



**The UNWG Bazaar is coming again!!!!**

## **INVITATION AND INFORMATION ABOUT INVITATION CARDS**

To: UNOG Staff, Permanent Missions without stand, Consulates, Media, UNHCR, ILO, IOM, ITC, ITU, UNICEF, WHO, WIPO, WTO, NGOs. CERN etc...

Event: **UNWG International Bazaar 2018**

Date: **Tuesday 20 November 2018 from 10.00 AM to 4.00 PM**

Place: Palais des Nations, United Nations in Geneva

The Annual Bazaar of the UN Women's Guild will be held on Tuesday 20 November 2018. As usual, you and your family/friends/guests are cordially invited to attend this truly international event with restaurant and craft stalls from more than 60 countries. Your presence will contribute to the success to this activity organized by UNWG.

For security reasons, some invitees need an invitation card to enter the premises on the day of the Bazaar. The UNWG will provide these invitation cards.

### **Who NEEDS an invitation card?**

Following people need an invitation card to enter the premises on the day of the Bazaar:

1. Guests who do not have a valid "Carte de légitimation" delivered by the Swiss authorities (DFAE) (most diplomats and employees of international organizations have this carte de légitimation): exceptionally, on the day of the bazaar, starting at 10.00, any holder of this document may enter the UN premises.
2. Guest who do not have a UN badge or a UN courtesy badge;

### **How to proceed to get invitation cards from UNWG?**

- Place your order exclusively using the official UNWG Excel work sheet 2018 that is attached herewith;
- Send it electronically to [invitation.protocol@unwg.ch](mailto:invitation.protocol@unwg.ch);
- Handwritten and Pdf forms will not be accepted as it is not possible to copy/paste from a Pdf to an Excel sheet;
- Invitation cards will be distributed, at the UNWG offices at Villa les Feuillantines. A confirmation email will inform you when exactly your cards are ready to be picked up.

**Please fill all the information required: due to UN security, we cannot accept forms that are incomplete.**



## DATES TO REMEMBER

**12 November 2018**

**Deadline for all requests to be sent in Excel format to [invitation.protocol@unwg.ch](mailto:invitation.protocol@unwg.ch)**

**16 November 2018**

**Deadline for picking up your cards at the Villa les Feuillantines, 13 av. de la Paix.**

**You will be personally informed when your invitation cards are ready.**

If you have any questions or inquiries, please contact: [invitation.protocol@unwg.ch](mailto:invitation.protocol@unwg.ch)

May we hereby express our deep appreciation for your assistance in making the 2018 UNWG Bazaar a pleasant and memorable celebration for all. Together we will support children's project throughout the world.

Most sincerely,

Zoia Klymenko  
Cessy Aguire  
Nora Magistris  
Mona Yousif

2018 UNWG Bazaar Invitation and Protocol team