

CSW69 UN Grounds Pass Collection, Access & Side Events

The following information is pertinent for approved CSW69 NGO representatives to access UN premises. **Please read the entire document carefully.**

Due to the high number of registrations for CSW69, UN grounds pass collection will have extended hours **starting on Friday before the session begins, over the weekend** as well as during the first days.

Collection of United Nations grounds passes takes place at the **UN Pass & ID Office** which is located at **320 East 45th street** (between First and Second Avenue), outside of UN premises. **Do not proceed to the main entrance of the United Nations until you have collected your grounds pass.**



Representatives should expect that there will be long lines and an extended wait on Monday, 10 March and Tuesday, 11 March mornings. Representatives are strongly encouraged to take advantage of the collection hours prior to the session on 7, 8 and 9 March.

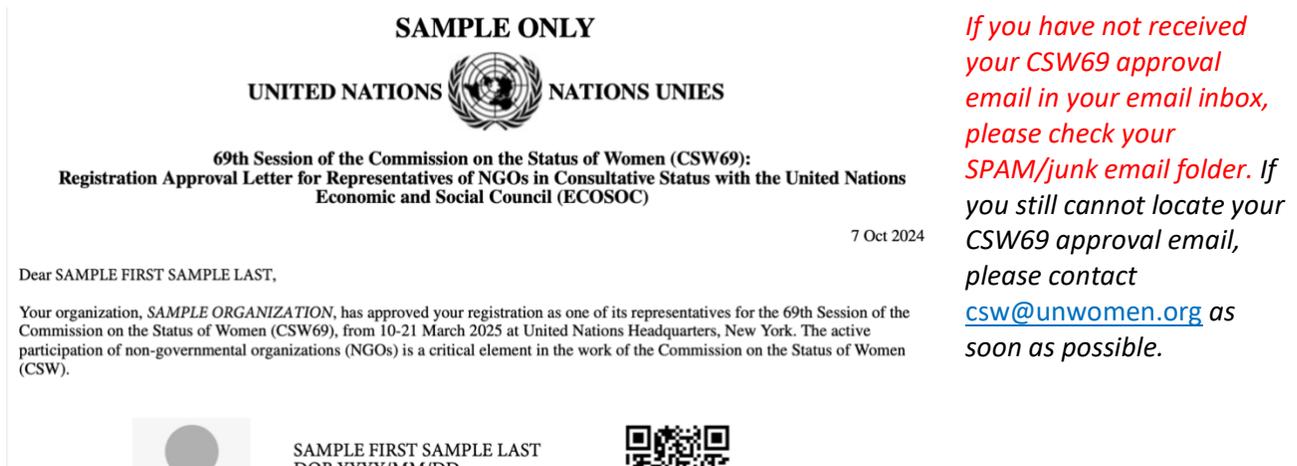
Grounds pass collection hours

<p>Prior to the session</p>	<p>Friday, 7 March: 9 a.m. - 4 p.m. Saturday, 8 March: 10 a.m. - 6 p.m. Sunday, 9 March: 10 a.m. - 6 p.m.</p>
<p>First week</p>	<p>Monday, 10 March: 8 a.m. - 6 p.m. Tuesday, 11 March: 8 a.m. - 6 p.m. Wednesday, 12 March: 9 a.m. - 4 p.m. Thursday, 13 March: 9 a.m. - 4 p.m. Friday, 14 March: 9 a.m. - 4 p.m.</p>
<p>Second week</p>	<p>Monday, 17 March: 9 a.m. - 4 p.m. Tuesday, 18 March: 9 a.m. - 4 p.m. Wednesday, 19 March: 9 a.m. - 4 p.m. Thursday, 20 March: 9 a.m. - 4 p.m. Friday, 21 March: 9 a.m. - 4 p.m.</p>

Obtaining United Nations grounds passes

1. Have your **CSW69 approval email and passport issued by a Member State or an Observer State of the United Nations** (or government-issued photo ID if coming from within the U.S.) ready **before entering the UN Pass & ID Office** located at 320 East 45th street. **Without these documents, you will not be able to obtain your United Nations grounds pass for CSW69!**

Each representative should have received a **CSW69 approval email** when their CSW69 registration was approved by the Conference Focal Point of the organization. The title of the email reads “[Indico] Approval Letter: 69th Session of the Commission on the Status of Women (CSW69)”. This letter is required to collect your grounds pass. Please see a sample here:



2. Enter the **UN Pass & ID Office at 320 East 45th street (between First and Second Avenue)**. At peak hours, please expect lines; **please check the daily weather report**, the weather in New York in March can be unpredictable. Take water and a snack with you if you line up at peak times (Monday 10 and Tuesday 11 March). Should you have special needs (e.g., disability, pregnancy, medical condition), please let the Officer or CSW staff member at the entrance know.
Luggage and/or suitcases are not permitted in the UN Pass & ID Office and on UN premises.
3. Present your documents to a CSW staff member who will direct you to the badging stations.
4. Once you have received your UN grounds pass for CSW69, exit the Pass & ID Office. **Waiting within the Pass & ID Office is not permitted.** To access UN premises, proceed to the UN main entrance at First Avenue and 46th street.

NGOs with valid annual UN grounds passes (ECOSOC) will use these for the session and do not need to get in line for a CSW69 grounds pass at the UN Pass & ID office.

Please be reminded that the United Nations will not make arrangements or pay for any costs in connection with travel, visa or accommodation. Such arrangements and costs are the exclusive responsibility of participants. **The United Nations does not charge any fees for participation in the Commission on the Status of Women sessions.**

Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization’s programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings, or demonstrations of any kind, including passive, is not allowed.

All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and ST/AI/2019/5, entitled “Authority of United Nations Security Officers”.

NGO ACCESS AT CSW69

Your United Nations grounds pass will be sufficient to gain access to the General Assembly Building and the Conference Building, where official CSW meetings and side events will take place. As in previous sessions, CSW official meetings will be available via webcast. Due to limited space on UN premises, you are encouraged to follow these broadcasts live or on demand via United Nations Web TV at <http://webtv.un.org/>

To ensure that the full number of seats in the balconies will be available to NGO representatives, **secondary tickets** will be required for official meetings on the first three days of the session. Only NGO representatives will be able to pick up secondary tickets.

- **Monday, 10 March** (the first day of the session) **each organization may pick up one ticket for the opening while supplies last. Tickets will be given out at the CSW ticket distribution desk in the visitor's lobby in UNHQ ("GA lobby") on Monday, 10 March morning (8am), on a first come first serve basis, one per organization, while tickets last.**
- The organization's representative picking up the ticket for the organization needs to be registered for CSW69, in possession of a valid UN grounds pass, and needs to **bring their CSW69 approval email.**
- **Tuesday, 11 March and Wednesday 12 March tickets will be given on a "first come, first serve" basis to all NGO grounds pass holders;** the limit of one ticket per organization does not apply on Tuesday. **Tickets for Tuesday and Wednesday will be given out at the CSW ticket distribution desk in the visitor's lobby in UNHQ ("GA lobby") one hour prior to the start of the meetings.**

During the opening of the session in the General Assembly Hall in the morning of the first day, Conference Room 4 will serve as an **overflow room.**

In the General Assembly hall, NGO seating will be on the 4th floor balcony. Please note that tickets do not guarantee a seat. For the safety and security of all CSW participants, we kindly ask you to please ensure that rooms are not overcrowded; please do not stand in the back of conference rooms.

NGO participants enter and exit via the United Nations main entrance at 46th Street and First Avenue. The **entrance** is open from 7:00am to 6pm. After 6pm it will only be possible to **exit** UN premises, there will be no re-entry.

Kindly note that luggage or suitcases, flyers, banners and promotional materials will not be allowed in the UN Pass & ID office and on UN premises.

SIDE EVENTS AT CSW69

The schedule of side events organized by Member States, Intergovernmental organizations and United Nations entities for CSW69 will be posted online at <https://www.unwomen.org/en/csw/csw69-2025/side-events>

We recommend that NGO representatives registered for CSW69 take this opportunity to enhance their CSW experience by visiting these events. Please be aware that seating is limited, and rooms will quickly reach capacity. **We will need your cooperation to ensure that rooms are not overcrowded and to promptly clear the room when the event is over so that the next event can begin on time.**

NGOs with valid UN grounds passes need not indicate prior interest in attending side events unless specified by event sponsors. Side events on UN premises are not ticketed unless they are by invitation only. Please check the online schedule for event details.

