

SIDE EVENTS AND EXHIBITS BROCHURE



United Nations
Climate Change Conference

In line with the secretariat's efforts towards climate neutrality, this "Side Events and Exhibits" brochure will be available in electronic format only.

We invite participants to support this initiative by not printing the document or by printing only the necessary information.

Contents

I. General information	3
A. Welcome.....	3
B. Observer Organizations Liaison Team	4
II. Schedule of Side Events	5
III. List of Exhibits.....	6
A. Climate Change Publications Counter.....	6
IV. Floor plans.....	7
V. Observer organizations	8
A. NGO constituencies.....	8
B. Offices and contact information	8
C. Constituency meetings	9
VI. Logistics	10
A. Catering.....	10
B. Wi-Fi access	10
VII. Notices	11
Future sessions and deadlines	11

I. General information

A. Welcome

The thirty-eighth sessions of the Subsidiary Body for Implementation (SBI 38) and the Subsidiary Body for Scientific and Technological Advice (SBSTA 38), as well as the second part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2-2) will be held at Maritim Hotel from 3-14 June 2013 in Bonn, Germany. In this brochure you will find information and contact details for all official side events and exhibits to be held during the conference.

Access: Presenters and other participants of Side Events and/or Exhibits must be registered through a Party or an observer organization and in possession of a conference badge in order to access the conference venue.

Locations: Most side events are held at the Ministry for the Environment or the Ministry of Transport at Robert-Schuman-Platz, a short walk from the Hotel Maritim.

- [Ministry for the Environment \(MoE\)](#): Rooms SOLAR and WIND
- [Ministry of Transport \(MoT\)](#): Rooms METRO and RAIL
- [Hotel Maritim](#): Rooms to be announced on the CCTV monitors

Exhibits are located in the foyer and the corridor between Saal Maritim and Saal Beethoven on the ground floor of the Hotel Maritim.

For further information on the conference venue, please visit the logistics page of the secretariat's SB 38 website at the following link: [Bonn Climate Change Conference - June 2013](#)

Meeting schedule: For details on individual meetings, venues and other activities please consult the [UNFCCC website](#), the Daily Programme, the CCTV monitors or the noticeboards opposite the Information Counter in the foyer of the Hotel Maritim. Last-minute changes can be shown only on the CCTV monitors.

Where do I get official documents and the Daily Programme? All official documents prepared for the session will be available at the Documents Counter, located in the foyer of the Maritim Hotel. In addition, electronic versions of official documents and the list of participants will be made available on the UNFCCC website at http://unfccc.int/meetings/bonn_jun_2013/meeting/7431/php/view/documents.php

The Daily Programme is the official guide to each day's official meetings. It also provides an overview of the status of the previous day's negotiations. The Daily Programme will be made available electronically on the UNFCCC website at http://unfccc.int/meetings/bonn_jun_2013/meeting/7431/php/view/dailyprogramme.php

A hard copy version may also be made available, on demand and if required.

Document Counter opening hours:
Monday, 03 June to Friday, 14 June
8.30 a.m. to 7.00 p.m. (except Sunday 9 June)

Pigeonholes: Please refer to the "Information for Participants" brochure.

B. Observer Organizations Liaison Team

The Observer Organizations Liaison Team is located in the Hotel Maritim.

The following members of the team are based in the Conference Affairs Services office in or opposite La Marée, on the ground floor of the Hotel Maritim:

Ms. Megumi Endo
Observer Organizations Liaison Officer
mendo@unfccc.int

Ms. Nathalie Sneider
Team Assistant
nsneider@unfccc.int

Ms. Dzenet Brimbil
Observer Organizations Liaison Assistant
cool@unfccc.int

Staff based at the Side Events and Exhibits Coordination Office on the ground floor of the Hotel Maritim, next to the Information Counter:

Mr. Alan Vella
Associate Observer Organizations Liaison
Officer
avella@unfccc.int

Mr. Ahmid Alejandro Daccarett Tejeda
Side Events and Exhibits

Ms. Galina Kustova
Side Events and Exhibits

Ms. Redieta Alazar
Side Events and Exhibits

Ms. Eureka Tuladhar
Side Events and Exhibits

II. Schedule of Side Events

The Side Events programme for the United Nations Climate Change Conference June 2013 contains over 80 events focused on major issues in the Convention process.

Side Events will take place at the following locations:

- [Ministry for the Environment \(MoE\)](#): Rooms SOLAR and WIND
- [Ministry of Transport \(MoT\)](#): Rooms METRO and RAIL
- [Hotel Maritim](#): Rooms to be announced on the CCTV monitors

All side event rooms are equipped with a PC with internet access, a projector, a screen, a sound system, microphones at the podium, a wireless microphone for Q&A sessions, and a table for display of publications.

For a full schedule of side events, please refer to the official web schedule [here](#), which allows events to be sorted by category as well as by organizer group.

For additional clarifications, please contact see@unfccc.int

Make your presentations available to a global audience

The secretariat believes that side events and exhibits benefit an increasing number and range of observer participants attending the different sessions. They are extremely useful in engaging different levels of Parties and observers within the climate change debate, and provide an effective forum to exchange ideas informally and to network.

Side events not only provide input into the negotiations but also allow issues beyond the realm of the negotiations to be discussed. A systematic documentation of side event outcomes would therefore contribute to enhance the wealth of substantive knowledge.

One way of engaging additional audiences – beyond the actual side event - is through the uploading of presentations and publications on the UNFCCC website. This resource would subsequently widen the educational and knowledge opportunities for all stakeholders – not only those participating in the sessions.

An upload facility is available to all side event organizers for uploading draft agendas in advance and sharing presentation files with participants after the event. The upload facility ensures additional visibility, besides contributing to improve participation figures, and is also available to all exhibit organizers for uploading electronic publications to the UNFCCC website. The facility can be accessed on the online registration system through the SEORS accounts of organizers. Changes can be made by replacing or deleting the existing files up to four weeks after the sessions. Individual files should not exceed 4 MB, but organizers may upload as many files as needed.

Following the exercise carried out after COP18/CMP8, the secretariat will also monitor which SB 38 organizers have contributed to strengthening the role of side events/exhibits as promoters of the climate change regime by uploading presentations/publications through SEORS.

Presentations and publications concerning side events and exhibits in past sessions can be freely consulted or downloaded by following this link: <https://seors.unfccc.int/seors/reports/archive.html>

III. List of Exhibits

The exhibition area in the Hotel Maritim includes 22 Exhibit booths on a range of subjects relating to the Convention. Owing to the high number of applications, there will be different exhibits during the first week and the second week, with a total number of 34 exhibits over the fortnight of the conference.

A table (160cm long x 80cm wide x 70cm high), a free standing display board (150cm long x 180cm high), a chair, a power outlet and wireless internet access will be available in each exhibit booth. Organizers who wish to rent additional technical equipment on a commercial basis other than those provided free of charge by the host Government as mentioned above, may contact the official service provider:

BRAEHLER ICS
Mr. Tobias Meier
tma@braehler.com
+49 2244 930 228

For a full list of exhibits, please refer to the official web schedule [here](#). The exact location of each exhibit booth will be indicated on the floor plans on site (ground floor notice board, close to the Side Events and Exhibits Coordination Office).

For additional clarifications, please contact see@unfccc.int

A. Climate Change Publications Counter

Publications that are clearly attributed to a Party or an admitted observer organization that is not exhibiting may be distributed and displayed at the Climate Change Publications Counter, after approval. The counter is located on the ground floor in the central foyer of the Hotel Maritim. For approval, please provide a sample to the Observer Organizations Liaison Team at the Side Events and Exhibits Coordination Office (located opposite La Marée, on the ground floor of the Hotel Maritim). The counter cannot manage large volumes, but will assist in changing the range of documents on display.

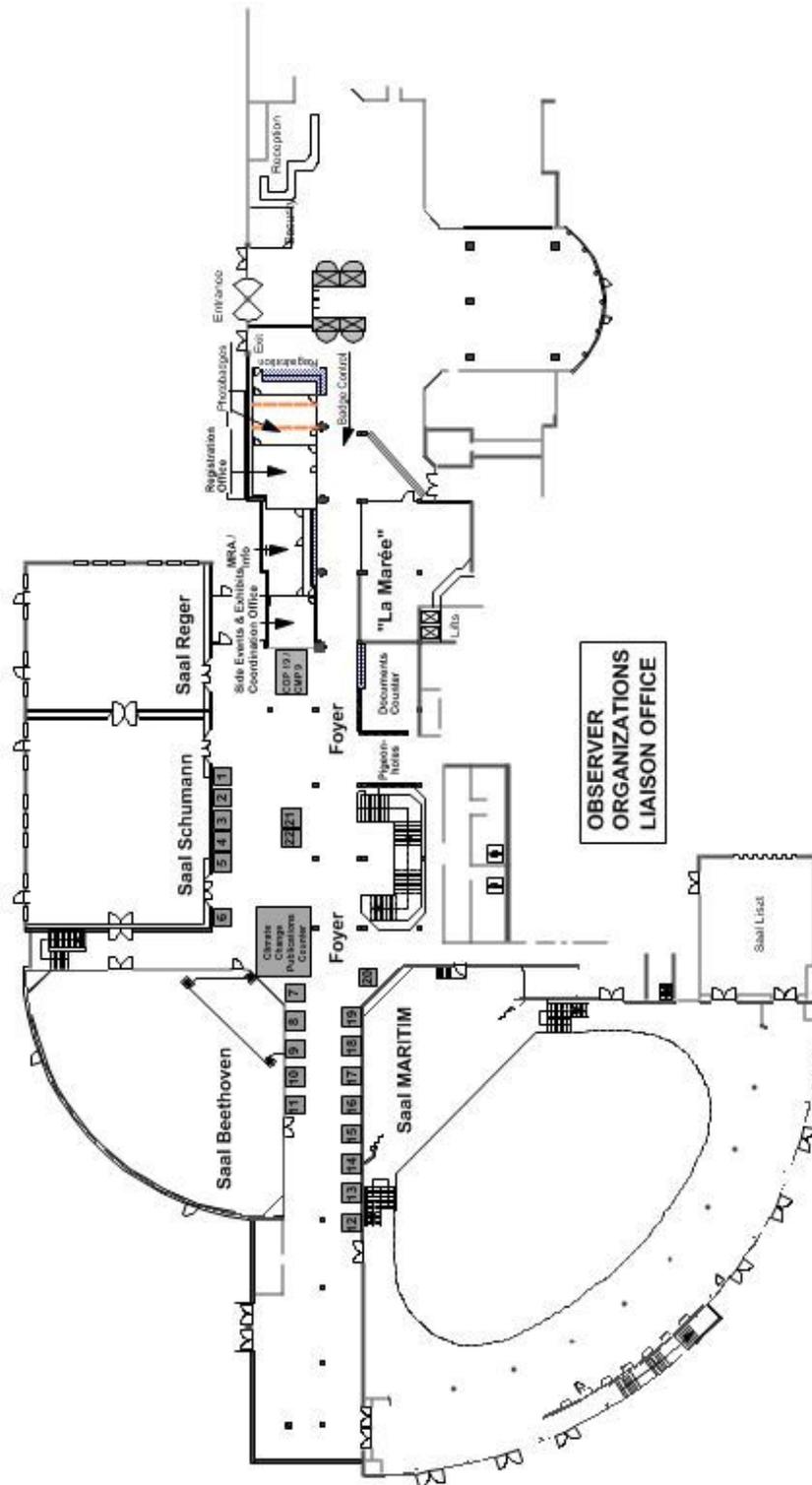
Organizers of Exhibits are requested to display and distribute documents at their own booths. Side Event advertisements and invitations can be posted on the noticeboards located opposite the Information Counter.

Documents that are deposited elsewhere or not attributed will be removed.

Contact information:
Mr Alan Vella
Associate Observer Organizations Liaison Officer
see@unfccc.int

IV. Floor plans

HOTEL MARITIM GROUND FLOOR – EXHIBIT AREA



Additional floor plans – including those relating to Side Event Rooms – are included within the “Information for Participants” Brochure.

V. Observer organizations

A. NGO constituencies

The nine major groups identified as stakeholders in Agenda 21, the comprehensive plan of action for the Rio Declaration, are recognized as constituencies in the UNFCCC negotiation process. Plenary interventions, time permitting, are made per constituency, and their focal points interact with the secretariat as channels of communication with large groups of constituents.

The groups are:

- Business and industry non-governmental organizations (BINGO);
- Environmental non-governmental organizations (ENGO);
- Farmers non-governmental organizations (Farmers);*
- Indigenous peoples organizations (IPO);
- Local government and municipal authorities (LGMA);
- Research and independent non-governmental organizations (RINGO);
- Trade unions non-governmental organizations (TUNGO);
- Women and gender non-governmental organizations (Women and Gender);
- Youth non-governmental organizations (YOUNGO).

* Recognized as a constituency on a provisional basis pending a final decision on its status before COP 20.

B. Offices and contact information

The business and industry non-governmental organizations (BINGO) and the environmental non-governmental organizations (ENGO) constituencies have offices located on the ground floor of the Ministry of Transport. For further information on the work of the constituencies, please contact:

BINGO

Ms. Andrea Bacher
International Chamber of Commerce
Tel: +33 1 49 53 28 48
andrea.bacher@iccwbo.org

IPO

Mr. Juan Carlos Jintiach
Coordinating Body of Indigenous Organizations
of the Amazon Basin
Tel: +593 2 3323 744
Juancarlos.jintiach@gmail.com

ENGO

Mr. Wael Hmaidan
Climate Action Network International
Tel: +961.1.447192
whmaidan@climatenetwork.org

LGMA

Mr. Yunus Arikan
ICLEI - Local Governments for Sustainability
Tel: +49 228 97 629 920
climate.center@iclei.org

Farmers*

Ms. Anette Englund Friis
Danish Agriculture and Food Council
Tel: +45 30 83 10 51
aef@lf.dk

RINGO

Ms. Monica Alessi
Centre for European Policy Studies
Tel: +32 472 72 18 68
ringos@ceps.eu; monica.alessi@ext.ceps.eu

TUNGO

Ms. Anabella Rosemberg
International Trade Union Confederation
Tel: +33 677699429
rosemberg@tuac.org

Women and Gender

Ms. Gotelind Alber
genderCC - Women for Climate Justice
Tel: +49 30 21982175
g.alber@gendercc.net

YOUNGO

Mr Jamie Peters
United Kingdom Youth Climate Coalition
Limited
Tel: +44 (0)7545179818
jamie@ukycc.org

C. Constituency meetings

The following constituencies will be meeting daily, as follows:

BINGO: 9.00 a.m. (SOLAR)

Women and Gender: 9.00 a.m. (AIR)

IPO: 9.00am (METRO)

YOUNGO: 8.00 a.m. (SOLAR)

LGMA will be meeting off site.

RINGO will meet on the following dates only:

9.00 a.m. (WIND) on Tuesday 4th June; Thursday 6th June; Saturday 8th June; Tuesday 11th June; Thursday 13th June.

Constituency meetings will also be announced on the CCTV monitors and in the Daily Programme for the first day of the conference. To save paper consumption, the meetings will **not** be repeated in the Daily Programme from the second day onwards, except on those days when the default meeting room has to be changed.

VI. Logistics

Please refer to the “Information for Participants” brochure for information on Meeting Room Assignment (MRA), press briefings and consignments.

A. Catering

If you wish to order catering for your side event, please directly liaise with the catering company servicing the venue of your event.

Contact details and catering menus in both Ministries are available [here](#).

The organizer must coordinate with the caterer to ensure that all food and drink is served after side events and is set up outside the rooms. It is the responsibility of the organizer to ensure that side event rooms and their surrounding areas are left in an appropriate state for the next meeting. Food and drink is not permitted in the side event rooms.

B. Wi-Fi access

Wireless Wi-Fi Internet access is available for all participants in the common areas at the Hotel Maritim, the Ministry for the Environment and the Ministry of Transport. Please find the log-in details below:

Hotel Maritim

Network: plugNplay

Password: none

Ministry for the Environment

Side Event rooms SOLAR and WIND

Network: bmu_dsl

Password: Klima2013

Ministry of Transport

Side Event rooms RAIL and METRO

Network: UNFCCC

Password: Bonn2013

Due to budgetary constraints, Wi-Fi will not be provided within the side event rooms. Skype facilities are not available either.

VII. Notices

The Hotel and Ministry buildings are a non-smoking environment. Smokers are encouraged to enjoy the fresh air outside the conference venue.

Food and drink is not permitted in any of the meeting rooms. Your support is appreciated to keep the meeting rooms in an uncluttered and clean state for subsequent meetings. Please do not change the layout of the meeting rooms.

Future sessions and deadlines

COP 19/CMP 9

Monday, 11 November to Friday, 22 November 2013
Warsaw, Poland

Online application period for side events and exhibits:

COP 19/CMP 9

Tuesday, 23 July 2013, 11 a.m. (Central European Time) to
Friday, 26 July 2013, 5 p.m. (Central European Time)

Please check the UNFCCC website <http://unfccc.int> regularly for the deadlines for applications for Side Events and Exhibits at other UNFCCC sessions.



For more information: unfccc.int