



General Assembly

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Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction

New York, 18–22 November 2019

Information for participation by non-governmental organizations

Summary

The present document contains preliminary information for non-governmental organization participants in the 2019 Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction. Any necessary additional information will be provided as needed. Documentation and other information will be posted, as it becomes available, on the Conference website (<https://www.un.org/disarmament/topics/conference-on-a-mezf-of-nwandowomd>).



I. Dates and venue

1. In accordance with General Assembly decision 73/546, and as agreed by participating States, the first session of the Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction will be convened from 18 to 22 November 2019.
2. The opening meeting will begin at 10 a.m. on Monday, 18 November 2019, and will be held in the Economic and Social Council Chamber at United Nations Headquarters.

II. Accreditation

3. All requests for accreditation must be received by the Secretariat no later than **24 October 2019**. Non-governmental organizations must submit to Diane Barnes (diane.barnes@un.org) a written accreditation request on the official letterhead of the organization, indicating previous interactions between the organization and the United Nations. Non-governmental organizations also must submit a mission statement or summary of work of the organization related to the establishment of a Middle East zone free of nuclear weapons and other weapons of mass destruction.
4. Those non-governmental organizations that have requested accreditation as stated above will be informed by email by **28 October 2019** of whether the United Nations Office for Disarmament Affairs will submit their information for a decision by the conference on their participation as an observer. Please bear in mind that individuals requesting accreditation, as well as those planning to attend side events, must be at least 18 years of age. For questions relating to accreditation, please contact Diane Barnes (diane.barnes@un.org).

III. Registration by delegates of accredited organizations

5. Organizations whose requests for accreditation have been provisionally approved will receive a form for providing the first and last names of representatives who will require a temporary United Nations grounds pass to attend the conference. Send completed forms to diane.barnes@un.org no later than **13 November 2019**. Representatives of non-governmental organizations whose requests have been provisionally approved who already have valid United Nations Headquarters grounds passes may proceed directly to the conference, but may only sit in the seats reserved for non-governmental organizations after the conference has taken a formal decision to approve the participation of those non-governmental organizations.
6. Confirmed registrants who require a temporary pass should present a valid government-issued photo identification (e.g. a passport) to the Secretariat. For arrangements to pick up temporary passes, and for other matters related to registration and issuance of grounds passes, kindly contact Diane Barnes (diane.barnes@un.org). Representatives of non-governmental organizations will have access only to designated rooms within United Nations premises.
7. **Incomplete applications and applications received after the deadline will not be processed.** The Secretariat can no longer grant last-minute requests from non-governmental organizations for guest or visitor passes.

IV. Documentation

8. All documents for the session will be available on the website of the conference. No hard copies of pre-session documents will be available.

V. Taking action on sexual harassment

9. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. All conferences and events taking place on United Nations premises are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any United Nations system event. To that end, the Code of Conduct to Prevent Harassment, including Sexual Harassment, will apply to all persons involved in this conference. The text of the Code of Conduct and further information on it are available at <https://www.un.org/en/content/codeofconduct>.

10. If you feel you have been a victim of or a witness to harassment, including sexual harassment, at United Nations Headquarters during the conference, you are encouraged to contact the Secretariat. The “Speak up” helpline and email address (1 917 367 8910 and speakup@un.org) are available to provide confidential support about what to do and where to go for help.

VI. Letters of invitation and visas

11. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that representatives of non-governmental organizations be provided visas for travelling to New York in order to attend the conference. It is the responsibility of such representatives to make their own arrangements for visas, travel and related costs.

VII. Accessibility services for persons with disabilities

12. The United Nations has established an Accessibility Centre, located on level 1B of the Conference Building and reachable by the Secretariat escalators, as a part of the conference-servicing facilities of the Department for General Assembly and Conference Management. The Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. Assistive devices are available on site or as a loan to participants with disabilities. For more information, please visit www.un.org/accessibilitycentre.
