meetings and on forthcoming meetings, and summaries of official meetings held the previous day, is available in a multilingual digital format, compatible with mobile devices such as smartphones and tablets, at <https://journal.un.org>. In addition to the programme of meetings being held at Headquarters, the *Journal* provides useful information, including with regard to other meetings, informal consultations by permanent missions, the list of Chairs of regional groups for each month, signatures and ratifications of multilateral treaties deposited with the Secretary-General, the daily list of documents issued at Headquarters, and other events organized by permanent and observer missions. PDF versions may be downloaded from the web page. Inquiries regarding the *Journal* should be addressed to the Journal Unit (email: journal@un.org; telephone: 212 963 3888/0493).

22. The list of documents issued for the day and the *Journal* are also available through the eSubscription service (www.undocs.org) of the Department for General Assembly and Conference Management. Delegates can sign up to receive the latest edition of the *Journal* and documents issued daily at Headquarters for viewing directly on their computers or mobile devices.

23. In order to facilitate the provision of interpretation, verbatim reporting and summary record services, delegations are requested to submit their statements (preferably in Microsoft Word, as well as in PDF format) by email to estatements@un.org. The name of the meeting and of the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statement should be submitted well in advance of the meeting, but no later than two hours before delivery, and not in hard copy. The statements will remain embargoed until their delivery.

24. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) in order to ensure that the statement is delivered at a normal pace.

25. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide an interpreter from the non-official language into an official language. However, there will be only limited facilities to accommodate such non-official language interpreters on site. Alternatively, any speaker may also make a pre-recorded video address in any of the six official languages, or in a language other than the official languages. In the latter case, the delegation in question should provide an audio recording of the interpretation into one of the official languages as well as the text of the statement translated into one of the official languages. When the pre-recorded video address in a non-official language is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded interpretation will be simultaneously broadcast on the corresponding language channel.

26. For online meetings with interpretation, participants joining meetings live remotely should follow the guidance contained in annex II to the present note entitled “Required set-up for virtual meetings with interpretation”.

VI. Credentials

27. In accordance with rule 27 of the rules of procedure of the General Assembly, credentials for the seventy-sixth session of the General Assembly must be addressed to the Secretary-General and signed by the Head of State or Government or the Minister for Foreign Affairs. In accordance with rule 25 of the rules of procedure, the delegation may consist of not more than five representatives and five alternate representatives and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation. A scanned copy of the credentials, as well as other communications containing the names of representatives to the seventy-sixth session (such as letters and notes verbales from the permanent missions), should be submitted, if possible, by 6 September 2021, through the online platform, e-Credentials, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int>). The original hard copy of the formal credentials should be delivered to the Office of Legal Affairs located on the 36th floor of the Secretariat Building (please see the *Journal of the United Nations* for further details).

VII. Protocol registration and access arrangements for Member States, observers, intergovernmental organizations, specialized agencies and related organizations

Registration

28. Registration of official delegations will be carried out by the Protocol and Liaison Service. Missions and offices are required to submit their registration requests for members of their delegations (in-person participants only) by using the existing online e-Registration system, available through the e-deleGATE portal (<https://edelegate.un.int>). Please note that it is not necessary to register as a virtual participant in order to follow meetings online, which are broadcast via United Nations Web TV or on the Internet. Delegations wishing to obtain information on the system may refer to the updated guidelines on e-Registration and frequently asked questions on the Protocol and Liaison Service website (www.un.org/dgacm/en/content/protocol/registration-processes). It should be noted that all registration requests, including requests for VIP passes, must be submitted through the e-Registration system. The deadline for submission of registration requests is Monday, 13 September 2021.

29. Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be offered VIP passes without photographs. Deputy Prime Ministers and cabinet ministers will be provided VIP passes with photographs.

30. The working hours of the registration unit (telephone: 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and the general debate are posted on the Protocol and Liaison Service website and at the entry to the Protocol Office.

Access to meeting rooms and restricted areas

31. During the high-level meetings and the general debate of the seventy-sixth session of the General Assembly, from 20 to 28 September 2021, access to the General Assembly Hall and restricted areas will require a regular delegate's pass and a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation only. For that purpose, the Protocol and Liaison Service will proceed as follows:

Access to the General Assembly Hall and restricted areas from 20 to 28 September 2021

(a) Access to the United Nations premises will require a regular delegate's pass and a secondary colour-coded access card;

(b) Every permanent mission of a Member or observer State and the delegation of the European Union will be issued four colour-coded access cards for access to the General Assembly Hall and three cards of a different colour for access to areas of the General Assembly and Conference Buildings (details to be determined);

(c) It should be noted that, in order to limit the footprint and the number of people on United Nations premises, presence in the General Assembly Hall for Member or observer States and the delegation of the European Union will be limited to four delegates per delegation (including the Head of State or Government);

(d) Representatives of intergovernmental organizations and other entities who have received a standing invitation to participate as observers in the sessions and the work of the General Assembly will be issued one colour-coded access card for access to the General Assembly Hall and one card of a different colour for access to areas of the General Assembly and Conference Buildings (details to be determined);

(e) Representatives of specialized agencies and related organizations will be issued one colour-coded access card for access to the General Assembly Hall and one card of a different colour for access to areas of the General Assembly and Conference Buildings (details to be determined);

(f) The access cards for the General Assembly Hall and the General Assembly and Conference Buildings will be valid for the period of the high-level week from 20 to 28 September 2021;

(g) If required, access cards will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies participating in other high-level meetings and associated panel discussions for access to various conference rooms during the high-level week from 20 to 28 September 2021.

32. Colour-coded access cards for the high-level meetings and the general debate will be distributed by the Protocol and Liaison Service in room S-0200 through the counter windows on a staggered schedule, as follows:

Wednesday, 15 September

10 a.m. to noon Afghanistan to Dominican Republic

3 p.m. to 5 p.m. Ecuador to Luxembourg

Thursday, 16 September

10 a.m. to noon Madagascar to Saudi Arabia

3 p.m. to 5 p.m. Senegal to Zimbabwe, Holy See, State of Palestine and European Union

Friday, 17 September

10 a.m. to noon General Assembly-accredited intergovernmental organizations, specialized agencies and related organizations

33. Reservations for guests of delegations on the fourth-floor balcony of the General Assembly Hall will not be available during the general debate. A very limited number of seats (up to five seats, on a rotation basis) may be reserved for guests of delegations in VIP section A of the General Assembly Hall during the address of the head of delegation at the plenary meeting of the general debate. Permanent missions are kindly requested to include only members of the delegation who are in possession of a valid United Nations grounds pass as their guests for the VIP section. Outside guests will not be allowed at this time in view of the ongoing COVID-19 pandemic.

34. Access to VIP section A will require, in addition to a valid United Nations grounds pass, a special courtesy ticket distributed by the Protocol and Liaison Service. To make a reservation, permanent missions are required to submit a request, by completing an SG.40 form (available at www.un.org/dgacm/en/content/protocol/forms) specifying the names and titles of all attendees (up to five guests) and the date (morning or afternoon) of the address of the head of delegation, to the Chief of Protocol by email (unprotocol@un.org) at least one week in advance of the address. The special courtesy tickets will be available for collection at the Protocol Office one day prior to the address of the head of delegation.

35. All documents, forms and information material on the seventy-sixth session of the General Assembly issued by the Protocol and Liaison Service may be accessed at its website (www.un.org/dgacm/en/content/protocol).

VIII. Welcoming reception

36. Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-sixth session of the General Assembly will be welcomed by the Secretary-General from 8 to 8.50 a.m. on Tuesday, 21 September 2021, in the Economic and Social Council Chamber and North Delegates Lounge on the second floor of the General Assembly Building.

IX. State luncheon

37. There will be no State luncheon as part of the mitigation measures regarding the pandemic situation.

X. Joint briefing

38. A joint briefing on the high-level meetings scheduled for September 2021 will be held on a date to be determined by the Department for General Assembly and Conference Management, including the Protocol and Liaison Service, the Department of Safety and Security, the Department of Global Communications and the Health-Care Management and Occupational Safety and Health Division of the Department of Operational Support.

XI. Arrangements for meetings

Facilities (side events and bilateral meetings)

39. In accordance with the letter dated 14 July 2021 from the President of the General Assembly, no side events will take place at United Nations Headquarters during the high-level week of the seventy-sixth session. All side events should be held off-site or virtually.

40. There will be limited provision for bilateral meetings (details are to be determined).

XII. Security arrangements

General considerations

41. The Headquarters complex will remain closed to the public, inclusive of guided tours, for the entirety of the high-level period and the general debate, which ends at close of business on Friday, 1 October 2021. The reopening of the complex to the public and the resumption of guided tours will be announced at a later date.

42. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and of the funds, programmes and agencies of the United Nations system; accredited media; and affiliates who have been issued a United Nations grounds pass.

43. Owing to COVID-19 restrictions, civil society participation in the seventy-sixth session is expected to be online only.

44. For all government delegations (Member States or observers), grounds passes will be issued at the office of the Pass and Identification Unit, located at 320 East 45th Street. For grounds passes for national security officers accompanying Heads of State or Government, contact Captain Eric Bramwell, Special Services Unit (telephone: 212 963 7531). See annex III for a sample of the grounds pass request form for security staff.

45. It should be noted that access to the United Nations Headquarters complex will be denied to anyone who is not in the above-listed categories and who is not in possession of a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

46. Questions or concerns should be directed to Michael Browne, Chief of the Security and Safety Service, United Nations Headquarters, by contacting the Security Event Planning Unit (Captain Charlene Wilson, telephone: 212 963 2867), or through Inspector Bernard Robinson (telephone: 212 963 4400).

Access to the United Nations Headquarters complex

47. The opening hours of the pedestrian entrances are as follows:

42nd Street and First Avenue	7 a.m. to close of business
46th Street and First Avenue	7 a.m. to close of business

48. Please be aware that all packages brought onto the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

49. Prior arrangements are required to be made through notification to the Security Operations Centre at extension 3-6666 for after-hours access to the premises by the press and affiliates.

No pedestrian access through the delegates' entrance

50. During the seventy-sixth session, the pedestrian gate located at 45th Street and First Avenue, which is normally used by delegations, will be closed owing to increased vehicular activity. The gate located at 46th Street and First Avenue will be reserved for use by all persons in possession of a secondary access card.

Pass and identification office: issuance of grounds passes

51. In preparation for the seventy-sixth session of the General Assembly, the Pass and Identification Unit, located on the ground floor of the FF Building at 320 East 45th Street, will be open to staff members and members of delegations.

52. The days and hours of operation of the office will be as follows:

Saturday and Sunday, 18 and 19 September	9 a.m. to 5 p.m.
Monday to Friday, 20 to 24 September	8 a.m. to 4 p.m.
Saturday and Sunday, 25 and 26 September	Closed
Monday to Thursday, 27 to 30 September	8 a.m. to 4 p.m.
Friday, 1 October	8 a.m. to 4 p.m.

Access to restricted areas

53. In accordance with the established procedures, it should be noted that access to the General Assembly and Conference Buildings is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations grounds passes and secondary colour-coded access cards will be required. Owing to space constraints on the second floor of the General Assembly Building, members of delegations are requested not to congregate within that area and instead to utilize the second floor of the Conference Building.

Escorted motorcade drop-off

54. Escorted motorcades will be authorized to enter the United Nations Headquarters complex at the 43rd Street and First Avenue vehicular entrance and drop off their passengers at the delegates' arrival tent. Thereafter, they will be required to exit the premises through the 45th Street and First Avenue gate. All escorted

motorcade movements on the premises will be established by the Security and Safety Service and coordinated in conjunction with the host country.

Unescorted motorcade drop-off

55. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. Properly accredited persons may then enter the premises through the 46th Street entrance.

Traffic in the Secretariat Circle and through the 43rd Street gate

56. The very limited operating space in the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to those areas, in order to ensure safety and to avoid undue obstructions and delays of delegation vehicles and the motorcades of high-level government officials.

57. Vehicular access to the premises through the gate at First Avenue and 43rd Street is therefore restricted to host country law enforcement-escorted motorcades.

58. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Monday, 4 October 2021.

Parking

59. For the duration of the high-level meetings and the general debate, with the exception of escorted motorcades, all vehicles authorized to enter the premises will be permitted to enter and exit the garage through the 42nd Street exit, which will be operational from 6 a.m. to close of business daily from 20 to 24 September and from 27 September to 1 October. Please note that traffic lanes within the third basement service drive and roadways in the garage must be kept free of stationary vehicles at all times. Vehicles left in those areas will be subject to towing.

60. All vehicles entering the Headquarters complex will be subject to search. Thus, it is highly recommended that members limit the contents inside their vehicles in order to expedite the physical security clearances.

61. Bicycles and other non-motorized means of transport into Headquarters premises will not be permitted.

XIII. Media access arrangements and services

62. In order to decrease the footprint and number of people at the United Nations Headquarters complex, physical access will be limited to United Nations accredited media representatives who have an office at the United Nations Headquarters building and a very limited number of delegations media (subject to risk assessments). Additional safety and security measures may also be put in place.

63. Meetings can be watched live and on demand on the United Nations Web TV website (<http://webtv.un.org>). Live video feeds and downloadable files and photographs will be available from the Department of Global Communications (see the section entitled “United Nations audiovisual materials” below and the media resource guide, available at www.un.org/malu).

64. Members of the media can request documents, statements and press releases from the Media Documents Centre by emailing mdc@un.org.

65. A list of in-person and online meetings, briefings and other events open to the media will be posted daily at www.un.org/en/media/accreditation/alert.shtml.

66. Access to media booths, the press briefing room and the Security Council stake-out will be limited in order to reduce risk.

67. Information relevant to the media during the high-level period will be available at www.un.org/en/media/accreditation/unga.shtml. For any questions, contact the Media Accreditation and Liaison Unit by emailing malu@un.org.

Audiovisual services

68. Audiovisual services for meetings and events at the United Nations complex in New York are provided by the Broadcast and Conference Support Section of the Office of Information and Communications Technology (email: request-for-services@un.org; telephone: 212 963 9485; room: CB-1B-79).

69. Clients should initiate all requests for meetings or events requiring audiovisual services through the meetings planning and resource allocation system (gMeets) or One-Stop Shop (please refer to the related user guides). For audiovisual services, please select the Broadcast and Conference Support Section to identify the services required. Following the approval of the meeting or event, clients should engage the services of the Section, if required.

United Nations audiovisual materials

70. Photographs in digital format (JPG) will be available for download free of charge on the United Nations photo website (<https://dam.media.un.org>). Photo enquiries and requests should be addressed to the United Nations Photo Library (email: photolibrary@un.org).

71. Digital files of speeches delivered during the general debate and Security Council meetings can be downloaded from the United Nations Audiovisual Library website (www.unmultimedia.org/avlibrary) in MPEG-4 (H.264) format free of charge. Delegations may request high-resolution broadcast-quality video files, such as MOV files, through the Audiovisual Library (email: avlibrary@un.org). Delegations may also request digital copies of other meetings through the Audiovisual Library, subject to availability. All requests will be serviced in the order in which they are received.

72. Audio files of speeches in digital format (MP3) will also be available for download free of charge from the United Nations Audiovisual Library website. Audio enquiries and requests should also be addressed to the United Nations Audiovisual Library.

73. Live television feeds will be available through commercial carriers (see www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf). For more information, contact Ingrid Kasper (telephone: 212 963 0128; email: kasper@un.org) or Cesar Martin Redi (telephone: 917 367 9231; mobile: 914 393 1072; email: redi@un.org) at United Nations Television.

74. Only pool television production services will be available from United Nations Television. Broadcasters interested in gaining access to United Nations Television live coverage of the high-level meetings and the general debate should contact Ingrid Kasper or Cesar Martin Redi.

75. The United Nations webcast service will provide daily live and on-demand streaming coverage of the high-level meetings and the general debate through the following platforms:

- United Nations Web TV website (webtv.un.org) – live in all six official languages, plus the original language of the speaker

- United Nations channel on YouTube (youtube.com/unitednations) – in English
- Facebook (facebook.com/UNWebTV) – in English
- Twitter (twitter.com/UNWebTV) – in English

76. Video recordings of each speaker at the general debate will be posted in all six official languages and in the original language of the speaker on the United Nations Web TV website for on-demand access. Additional webcast coverage will include press conferences, media stake-outs and other meetings and events. Queries about webcast coverage should be directed to the United Nations webcast service (telephone: 212 963 6733; email: damianou@un.org or justin@un.org).

Internet and social media

77. The United Nations website (www.un.org) will provide, through a dedicated portal web page (<http://gadebate.un.org>), links to live and on-demand coverage of the high-level meetings of the General Assembly. Any queries about the web page should be directed to Peter Dawkins, Chief of the Web Services Section (telephone: 917 769 1318; email: dawkins@un.org).

78. The Meetings Coverage Section, through its portal websites (English: www.un.org/press/en; and French: www.un.org/press/fr), will provide coverage of the General Assembly plenary and high-level meetings in both English and French. Copies of press releases will also be available on demand, from the Media Documents Centre.

79. The United Nations News website (news.un.org/en) serves as the main portal for United Nations news and will be continuously updated in the six official languages, as well as Hindi, Kiswahili and Portuguese. It will provide a wide array of links to source materials, including press releases, selected reports and statements of the Secretary-General and the President of the General Assembly. A feed will provide up-to-date news about the work of the General Assembly in all official languages. Readers can also subscribe to a free email news alert service that will deliver stories on the latest United Nations developments straight to their mailboxes or desktops. Daily updates will continue to be provided through the United Nations News social media accounts (Facebook, Twitter and YouTube).

80. Two free smartphone applications are available to enable delegations and the media to follow the proceedings on their mobile phones. The United Nations News Reader app (for Android and iOS devices in the six official languages, as well as Hindi, Kiswahili and Portuguese) provides constantly updated multimedia stories from the United Nations News platforms. Users of the app can also watch meetings live and link to the daily press briefing of the Spokesperson for the Secretary-General, as well as receive news alerts. United Nations Audio Channels (for iOS and Android devices in the six official languages, as well as Kiswahili and Portuguese) provide selected audio from the General Assembly Hall and the Security Council Chamber, in addition to United Nations News audio programmes in eight languages – the six official languages and Kiswahili and Portuguese. For any urgent matters related to United Nations News, please contact Ben Malor (malor@un.org) and Victor Evans-Harvey (evans-harvey@un.org).

81. Regular social media updates will be posted to the flagship accounts managed by the Department of Global Communications, which are listed at www.un.org/social. Heads of delegations and influencers will be invited to participate online in General Assembly social media activities. Member States are also encouraged to post social media updates using the hashtag #UNGA. Questions about social media coverage may be directed to the Social Media Section (telephone: 646 708 3312; email: scaddan@un.org).

Briefings and press conferences

82. Daily briefings for the media will be given by the Spokesperson for the Secretary-General at noon in room S-0237. Press conferences by senior United Nations officials, delegations and the permanent missions will be held in the same room, unless otherwise indicated. These arrangements may be altered depending on public health issues. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General. It will also be available on the website of the Media Accreditation and Liaison Unit (www.un.org/en/media/accreditation/alert.shtml) and on Twitter (@UNMediaLiaison).

83. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (telephone: 212 963 7707, 212 963 7160 or 212 963 7161).

84. Briefings and press conferences are open only to members of the media.

XIV. Broadcast and conference support

85. Audiovisual services for meetings and events at the United Nations Headquarters in New York are provided by the Broadcast and Conference Support Section of the Office of Information and Communications Technology (email: request-for-services@un.org; telephone: 212 963 8648).

Conferences, meetings and events

86. The services of the Broadcast and Conference Support Section include the provision and operation of conference room- and meeting-related technology, congress microphone and simultaneous interpretation systems, voting and timer systems, broadcast for television, radio and Internet coverage, recordings, digital displays, digital projection, digital name plates, virtual participation technology (videoconferences technology and managed virtual meetings platforms, such as Microsoft Teams and Cisco WebEx), sound amplification, and accessibility-related services such as closed captioning and sign language. Requests for services should be sent to the Broadcast and Conference Support Section (request-for-services@un.org). Audiovisual and related meeting and event technology and support is provided on a budgeted and reimbursable basis.

87. The following services are provided for official calendar meetings:

- Congress microphone and simultaneous interpretation systems
- Remote participation technology (for example, videoconference and virtual meeting platforms, such as WebEx, and other support)
- Remote simultaneous interpretation
- Sound amplification and public address systems
- Projection and electronic displays
- Recordings
- Management and playout of pre-recorded statements and videos
- Broadcast coverage and transmission
- Digital signage and digital name plates
- Teleprompter(s)
- Captioning (open and closed)

- Display of sign language interpretation

88. Additional services and/or services to non-budgeted meetings are available on request and provided on a cost recovery basis. Cost estimates and a rate card are available upon request (email: request-for-services@un.org; telephone: 212 963 8648).

Fully virtual or hybrid meetings and events

89. A variety of technology platforms and services are available to support virtual participation and virtual and hybrid meetings and events. Virtual meeting services and options, best practices and support for planning and usage and guidance on technology and bandwidth requirements are available on request (email: request-for-services@un.org; telephone: 212 963 8648).

Pre-recorded statements and videos

90. The Broadcast and Conference Support Section facilitates the playout of pre-recorded statements and videos in meetings, as required. The preferred file formats, requirements and options for submission, and best practices are available on request. Requests for such services should be communicated as early as possible and no later than four working days prior to the meeting or event (email: request-for-services@un.org; telephone: 212 963 8648). For details, see annex I to the present note.

Audiovisual accessibility-related technologies

91. The Broadcast and Conference Support Section facilitates the provision of accessibility-related support technologies and services, including open and closed captioning and the capture and display of sign language interpretation (email: request-for-services@un.org; telephone: 212 963 8648).

Broadcast, streaming and recording services

92. Broadcast, streaming and digital audio and video recording services are available for meetings and events. Requests for the recording of closed meetings and access to closed meeting recordings are restricted to the Chair or secretary of the meeting. For virtual meetings and events, the Broadcast and Conference Support Section provides interpretation platforms, broadcast, webcast, streaming and audio and video recording services. Requests for such services should be communicated as early as possible and no later than five working days prior to the meeting or event (email: request-for-services@un.org; telephone: 212 963 8648).

Video projection, television and computer monitors and other digital display and audio-related services

93. Projectors, monitors and speaker systems for multimedia playout, presentations and display in conference and meeting rooms are provided by the Broadcast and Conference Support Section. Cost estimates and a rate card are available upon request (email: request-for-services@un.org; telephone: 212 963 8648).

XV. Access to representatives of non-governmental organizations

94. Owing to the prevailing conditions under COVID-19 and the restricted nature of the arrangements for the seventy-sixth session, access to the United Nations Headquarters premises will not be allowed for representatives of non-governmental organizations in consultative status with the Economic and Social Council or those organizations associated with the Department of Global Communications or of other organizations that do not fall under either category. Special passes for non-governmental organizations either in consultative status with the Economic and Social Council or associated with the Department of Global Communications will therefore not be distributed either by the Non-Governmental Organizations Branch of the Office of Intergovernmental Support and Coordination for Sustainable Development of the Department of Economic and Social Affairs or by the Civil Society Unit of the Outreach Division of the Department of Global Communications. In addition, temporary passes will not be issued.

95. The Civil Society Resource Centre of the Department of Global Communications, located on the second floor of the UNITAR building will remain closed to civil society representatives, with or without grounds passes, during this period.

96. Depending on the modalities of participation determined for each of the high-level meetings scheduled, and in the event that in-person participation is authorized for non-State actors (stakeholders including civil society organizations) the Non-Governmental Liaison Service of the Civil Society Unit in the Department of Global Communications will facilitate the special accreditation and/or registration for such stakeholders, with the exception of those organizations in consultative status with the Economic and Social Council.

XVI. Medical services

97. All attendees who are unwell should immediately leave the complex and seek medical support. Any attendee who becomes ill with COVID-19-like symptoms or who tests positive for COVID-19 after attending an event at the United Nations complex is strongly encouraged to notify the medical service by telephone (212 963 7090) or by email at the confidential address unhqclinic@un.org. A review will be conducted to determine whether confidential contact tracing and subsequent testing are required, which will be initiated by clinical staff of the Health-Care Management and Occupational Safety and Health Division. Attendees with any other illness are encouraged to see a local physician for further care. Attendees with physical injuries due to trauma may seek support from the Headquarters medical clinic on the fifth floor of the Secretariat Building. Visiting delegates with medical questions are encouraged to send an email to unhqclinic@un.org rather than attend in person.

98. During the high-level meetings, an immediate medical response capability for emergencies will operate from the Headquarters medical clinic in the Secretariat Building and, depending on the circumstances, may be supported by New York City emergency response services.

XVII. Host country liaison

99. All enquiries concerning host country matters should be directed to James Donovan at the United States Mission to the United Nations during regular business hours (telephone: 646 510 0008; after hours, 212 415 4444, 646 510 0008).

XVIII. Additional information and briefing sessions

100. Additional information will be issued if the need arises to update and expand the information contained in the present note. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings and the general debate.

101. In the lead-up to the high-level meetings, the following information documents will be issued:

- Note verbale from the Protocol and Liaison Service on protocol/accreditation arrangements
- Press kit for the seventy-sixth session of the General Assembly
- Delegates' handbook
- Required set-up for virtual meetings with interpretation (already issued, see annex II)

102. Owing to COVID-19 restrictions, there will be reduced cafeteria services at Headquarters, as follows:

- Delegates Dining Room, fourth floor of the Conference Building, open from 20 to 24 September 2021, from 11.30 a.m. to 2.30 p.m., for a buffet lunch.
- Riverview Café, fourth floor of the Conference Building, open from 12 July to 17 September 2021; closed from 20 to 24 September; reopens from 27 September 2021, from 8 a.m. to 3.30 p.m.
- Vienna Café, first basement level of the General Assembly Building, open from 20 to 24 September 2021, from 9 a.m. to 6 p.m. Open from 10 a.m. to 5 p.m. on other days.
- Main Café, first floor of the South Annex Building, open from 20 to 24 September 2021, from 7.30 a.m. to 4 p.m.
- Lobby Café, first floor of the Secretariat Building, open until 17 September; closed from 20 to 27 September; reopens from 28 September 2021, from 8 a.m. to 5 p.m.
- North Delegates Lounge, second floor of the Conference Building, open on 22 September, from 10 a.m. to 7 p.m., and on 23 and 24 September 2021, from 9 a.m. to 7 p.m.

103. A total of 18 vending machines are in operation at United Nations Headquarters, as follows:

- Visitors Centre, General Assembly Building, first basement level (two snack, one hot beverage and two cold beverage)
- Library neck area, first floor, between the South Annex Building and the Library Building (one snack and one cold beverage)
- Conference Building, first floor (one snack, one hot beverage and one cold beverage)
- Corridor by the Pouch Office (GA-3B-710), General Assembly Building, third basement level (one snack and one cold beverage)
- Language Learning Centre (corridor by NL-3B-BCSTN-25), North Lawn Building, third basement level (one snack and one cold beverage)

- Department of Safety and Security Command Centre Pantry, Conference Building, second basement level (one snack and one cold beverage)
- DC1 Building, third floor corridor (one snack and one cold beverage)

XIX. Sustainability

104. The United Nations is taking a number of measures to minimize its environmental impact and maximize social, economic and environmental sustainability. All participants are encouraged to contribute to sustainability efforts.

105. Waste management is a particular concern and the United Nations is determined to reduce and dispose of its waste sustainably. To this end, United Nations Headquarters implements measures to eliminate single-use plastics from the complex to reduce the impact of plastic pollution. Participants are urged to comply with relevant procedures and waste separation signage. More information is available at <http://greeningtheblue.org/unhq>, and questions can be directed to Greeningunhq@un.org. Participants are also encouraged to bring reusable bottles and mugs and to avoid disposable cups and plastic water bottles.

106. Participants are encouraged to minimize paper consumption. Participants are urged to use portable devices as the main way to access documentation, including the daily *Journal of the United Nations*, to limit demand for printed materials and reduce paper consumption. Participants are also encouraged to distribute non-official documentation electronically.

107. In accordance with paragraphs 22 and 23 above, a number of online services are made available for the benefit of delegations. Participants should consider the eSubscription service (www.undocs.org) of the Department for General Assembly and Conference Management mentioned in paragraph 22 before printing documents.

XX. Accessibility: arrangements for persons with disabilities

108. Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in accordance with paragraphs 33 and 34 of General Assembly resolution [73/341](#). For individual requests, please contact the Meetings Support Section of the Department for General Assembly and Conference Management (email: prepwork@un.org; telephone: 212 963 7349) no later than three working days prior to the meeting.

109. The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (first basement level, by the Secretariat Building escalators). For more information, please visit www.un.org/accessibilitycentre/.

110. Attendees with disabilities who require accommodations in the light of the additional restrictions and requirements relating to COVID-19 should contact the Meetings Support Section of the Department for General Assembly and Conference Management (email: prepwork@un.org).

XXI. Focal points for arrangements related to high-level meetings

General Assembly Affairs	<p>Ruth de Miranda Email: demiranda@un.org</p> <p>Kenji Nakano Email: nakano@un.org</p>
Protocol and Liaison Service	<p>Beatrix Kania Telephone: 917 367 6166 Email: beatrix.kania@un.org</p> <p>Nicole Bresson-Ondieki Telephone: 917 367 4320 Email: bresson@un.org</p>
Delegation registration and access	<p>Wai-Tak Chua Telephone: 212 963 7181 Email: chuaw@un.org</p> <p>Rommel Maranan Telephone: 212 963 7181 Email: maranan@un.org</p>
For e-Registration technical issues:	<p>Information and communications technology help desk Telephone: 212 963 3333 Email: missions-support@un.int</p>
Documents Management Section	<p>Deirdre Durrance Telephone: 917 367 5409 Email: durrance@un.org</p> <p>Masud Rana Telephone: 917 367 2141 Email: rana@un.org</p> <p>Manuel Abraham Telephone: 917 367 5793 Email: dms@un.org</p>
Meetings management	<p>Xin Tong-Maywald Telephone: 212 963 0883, 917 349 2427 Email: tongx@un.org, gmeets@un.org</p>
Journal Unit	<p>Meena Sur Telephone: 917 367 2454 Email: journal@un.org, surm@un.org</p>
Interpretation services	<p>Sergey Kochetkov Telephone: 212 963 8233 Email: kochetkov@un.org</p>
Meetings support and logistics	<p>Narendra Nandoe Telephone: 212 963 1807 Email: nandoe@un.org</p>

Security

Denitsa Dimitrova Petrova
Telephone: 917 367 9925
Email: Denitsa.petrova@un.org

Statements submission
Telephone: 212 963 7349
Email: estatements@un.org

Michael Browne
Telephone: 917 367 4359, 917 215 6698
Email: browne2@un.org

Inspector Albert Lyttle
(Office of the Chief of Services)
Telephone: 212 963 9346
Email: lyttle@un.org

Inspector Paula Goncalves
(Security Operations)
Telephone: 212 963 3694
Fax: 212 963 1833
Email: goncalvesp@un.org

Inspector Bernard Robinson
(Security Special Operations)
Telephone: 212 963 4400
Email: security-unhq-specialservices@un.org

Captain Charlene Wilson
(Security Event Planning Unit)
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Email: wilson16@un.org

Sergeant Gabriel Nastasescu
(Security Event Planning Unit)
Telephone: 212 963 0174
Email: nastasescu@un.org

Media

Mugeni Badjoko
Christopher Cycmanick
(Meetings coverage)
Telephone: 212 963 1504
Email: badjoko@un.org

Tal Mekel (Accreditation)
Telephone: 212 963 1504
Fax: 212 963 4642

Ingrid Kasper
(Broadcast and United Nations
Television)
Telephone: 212 963 0128

	Peter Dawkins (United Nations website) Telephone: 212 963 6974 Email: dawkins@un.org
	Jamille McCord (Press conferences) Telephone: 212 963 7707 Email: mccord@un.org
Facilities and Commercial Activities Service	Andrew Nye Telephone: 212 963 7453 Email: nye@un.org
Broadcast and Conference Support Section	Patrick Morrison Telephone: 212 963 0407 Email: morrisonp@un.org
Medical	Dr. Mike Rowell Telephone: 212 963 6764, 7090 Email: rowell@un.org
	Nursing Officer, Petra Javanainan Telephone: 212 963 7090 Email: petrajavanainan@un.org
Non-Governmental Organizations Branch (Office of Intergovernmental Support and Coordination for Sustainable Development, Department of Economic and Social Affairs)	Marc-Andre Dorel Email: dorel@un.org
	Ann Makome Email: makome@un.org
Non-Governmental Liaison Service (Civil Society Unit, Department of Global Communications)	Email: ngls@un.org
Civil Society Resource Centre (Civil Society Unit, Department of Global Communications)	Email: undgccso@un.org
Major groups and other stakeholders (Office of Intergovernmental Support and Coordination for Sustainable Development, Department of Economic and Social Affairs)	Irena Zubcevic Email: zubcevic@un.org
Host country	James Donovan Telephone: 646 510 0008 (after hours: 212 415 4444, 646 510 0008) Email: donovanjb@state.gov

Annex I

Pre-recorded statements: audio and video guidelines for the general debate in September 2021

I. Introduction

1. The General Assembly, in its decision 75/573, decided, “without setting a precedent for future general debates, that each Member State, observer State and the European Union may submit a pre-recorded statement of its Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister, which will be played in the General Assembly Hall during the general debate of the Assembly at its seventy-sixth session, after introduction by their representative who is physically present in the Assembly Hall”.

II. Technical focal point of each delegation

2. For delegations whose speaker opts to deliver her or his statement by video, please provide, no later than 31 August 2021, the name and contact details of the technical focal point for the general debate of the Assembly at its seventy-sixth session. The United Nations will be in contact with the technical focal points for all matters pertaining to the pre-recorded video statements.

3. Please send the name and contact details of the technical focal point to request-for-services@un.org. If there are any questions, please call 212 963 8648.

III. Interpretation requirements related to pre-recorded video statements

4. Ensure that the speaker speaks clearly and at a moderate pace to enable accurate interpretation.

5. When submitting the pre-recorded statement, provide a copy of the text of the statement for the interpretation services.

6. For pre-recorded statements in a language other than an official United Nations language, provide an audio recording of the interpretation into one of the United Nations official languages. In addition, provide the text of the statement translated into one of the official languages for the interpretation services.¹

IV. General guidance on audiovisual file submission

7. For file submission, video quality should preferably be as follows:

- HD resolution of 1920x1080 pixels in an aspect ratio of 16:9.
- 29.97 frames per second (60 fields), known as 1080i/29.97, top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel, with 10 bits per channel preferred), as is common with MPEG4 and MOV files.

¹ In the case of non-official languages, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded interpretation needs to be synchronously broadcast on the corresponding language channel.

8. Alternatively, video quality should as a minimum be as follows:
 - HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9.
 - 30 frames per second (60 fields) known as 720p top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred), as is common with MPEG4 and MOV files.
9. Audio standards should conform to the following:
 - The general recommendation is that material should conform to SMPTE 382M Standard or AES3.
 - The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
 - All audio should be recorded at a minimum sample rate of 48 kHz, sampling at 96 kHz is encouraged, as is recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
 - Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
 - The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
 - The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive.
 - Surround and stereo audio must be appropriately balanced and free from phase differences.
 - The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
 - Please kindly refrain from including any background music with the statement.
 - Please insert the original language audio into the left channel (or channel 1) of the video, and kindly include interpretation into one of the official languages of the United Nations in the right channel (or channel 2). English is the preferable language of interpretation. The audio should not be submitted in separate files. Both audio channels (original and official language) should be embedded in the video file.

V. Secretariat contact







Broadcast and Conference Support
Section, Office of Information and
Communications Technology




Patrick Morrison
Email: morrisonp@un.org
Telephone: 212 963 0407

Annex II




Required set-up for virtual meetings with interpretation

1. United Nations interpreters always strive to support multilingualism and provide high-quality services. However, in a remote setting, they are increasingly exposed to excessive cognitive stress and, as a consequence, possible health hazards.
2. Good, clear audio quality is the most important element for interpreters to provide their services. The risk of disruptions in interpretation increases as audio quality deteriorates.
3. The best way to guarantee audio quality is to observe the following requirements:

	<ul style="list-style-type: none"> ▫ Connect from a computer or laptop only. ▫ Avoid using hand-held devices or tablet computers such as smartphones or iPads. ▫ Use Chrome or Firefox (Safari for Macs).
	<ul style="list-style-type: none"> ▫ The Internet connection must be strong and stable: min download/upload: 10 Mbps. ▫ Connecting the broadcasting device via an Ethernet cable ensures maximum stability. ▫ In the absence of a cabled connection, the Wi-Fi signal must be excellent. ▫ Log in early to test the connection.
	<ul style="list-style-type: none"> ▫ Please use high-quality microphones: <ul style="list-style-type: none"> ◦ Lapel microphone; or ◦ Unidirectional table microphone; or ◦ Wired headset with a built-in microphone. ▫  Ensure that the broadcasting platform recognizes the microphone. ▫ Speaking from a quiet environment is of the utmost importance. ▫ Avoid sitting in a large empty room to minimize echo.
	<ul style="list-style-type: none"> ▫ Avoid using the computer's built-in microphone. ▫ Omnidirectional microphones pick up ambient noise and should be avoided. ▫ Avoid smartphone-style earbuds/earphones with in-line microphones and other Bluetooth devices.
	<p>Advance sharing of prepared statements with interpreters will minimize the risk of interpretation being suspended should connectivity issues arise.</p> <ul style="list-style-type: none"> ◦ Send public statements for open meetings to estatements@un.org. ◦ Send prepared remarks to is-unhq@un.org; they will not be published or shared beyond the interpreters.

	Deliver statements at a moderate pace, no more than 100–120 words per minute.
	Make sure the microphone is muted at all times when not taking the floor. When taking the floor, all other devices and notifications should be muted.
	Avoid adding background music to pre-recorded statements.

Technical specifications

Equipment	Technical specifications
Computer minimum requirements 	Memory: 4 GB RAM or higher. CPU score: 3,500 or higher. Operating system: Windows 8 or higher/macOS High Sierra or higher. How to measure CPU score: On Mac: Download instruction PDF for Mac . On Windows: Download instruction PDF for Windows
Recommended microphones 	Suggested models (or similar): Unidirectional microphone: Blue Yeti or Blue Yeti Nano. Lapel microphone: Sennheiser ME 4-N, Cardioid lavalier microphone. Technical specifications: Polar pattern: Cardioid (directional) Frequency response: 20Hz–20kHz Max SPL: 120dB (THD: 0.5% 1kHz)
Recommended headsets 	Suggested models (or similar): Sennheiser SC660 USB/ SC260 USB/SC 70 USB CTRL/SC 75 CTRL Technical specifications: Sample rate: at least 44kHz or above. Bit depth: at least 16-bit or above. Polar pattern: Cardioid (directional). Frequency response: 20Hz–20kHz. Max SPL: 120dB (THD: 0.5% 1kHz).

Annex III**Request for grounds pass****Request for grounds pass – security staff**

Issuance _____ Renewal _____ Duplicate _____

Name: _____

Country/agency: _____

Protectee: _____

Official seal_____
Date_____
Authorized signature_____
Print name*(To be completed by the Special Services Unit)*

Code/weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____

Date: _____

Proof of identification (must be presented at the pass and identification office) _____