

Conference Services & Meetings management

General Briefing for New Delegates on the Work of the 76th General Assembly (14 Sep 2021)

Meetings Management Section

Central Planning and Coordination Division

Department for General Assembly and Conference Management

Agenda

➤ Conference Room Reservation

- ✓ Conference room booking information
- ✓ Questionnaire
- ✓ MMS workflow
- ✓ Bi-laterals

➤ Calendars of conferences and meetings of the United Nations

Conference Room Reservation

Virtual Conference Room Booking Information

➤ conferences.unite.un.org/gmeets

➤ Standard meeting time

Early morning: 10:00 am-1:00 pm

Lunchtime: 1:15-2:30 pm

Afternoon: 3:00-6:00 pm

These times are enforced for both in-house and virtual meetings

➤ Open and closed meetings

➤ Door sign – short title/ 60 characters

Conference Room Reservation

Virtual Conference Room Booking Information

Questionnaire

- Sponsorship
- Non-commercial nature – No fee charged to participants
- UN emblems
- UN cannot be pre-announced as a venue prior to approval

Conference Room Reservation

MMS Workflow

- Preliminary approval – 2 weeks before the meeting (Journal publication)
- Final approval – 7 to 10 days before the meeting
- Adjustment & questions regarding existing bookings contact

Email: gmeets@un.org Call: 212-963-7351/8114

Note: Please indicate, when possible, the request number, date, time and venue of your meeting in the subject line


Bi-lateral meeting requests

Basic information

- Main email address: Bilats-MSU@un.org
- Bi-lateral Technical support: gmeets-helpdesk@un.org
- Approved Programme will be disseminated on the evening of the day before

Service Providers

[User Guides](#) [F.A.Q.](#) [Contact Us](#) [prog.team](#) [New York](#) [EN](#)

 REQUEST FOR MEETING SERVICES - gMeets

[+ NEW REQUEST](#) [ALL MY REQUESTS](#) [+ NEW BILATERAL MEETING](#)

[LIST OF CONTACTS](#)

Service Provider	Contact
Reservation of conference rooms at UNHQ	Meeting Management Section / MMS/CPCD/DGACM gmeets@un.org 1 (212) 963-8114 1 (212) 963-7351

Calendars of conferences and meetings of the United Nations

Available on the DGACM Website at <https://www.un.org/dgacm/en/content/coc>

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A. Draft calendar of conferences and meetings of the United Nations, 2019

(As at 25 June 2018)

Organ	Mandate	Meeting title/ session number	Dates (2019)	Location	Membership	Servicing ^e	Periodicity
1. Military Staff Committee	Charter		4 January, once every fortnight thereafter	New York	5 G	I (CEFR)	T PV Every second Friday
2. UNICEF, Executive Board	Economic and Social Council decision 2011/215	Election of Bureau	8 January (1 meeting)	New York	36 G	I (ACEFRS)	T ^b – One meeting per year
3. UN-Women, Executive Board ^b	General Assembly resolution 64/289	Election of the Bureau	8 January (1 meeting)	New York	41 G	I (ACEFRS)	T – One meeting per year
4. Committee on the Rights of the Child ^c	General Assembly resolutions 44/25, 47/112, 49/211 and 68/268	Eightieth session	14 January–1 February	Geneva	18 E	I (EFS) ^d	T SR Three sessions per year
5. Advisory Committee on Administrative and Budgetary Questions	General Assembly resolutions 14 (I), 173 (II), 32/103 and 64/243	Winter session	14 January–12 April ^e	New York	16 E	I (ACEFRS)	T – Three sessions per year
6. UNEP, Committee of Permanent Representatives	General Assembly resolution 2997 (XXVII), UNEP Governing Council decision 19/32	145th meeting	15 January	Nairobi	–	I (ACEFRS)	– RW ^f Four meetings per year
7. Committee for the United Nations Population Award	General Assembly resolution 36/201	Organizational meeting	16 January	New York	10 G	I (EFS)	T – One session per year
8. Executive Board of UNDP/UNFPA/UNOPS	General Assembly resolutions 2029 (XX), 48/162 and 65/176	First regular session	21–25 January	New York	36 G	I (ACEFRS)	T ^b – Three sessions per year
9. Human Rights Council, Working Group on the Universal Periodic Review	General Assembly resolution 60/251 and Human Rights Council decision 1/103 and resolution 5/1	Thirty-second session	21 January–1 February	Geneva	47 G	I (ACEFRS)	T – Three sessions per year
10. Committee on Non-Governmental Organizations	Economic and Social Council resolutions 3 (II) and 1296 (XLIV) and decisions 1995/304 and 1997/297	Regular session	21–30 January and 8 February	New York	19 G	I (ACEFRS)	T – One session per year
11. Advisory Board on Disarmament Matters	General Assembly resolutions 37/99 K and 54/418	Seventy-first session	23–25 January	New York (to be confirmed)	15 E	I (ACEFRS)	T – Two sessions per year
12. Human Rights Council, Working Group on Situations	Human Rights Council resolution 5/1	Twenty-third session	28 January–1 February	Geneva	5 G	I (ACEFRS)	T – Two sessions per year

N/C.1/72/01/ML.2



Any Question?

Thank you for your attention