1. **General Assembly**

**Registration in the list of speakers of plenary meetings**

Delegations wishing to be inscribed in the *list of speakers* of plenary meetings of the General Assembly are kindly requested to do so through the e-delegates portal available at <http://delegate.un.int> . The e-Speakers link to inscribe for the plenary meetings *is open*. An automated e-mail acknowledgement will be sent within one hour of receipt of request for inscription. For inquiries regarding user names and passwords, kindly contact the DGACM help-desk (<help-desk@un.org>). For any other inquiries regarding the list of speakers, please contact the General Assembly Affairs Branch (Ms. Antonina Poliakova (e-mail <poliakova@un.org>; tel. 1 (212) 963-5063), with copy to e-mail <gaspeakerslist@un.org>).

For the submission of a *draft resolution*for the plenary, please call 1 (212) 963-3872 (Room S-3044). Please [*click here*](http://www.un.org/en/ga/71/PDF/Guidelines_2_submit_draft_proposals.pdf)for the guidelines for submission of draft resolutions in the General Assembly.

The agenda of the seventy-first session of the General Assembly is contained in document [A/71/251](http://www.un.org/ga/search/view_doc.asp?symbol=A/71/251)and the allocation of agenda items for the session is contained in document [A/71/252](http://www.un.org/ga/search/view_doc.asp?symbol=A/71/252).

The annotated preliminary list of items to be included in the provisional agenda of the seventy-first session of the General Assembly has been issued in document [A/71/100](http://www.un.org/ga/search/view_doc.asp?symbol=A/71/100) and the annotated draft agenda of the seventy-first session has been issued as document [A/71/100/Add.1.](http://www.un.org/ga/search/view_doc.asp?symbol=A/71/100/Add.1)

The revised programme of the work and the schedule of plenary meetings of the General Assembly during the main part of its seventy-first session is contained in document [A/INF/71/3/Rev/1](http://www.un.org/ga/search/view_doc.asp?symbol=A/INF/71/3/Rev/1). Updates to the programme ofwork will be reflected in the online schedule of meetings, please [*click here*.](http://www.un.org/en/ga/info/meetings/71schedule.shtml)

All documents, forms and information material on the seventy-first session of the General Assembly issued by the Protocol and Liaison Service may be accessed at its website (<www.un.int/protocol>).

In accordance with Rule 27 of the rules of procedure of the General Assembly, *credentials* for the seventy-first session of the General Assembly must be addressed to the Secretary-General and signed by the Head of the State or Government or the Minister for Foreign Affairs.

1. **Request for conference rooms and services at United Nations Headquarters**

For reservation of conference rooms at United Nations Headquarters, please contact the Meeting Management Section/Central Planning and Coordination Division/Department for General Assembly and Conference Management (MMS/CPCD/DGACM) (e-mail <emeetsm@un.org>; tel. 1 (212) 963-8114; or 1 (212) 963-7351).

After a conference room has been assigned in eMeets, please contact the following offices if other services are also needed:

For access and security-related matters, please contact Lieutenant Malinda McCormack/DSS (e-mail <mccormackm@un.org>, <orlevyd@un.org>; tel. 1 (212) 963-7028);

For nameplates, podium signs and room set-up, please contact the Preparatory Work Team/DGACM (e-mail <prepwork@un.org>; tel. 1 (212) 963-7348);

For PaperSmart Portal matters, please contact the PaperSmart Team/DGACM (e-mail <papersmart@un.org>; tel. 1 (212) 963-7349);

For publishing material for inclusion in the *Journal*, please contact the Journal Unit/DGACM (e-mail <journal@un.org>; tel. 1 (212) 963-3888; or 1 (212) 963-0493);

For media access and accreditation, please contact the Media Accreditation and Liaison Unit/DPI (e-mail <malu@un.org>; tel. 1 (212) 963-6934);

For broadcast TV coverage, please contact Mr. David Woodie/DPI (e-mail <woodie@un.org>; tel. 1 (212) 963-9399);

For live and on-demand webcast coverage on the United Nations Web TV website, please contact the Department of Public Information (Mr. Andreas Damianou (e-mail <damianou@un.org>; tel. 1 (212) 963-6733) and Ms. ValérieJustin (e-mail <justin@un.org>); [webcast] How to book a webcast ([*click here*](http://www.un.org/webcast/pdfs/book_unwebcast.pdf));

For special events services, please contact the Special Events Unit/DM (e-mail <specialevents@un.org>; tel. 1 (917) 367-4245);

For audiovisual services, please contact BCSS/DM (<request-for-services@un.org>; tel. 1 (212) 963-9485);

For loaning of technological equipment (PC, printer, etc.), please contact OICT/DM (e-mail <itservices@un.org>; tel. 1 (212) 963-3333).

For detailed information on the policies and procedures regarding the use of conference rooms, facilities andservices at the United Nations Headquarters, please refer to document [ST/AI/416](http://www.un.org/ga/search/view_doc.asp?symbol=ST/AI/416).

1. **Documentation Services for Delegates provided by the Department for General Assembly and Conference Management (DGACM)**

Useful *links* to United Nations documentation resources can be found at <www.un.org/documents>. The Official Document System (ODS) features an enhanced search page (documents.un.org) which, using keywords, facilitates considerably the search and retrieval of documents.

For *eSubscription*a simple and fast alternate way to access United Nations parliamentary documents electronically through the Department forGeneral Assembly and Conference Management’s eSubscription service, please [*click here*.](http://www.undocs.org/)

Based on RSS feeds (Really Simple Syndication), the latest edition of the *Journal*and parliamentary documents issued daily at Headquarters can be accessed readily on a computer or hand-held smart device. Sign-up is free and easy by visiting the eSubscription page at [www.undocs.org.](www.undocs.org.%20)

An overview of alldocuments with the options “e-mail” or “RSS” next to each document category is located there. After sign-up, documents will be sent to the subscriber via e-mail as soon as they are made available. Comments, questions and suggestions are invited to be sentto <help-desk@un.org>.

The *DGACM Documents Assistance Centre (DAC)*located in the North Delegates Lounge in Room CB-0264 is a central point of support for delegates seeking documentation assistance. In addition, the Delegates’ Documents Counter is located adjacent to the Accessibility Centre in Room S-01B32.

To contact the DAC, please call 1 (212) 963-2105; and/or e-mail [dac@un.org](mailto:dac@un.org).

*Conference Officer Desks and/or Documents Counters*are located in each of the following conference rooms in the Secretariat Building: Conference Rooms 1, 2, 3 and4, the General Assembly Hall, the Economic and Social Council Chamber and the Trusteeship Council Chamber, where documents for the meeting being held at that time may be obtained.

The *United Nations Accessibility Centre*offers assistive information and communication technology to support audio, visual as well as physical impairments. The assistive devices *are available on-site*or *as a loan to participants with disabilities*.

The Accessibility Centre is located in the Conference Building (Level 1B) (by the Secretariat Building escalators). For more information, please [*click here*](http://www.un.org/accessibilitycentre/index.html).

1. **Security Council**

**Communications to the President of the Security Council**

Communications addressed to the President of the Security Council should be delivered to the Office of the President of the Council (e-mailed <dpa-scsb3@un.org>; Room S-2472; fax 1 (917) 367-0406). For queries, please call 1 (212) 963-5258.

The *website of the Presidency*of the Security Council can be visited at <www.un.org/en/sc/presidency/>.

Information about previously *unscheduled meetings*and consultations of the whole of the Security Council may be obtained by clicking on “Programme of work” on the website of the Security Council at <www.un.org/en/sc>; or by calling 1 (212) 963-5258.

Speakers in the Security Council are advised that providingin advance copies of *prepared statements*which they intend to read out in the Council greatly facilitates the work of the Secretariat by permitting a sufficient number of copies to be distributedto all meeting participants and by assisting interpreters, verbatim reportersand press officers in maintaining the quality of the product delivered.

Bothinterpretations and verbatim records rely upon the statement actually delivered,but copies of texts help interpreters to correctly render details and nuancesand help verbatim reporters to produce the written record more quickly. Speakers are thereforeencouraged, whenever possible, to provide copies of their statements, asearlyas possible in advance of delivery, to the Conference Room Officer in the Chamber. Delegations are kindly requested to make *40 copies* for minimum distribution to Council members and relevant services, and *200 additional copies*for general distribution in the Security Council Chamber.

Delegations wishing to make statements available for the media are kindly requested to deliver *50 copies*to the Media Documents Centre (e-mail <mdc@un.org>; tel. 1 (212)963-7166; Room S-0220).