

# Gender Dialogues: Unfinished Business

## Logistics Note for Special Guests and VIPs

Thursday, March 5th, 2020



Dear Gender Dialogues Special Guests and VIPs:

Please see below for some important information regarding your participation in the *Gender Dialogues* event on Thursday 12 March, 2020 at UN City.

1. **Arrival Time.**

Please note that the event will start at 13:15 sharp. In order to ensure a smooth registration process, check-in at security will be available from 12:15 onwards. We kindly request that you arrive at least 30 min before the event to ensure that you can get through security and find your seat. Priority seating for you will be marked as "Reserved" towards the front of the auditorium.

2. **About the VIP Reception Afterwards**

As noted in the invitation, there will be a special VIP reception from 16:00-17:00. We hope you will join us for this event. In the case that you cannot join us, please let us know by Monday 9 March, so that we can confirm numbers with the caterer.

3. **Coat-check**

Guests will be able to leave their coats in the cloak area next to the auditorium. Guests are kindly reminded that this area will not be monitored during the event or the reception.

4. **Security**

In order to access the building, you will need to go through a security check similar to that in an airport. Therefore, you are kindly requested to bring a government issued picture ID. If you plan to bring someone with you to the event, please ensure that you communicate their name to us in advance so that they can be added to the official guest list.

5. **Getting to UN City**

We are located at Marmorvej 51, DK-2100 Copenhagen. If you arrive by car, underground public parking is available (24 DKK/hr). Please be aware that due to the proximity of a construction site, part of the road might be fenced off. We encourage you to use public transportation. If you arrive by train, you can take S-train lines A, B, C, E, H and walk from Nordhavn Station (max 10 min).

### Contact Information

For more information you may visit [un.dk](http://un.dk), or please contact us at [GenderDialogues@unops.org](mailto:GenderDialogues@unops.org). In case of emergency, you can call Jesper Steen Larsen at +45 3017 7599.

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### About UN City

UN City Copenhagen is home to 11 UN organizations - UNDP, UNEP, UNFPA, UNICEF, UNOPS, UNHCR, UNIDO, WFP, UN Women, WHO, and IOM with 1,500 staff members representing 108 nationalities. UN City Campus 1 is one of the most sustainable buildings of its kind in Scandinavia. It has received a Platinum LEED (Leadership in Energy and Environmental Design) certificate.