



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде

برنامج الأمم المتحدة للبيئة

联合国环境规划署



<p>20th Senior Officials Meeting of the Environment Management Group 25 September 2014 Hosted by the UN Department of Economic and Social Affairs (UNDESA) 2 UN Plaza E44th Street, New York, DC2-2330 Meeting room, 23rd floor Preparatory technical segment: 9:00 a.m. – 12:30 p.m. Senior officials' segment: 3:00–6:00 p.m.</p>	<p>EMG/SOM.20/05/ 08 September 2014 Distribution: EMG members</p>
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Information note on logistics

Venue

The 20th senior officials' meeting of the Environment Management Group will be held in the DC2-2330 meeting room on the 23rd floor in the DC 2 building (2 UN Plaza E 44th Street) on 25 September 2014.

Timing

Preparatory technical segment: 9:00 a.m. – 12.30 p.m.

Senior officials segment: 3:00 p.m. – 6:00 p.m.

Confirmation of attendance

EMG members are kindly requested to confirm their participation as soon as possible. This information will allow the Secretariat to make the necessary logistics arrangements, including all building access requests for participants.

Video-conference and audio-conference connection

For those members who will not be able to attend the meeting in New York, there will be audio and video conference connections available.

Those who wish to participate by video-conference are kindly requested to contact Ms. Martine Titiano at martine.titiano@unep.org as soon as possible to make a video connection test and to provide the technical specifications related to their video conferencing device: brand and model of the video device, IP address, technician's name and phone number.

Video participants will be able to connect using the following details:

Polycom Equipment

External 193.239.220.140##138847

Internal 10.18.36.140##138847

For any technical issues during the videoconference, please contact:

The Technical Help Line: + 41 22 917 2800 pin code 98765

Participants by audio link should follow the instructions below:

1. Please dial the conference phone number : **+41-22-917-0900**.
2. Then listen to the instructions and when prompted, please dial the meeting code : **28076**.

Kindly note:

*Please make sure that your phone is muted at all times when you are not speaking.

*Please do not pick up a second line on your phone device.

*To avoid interference, please do not keep your mobile phone next to the phone device you are using for the connection.

Entrance and Security

All participants will be registered by EMG with the Security for access to the DC 2 building. To access the building, participants are kindly requested to arrive at the Security Desk at least half an hour prior to the start of the meeting with their UN ground passes and/ or Laissez-passer. If you do not have a UN grounds pass/ Laissez-passer please notify martine.titiano@unep.org by 16 September.

Documentation

Participants are kindly requested to print and bring their own copies of the draft agenda and background documents.

Questions

For any questions, please contact Ms. Martine Titiano, martine.titiano@unep.org, at +41-22-917-8693.