



4 July 2019

Information Circular No. 4¹**Subject: Display of communication material at the Palais des Nations**

1. The purpose of this circular is to provide staff with guidelines on the posting and display of promotional and other informational material at the Palais des Nations in order to preserve the image of the Organization and the appearance of the buildings, as well as to prevent damage to walls, doors, windows and other surfaces as a result of the use of glue, adhesive tape, pins etc.
2. Information material may include, but is not limited to, posters, roll-ups, flyers, invitations, totems, television screens, etc., for meeting-related events, library talks, cultural activities, activities of the United Nations Office at Geneva (UNOG) clubs, information on trainings, staff elections, as well as other material to promote various initiatives.
3. Thought should be given to the most appropriate platform of communication for events. Digital formats, such as designated television screens around the Palais des Nations (managed by the UNOG Library and the Centre for Multilingualism and Learning (digital-signage-gva@un.org) and iSeek should be the preferred channels of communication. The UNOG Production and Support Service (print@un.org) remains ready to advise in identifying the most appropriate medium of dissemination for information.

¹ This Information Circular replaces Information Circular IC/Geneva/2006/71

4. Authorization should be sought from the Central Support Services (CSS), UNOG Division of Administration via email (centralsupportservices@un.org) to display information material in the designated areas² around the Palais des Nations. CSS is the sole entity authorized to post information material. Material promoting commercial outlets or services is forbidden. It is also strictly forbidden to stick posters, flyers and other materials in the elevators or other unauthorized areas. In the same spirit, information material is not permitted on furniture around the Palais des Nations.
5. The display of material is programmed according to the availability of space and timing of events. For material printed by the UNOG Production and Support Service, information for their display, including the duration and location of their display, must be communicated at the time of the request for printing. No materials should be displayed in a way that would hinder the presentation of other materials in a given location i.e. no posters, panels or other materials should be placed in front of existing ones.
6. Conference or meeting organizers can display materials such as roll-ups and flyers outside their conference rooms, in addition to the designated areas, provided this does not obstruct the smooth circulation of people. Conference or meeting organizers take full responsibility for the materials displayed.
7. Once the materials displayed have expired or are no longer relevant, it is the responsibility of the related service or meeting/conference organizer to remove them accordingly.
8. Posters, notices and other materials designated for the notice boards³ under the management of the UNOG Staff Coordinating Council do not require the consent of CSS but must however also adhere to the above provisions. Notice board advertisements concerning the rent/sale of housing, vehicles, objects and offers of personal services are exclusively managed by the UNOG Staff Coordinating Council. For more information, please contact: unog_coord_council@un.org.
9. Anything that does not adhere to the above will be removed without notice.

(Signed) Olga Algayerova
Acting Director-General, UNOG

² Doors 1; 2; 4; 6; 20 (Library entrance); 40, 41; next to the cafeteria doors and in front of the delegate's lounge (C Building, 3rd floor); and the Visitors Service (E Building, Door 39)

³ Notice boards near door 6, door 41, and next to the cafeteria doors.