

Requesting conference services

UNON conference facilities are reserved on a first come, first served basis.

Accordingly, clients and potential clients are advised to contact the Planning and Coordination Section (PCS) early and book their meetings well ahead of time to reserve adequate meeting rooms and other facilities.

Early booking also gives PCS enough time to consult widely with other sections of the Division and other service providers to secure competitive prices.

Late requests often result in higher costs or in the inability of PCS to provide the services required no matter what price the client may be prepared to pay, as it shares a limited pool of qualified personnel with other United Nations organizations worldwide.

The procedures for requesting conference services are set out here.

1. Obtain a meetings request form either from the PCS offices located in the R-Block or from the DCS website: dcs.unon.org. (For requests relating to editing, translation and reproduction work, please see Requesting translation, editing & other document services).
2. Fill out the form completely.
3. Submit the form to the PCS Meetings Coordination Unit for consideration and processing (bearing in mind the rule established by the General Assembly that pre-session documents for an official meeting must be submitted for processing at least 10 weeks before the meeting and distributed to meeting participants at least six weeks before the meeting).
4. PCS will consult the providers of the required services within and outside the Division before returning the form to the client with an estimate of the cost of the requested services based on a price list that is available upon request. At this juncture, the client may negotiate with PCS regarding some items (cost, number of staff, deadlines, dispatch dates, etc.).
5. On the basis of the services selected and costed, PCS will prepare a draft service level agreement or memorandum of understanding enumerating all the services that the Division will render to the client.
6. Once agreement has been reached by both parties (the client and PCS) on the provision of the requested services and their cost, the cost estimate and the memorandum are signed by both parties and returned to PCS for follow-up.
7. United Nations agencies are required to obligate the total estimated cost of the meeting and provide PCS with the obligation document number at least one month before the date after which the necessary preparations will begin. In the case of meetings requiring contribution by a host Government, PCS will estimate the amount of the contribution that must be paid in full at least three months before the meeting starts. After the meeting a detailed financial statement is prepared and any excess cost is invoiced to the party; any excess funds received are refunded.

Contact persons:

If you have questions or need further information, please contact the following:

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