



New practical information for organizers of special events and exhibits

Special events

Official special events will be held in rooms in the Palais de Congrès and in the Hotel Atlas.

Since the rooms for special events may change at the last minute due to the needs of the negotiating process, organizers are requested to look at the CCTV monitors for any changes, to those published in the Daily Programme.

Organizers requiring catering will need the room allocation before confirming any catering arrangements with the appropriate catering service. The tentative room allocation will be provided two days before the event to allow adequate time for catering requests. The catering contact for both locations may be found below:

Palais de Congrès

Mrs. Christiane Oberholzer
Director of banquets
Tel: (212) 44 33 9100
Fax: (212) 44 33 9110
e-mail: lemansour@iam.net.ma

Hotel Atlas

Ms Laure Moreaux
GIE, Marrakesh
e-mail: cop7.rak.gie@iam.net.ma

Please note that catering may only be offered outside the special event rooms. Organizers will be responsible for the removal of the catering after the event.

The special event rooms should be cleared of any documents or other materials pertaining to the event, once the event has finished.

Participants at special events must be duly registered in advance following the procedures in the Notification or else they will not be allowed on the premises.

Exhibits

Exhibits will be located in the Palais de Congrès and the Hotel Atlas. The location of individual exhibits will be available on registration.

The standard allocation per exhibit is a space, two metres long, one and a half metres wide and two metres high (2m* 1.5m* 2m). One table, two chairs and a power outlet will be provided free of charge.

Exhibitors using an electronic display or other audio-visual equipment, should be aware that they will need to provide their own equipment and that there will NO INTERNET connection possible. Please contact the following for the rental of any technical or other equipment needs:

Ms Laure Moreaux
GIE, Marrakesh
e-mail: cop7.rak.gie@iam.net.ma

Exhibitors requiring **panels** will need to rent them from the service provider below.

Mr. Jaouad El Messouab
Palais des Congrès
email: lemansour@iam.net.ma
Tel: 00212 44 33 91 00
Fax: 00212 44 33 91 21 (preferred communication route)

Exhibitors are requested not to store large volumes of documents at the exhibit as this constitutes a security hazard.

Exhibitors are requested to bear in mind that exhibits are to provide information relevant to the Climate Change Convention process and not for commercial self-promotion.

All exhibitors must be duly registered in advance following the procedures contained in the Notification or else they will not be allowed on the premises.

Assembly and Removal

Exhibits may be set up after 3 p.m. on Sunday, 28 October 2001. The secretariat must be notified in advance of the vehicle specifications and name of the driver of deliveries to the Conference facilities, in order that they may gain access (Fax 49-228-8151999).

Exhibits should be removed together with any documents or materials by 1 p.m. on Friday, 9 November 2001 by the exhibit organizers.
