

COP 4
Practical Information for Participants
2-13 November 1998

Please keep this information sheet with you throughout the meeting period for easy reference.

Information desk - UNFCCC

The information desk provides general information about the Conference, such as schedules, changes in the programme, location of meetings, offices, etc., and also accepts messages to be forwarded to delegations through their respective pigeon-holes located at the document distribution counter. The information desk is open daily from 8:00 to 19:00.
Tel. 809-4479/4480/4481/4482

Daily programme

The daily programme listing all the formal and informal meetings, activities within the conference premises, location of various group meetings and contact persons will be issued in English and Spanish throughout the conference.

Media arrangements

The media centre offers facilities for television, radio, print media and news agencies. They include an international broadcasting centre providing live video and audio coverage of proceedings in the plenaries, and the press conference room, an open press working area for the print

media with a communications centre as well as other media information facilities and services, and a press conference room. The following contact points are available to deal with media-related matters:

Mr. Axel Wuestenhagen, Media Coordinator (office 52, ext. 4369, 4372/3);
Mr. Michael Williams, Conference Spokesman (office 54, ext. 4374, 4377);
Mr. Joseph McCusker, TV/Radio Officer (office 51, ext. 4368);
Ms. Andreana Kakavas, Accreditation Officer (office 49, ex. 4360)

Requests by government delegations and intergovernmental organizations to book the press conference room, located at the press entrance, should be addressed to Michael Williams, Conference Spokesman. Briefings will normally be limited to 30 minutes maximum and the schedule will be posted on the programme monitors. The press information and documents counter at the press entrance will assist journalists in contacting delegates to arrange interviews.

COP 4 Web site

A comprehensive Web site is devoted to COP 4. The site is located at <http://www.cop4.org> and for easier access in Europe at <http://cop4.unfccc.de>. This site includes a range of conference-related materials, including COP 4 documents in the official United Nations languages, the daily programme, lists of participants, and information on special events. A host country outreach version (in Spanish) has also been developed to increase public awareness (<http://www.baires.cop4.org>).

Computer centres

Participants wishing to access the World Wide Web, in particular the COP 4 Web site, may do so at the two computer centres, one of which is located between Plenary I and Cedro and the other adjacent to the international broadcasting centre in the media area.

All participants may use the computer centres to do their data processing and electronic communications work (including MS Office 97, WordPerfect 8 and Internet browsers).

Internet video broadcasts

The secretariat has made arrangements to broadcast the proceedings of the Conference on the Internet, through the kind cooperation of the Cyber Kansai Project. All public sessions of the COP will be provided in a live video stream to the Internet and will be available later for on-demand viewing. Selected special events will be videotaped for later broadcast. Broadcasts may be accessed by selecting "video broadcast" in the official

COP 4 web site <http://www.cop4.org> or directly at <http://ckp.cop4.org>.

Electronic mail for participants

Participants at COP 4 can access their electronic mail accounts on the Internet, using any of the computer terminals in the conference premises with an Internet browser.

Telephones, communications and photocopy centres

Coin and card operated telephones can be found throughout the conference premises.

A telecommunication centre, located in the area next to the international broadcasting centre has telephones, fax machines and modem jacks. Cards to operate these machines can be purchased from a Telecom desk located next to the telecommunication centre. Participants may wish to note that the card operated public telephones have international access.

Participants can have photocopies made at the photocopy centre, located between the bank and the administration office next to Plenary 1.

Work and office space for delegations

Tables and chairs are available, on a first come, first served basis, for all participants between the snack bar and the international broadcasting centre. A press working area is also reserved in the same area for their exclusive use.

In addition, some delegations have

reserved individual office spaces in the area next to conference room Fresno.

NGO spaces

Room 58 is reserved for the environmental NGOs, room 59 for Foro del Buen Ayre and room 60 for the business and industry NGOs.

Official announcements

Please consult the TV monitors throughout the conference premises for important announcements or last-minute changes.

Banking services

The Banco de la Ciudad de Buenos Aires, located next to Plenary I, provides banking services.

In addition the following three Citibank branches provide services to participants:

Citibank Alvear: address: Callao 1902

Citibank Santa Fe: address: Santa Fe 1634

Citibank Torre: address: Santa Fe 1184

Travel services

The Congresos Internacionales travel service, located next to Plenary I, provides travel-related services to all participants.

Information desk - Government of

Argentina

The Ministry of Tourism has a general information desk at the main entrance of the conference premises where participants can obtain tourist information on Argentina.

The tourism department of the government of the city of Buenos Aires also provides general tourist information at the main entrance of the conference premises.

Miscellaneous

Emergency situations. In an emergency (security, fire, medical) immediately contact UN security staff (wearing either UN uniform or a UN armband), who are stationed at the two entrances to the conference site.

Personal items. Please be aware that unattended items will be removed. Contact UN security staff for lost and found items.

Badges. Badges must be worn at all times. Lost badges must be reported to the registration desk immediately.