



# “Promoting Cooperatives Beyond 2012”

19-20 November 2012  
United Nations Headquarters  
New York, New York



*Hosted by:*

United Nations Department of Economic and Social Affairs  
Division for Social Policy and Development  
in collaboration with  
the International Labour Organization, the Permanent Mission of Mongolia and  
Rabobank

## INFORMATION NOTES FOR PARTICIPANTS

### 1. Date and Location of the Meeting

The IYC Closing Ceremony “Promoting Cooperatives Beyond 2012” will take place from 19-20 November 2012 at the United Nations Headquarters in New York

### 2. Passport and Visa

Each participant must have a valid passport and visa to enter the United States.

Visas are required for all visitors/delegates travelling to the United States. **All participants are required by the American immigration authorities to secure their visas before departure.** You are required to take the letter of invitation that you got from the United Nations to the US Embassy.

Please note that it is the policy of the Division for Social Policy and Development (DSPD) not to send letters of confirmation to United States Consulates to support a request for visa. Any request sent to the United Nations Secretariat to seek such support may be discarded.

**All participants are required to kindly bring their letter of invitation with them during their travel.**

### 3. Health Requirements/ Insurance

Participants are encouraged to arrange at their own expense for insurance coverage including life, health and other forms deemed appropriate. The United Nations assumes that participants in meetings are in good health, and that they will inform the United Nations of any illness or disability that could prevent travel to or participation in the meeting.

### 4. Opening Date and Place of Meeting

The Closing will begin on Monday, 19 November 2012 at 10:00 am. On Tuesday, 20 November 2012, the session will begin at 10:00 am. The meeting will close on the evening of Tuesday, 20 November 2012 at 6:00 p.m. The venue of the meeting will be the United Nations North Lawn Building, Conference Room 1.

### 5. Registration and Event Passes

Passes are required for entry into the conference facility. In order to receive a pass, participants **must** have completed the registration form located at <https://www.surveymonkey.com/s/IYC-Closing>.

Upon arrival at the United Nations Headquarters, in order to receive a pass for this event, you are advised to go through the United Nations Visitors' Entrance, at 46th Street and First Avenue, where a team of staff members of DSPD will assist them with the registration process.

Registration will be tentatively conducted beginning on Monday 19 November 2012 from 9:00a.m. to 4:00p.m and Tuesday 20 November 2012 from 9:00a.m. to 12:30p.m. The Registration Desk may close from 12:30p.m. to 2:00p.m. for lunch-break. Accordingly, no ground-pass will be issued during the lunch-break. Exceptionally, registration may be conducted during lunch-break if a large number of people are still in line. Information on schedule and venue of registration is provisional. It is not definitive and should be, therefore, checked constantly against updates on the website of the International Year of Cooperatives (IYC): <http://social.un.org/coopsyear>.

Please note that the official invitation letter and government issued photo identification such as a valid passport or state-issued driver's license are required to facilitate the issuance of ground-passes. Arrangements for issuance of ground-passes are offered as general guidelines.

Please note that for identification and security reasons, passes should be worn by all participants at all times during the Meeting and at official social functions.

## **6. Documents**

A complete set of documents will be distributed to all participants at registration and circulated electronically prior to the meeting or as soon as they become available and posted on the web page <http://social.un.org/coopsyear/html>.

## **7. Working Language**

The working language of the meeting is English. All documents will be in English and the final report of the meeting will be drafted in English only.

## **8. Security and Safety**

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The best way to remain safe is to avoid trouble at all costs, rather than having to extricate yourself later.

The United Nations Security and Safety service is always ready to serve all of its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring the safety of your valuables and your personal security.

### ***Do the following while you are on UN premises:***

No food or beverages are to be brought into or consumed in any of the conference rooms.

No items are to be sold on the premises of the United Nations.

No luggage is permitted in the United Nations premises.

No items are to be affixed to any walls, doors or painted surfaces by any means.

The United Nations will not be responsible for damage or theft of articles.

Cooperation with the UN Security Service is therefore encouraged.

When materials are brought into or removed from the premises measures must be taken to ensure that the floors, walls, doorframes, etc of the area are not damaged, e.g., no heavy loads should be dragged across the floor; dollies should have rubber, not metal wheels.

## **9. Meeting Secretariat**

Unless otherwise indicated, all relevant correspondence should be addressed to:

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And copied to the following individuals:

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