

# Note on access to the venue

as of 6 December 2023

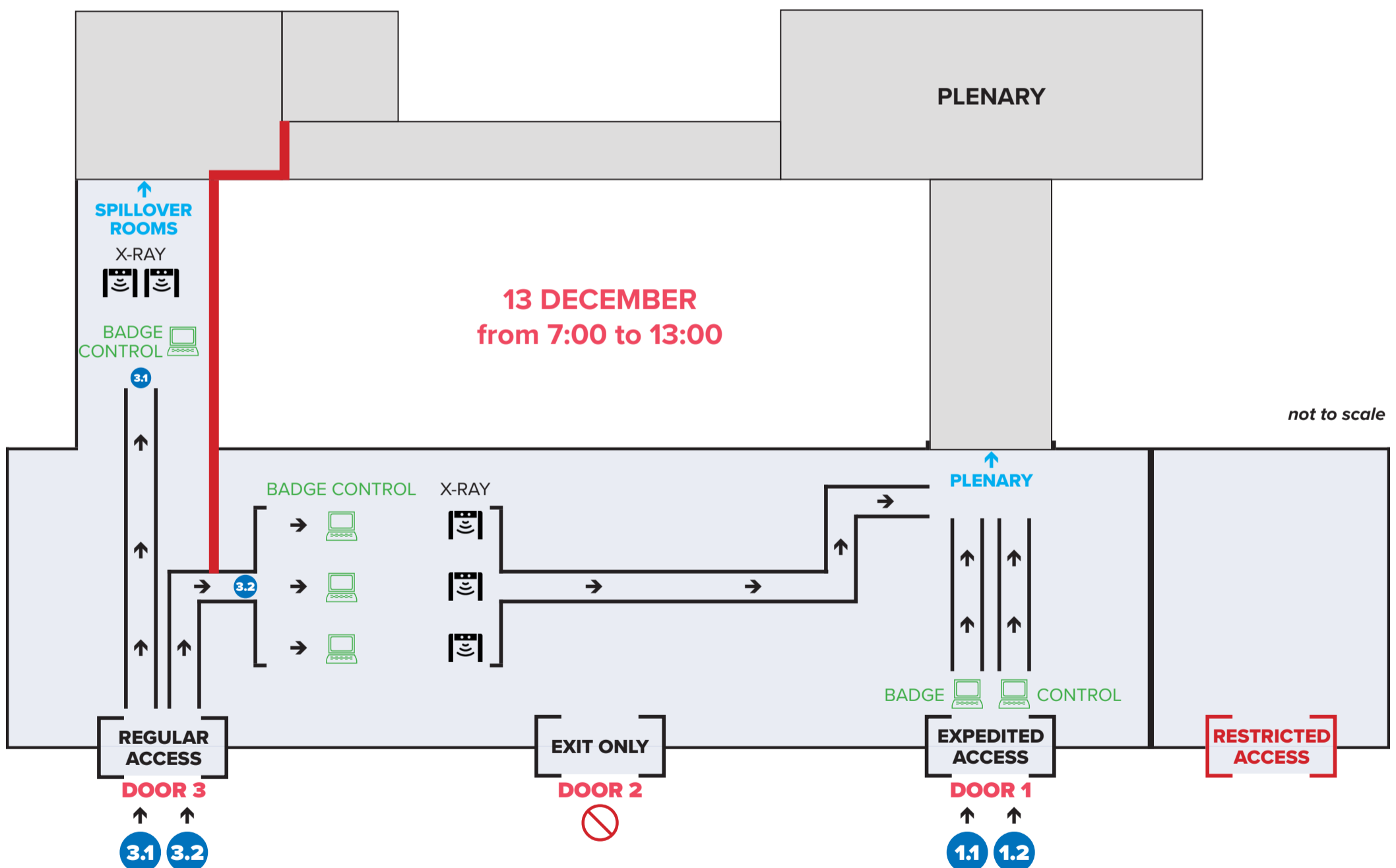
All participants, including those with a UN Office at Geneva (UNOG) ID badge, **must register online through the Indico link provided by UNHCR to invited participants.**

Upon verification of their invitation status, participants will be accredited and receive an **electronic event badge containing a QR code.**

Participants will be required to show their **electronic event badge on their mobile device at the entrance to Palexpo.** Alternatively, a printed copy of the QR code may be used.

Participants will have to **pass through security.** Multiple entry points will be established to help direct participants and facilitate their entry in an efficient and timely manner.

## ENTRY POINTS – 13 DECEMBER



**3.1** Participants with **Indico electronic badge (e-badge)**

**3.2** Participants with **Indico e-badge + plenary badge**

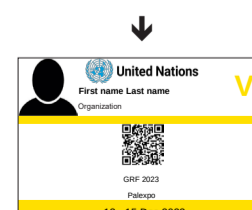
**1.1** Participants with **Indico e-badge + UNOG badge + plenary badge**

**1.2** Participants with **yellow Indico e-badge + plenary badge**

**E-badge** • electronic badge that invited participants receive after being approved in Indico

**UNOG badge** • official grounds pass issued by the United Nations Office at Geneva

**Plenary badge** • badge to access plenary room; see [pg. 2](#) for more information



## SPECIAL PROCEDURES – 13 DECEMBER

Due to the participation of high-level dignitaries on 13 December, **heightened security measures will be put in place.**

Access to the plenary will be restricted to those in possession of a **plenary badge.**

**The venue will open as of 7:00 a.m.,** and participants attending the plenary session are advised to arrive early in order to avoid long queues.

### PLENARY BADGES

The plenary badge will be:

- Physical
- Non-nominative (transferable between delegation members but requires re-entry through security)
- Issued in addition to the electronic Indico event badge

Due to limited seating, plenary badges will be distributed as follows:

- STATES → **2 per delegation**
- ALL OTHER STAKEHOLDERS → **1 per delegation / individual**

### PLENARY BADGES COLLECTION

#### WHO?

**States** will be provided with a package of 2 plenary badges each. They may be picked up by a representative of the Permanent Missions, who will be asked to show ID and sign for them.

**Other participants based in Geneva** may also pick up their plenary badge and will be asked to show ID and sign for it.

**Other stakeholders not based in Geneva** will receive their plenary badge from their stakeholder focal point.

#### WHEN?



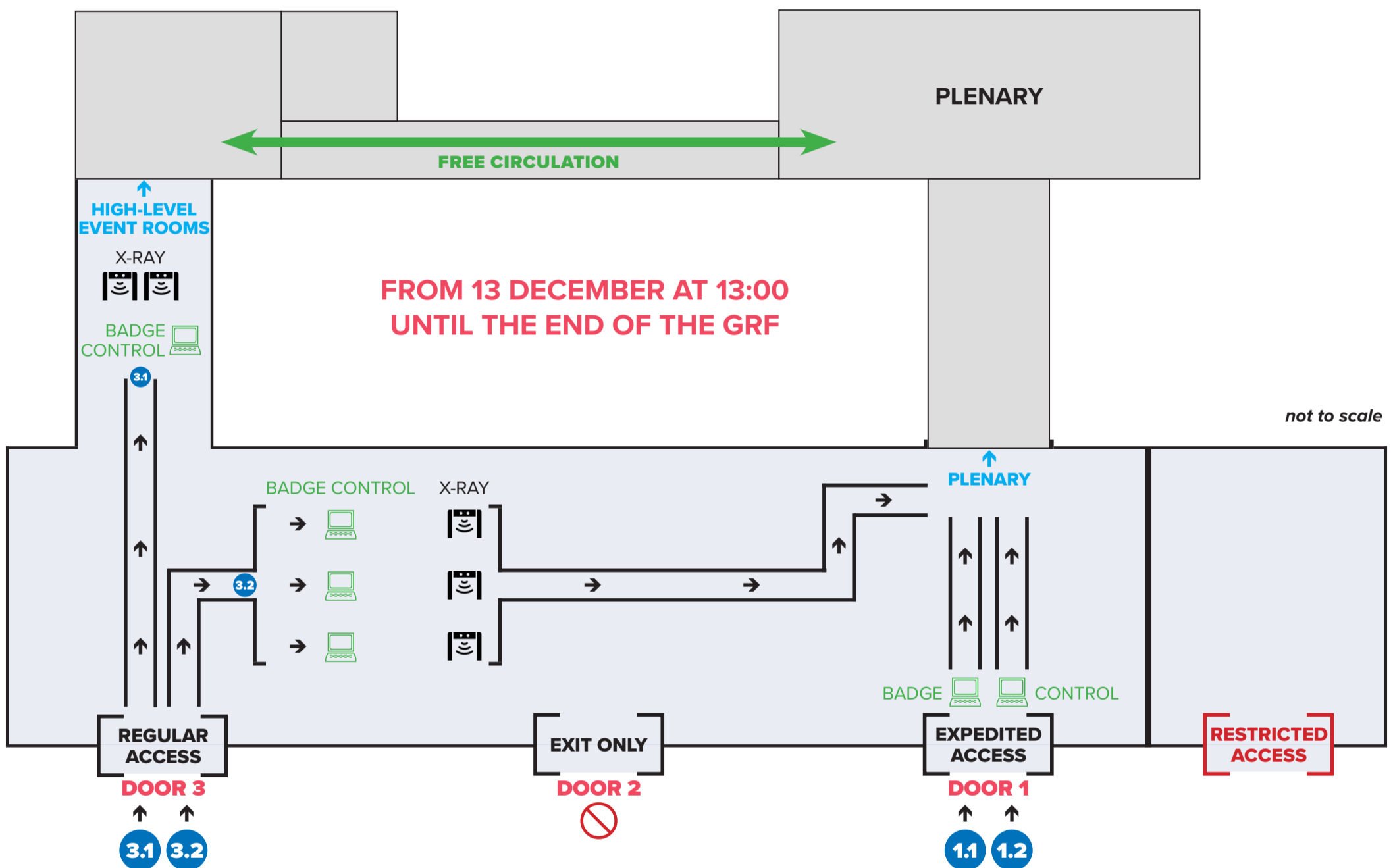
#### WHERE?

**UNHCR Visitor's Centre**  
Rue de Montbrillant 94  
1201 Geneva  
Switzerland

## ENTRY POINTS – 14-15 DECEMBER

On 14 and 15 December, the entry points and access to the venue will change as follows:

- **Expedited entry point, lane 1.1:** requires only 2 badges (Indico e-badge + UNOG badge).
- Plenary badges no longer needed and may be recycled.
- After passing through security, **free circulation within the premises** – including passage between plenary and high-level event rooms.
- Spillover rooms from 13 December will be converted into **rooms for high-level events**.



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