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| MEETING ROOM ASSIGNMENT FORM |
| unfccc-l-3c-rgb-100-medium |  |  |  |  |  | un |
| *Please specify:* | **[ ]**  | Negotiation Group | **[ ]**  | IGO |
|  | **[ ]**  | Party | **[ ]**  | NGO |
|  | **[ ]**  | UN | **[ ]**  | Other NGO |
|  |  |  |  |  |

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| **DELEGATION** of: |  |                                               |  |
|  |  |
| **DATE** of Meeting (DD│MM│YY): | from |       | 06 | 2015 | to |       | 06 | 2015 | **[ ]**  | **Daily!** |
|  |  |
| **TIME** of Meeting:  | \*\* | from | **HH** | : | **MM** | hours | to | **HH** | : | **MM** | hours |
|  |  |
| **NUMBER** of Participants: |  |       |  |
|  |  |
| Meeting Room **LAYOUT**: | **[ ]**  | **Classroom** | **[ ]**  | **Square** |
| Meeting to be announced: | **[ ]**  | **Yes** | **[ ]**  | **No** |
| Meeting to be: | **[ ]**  | **Open** | **[ ]**  | **Closed** |
|  |  |
| **TITLE** to be announced: |  |                                               |
|  |  |
| **EQUIPMENT** needed: | **[ ]**  | Beamer |  |
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|  |
| **CONTACT** Person: | \*Name: |                           |  |
|  |  |  |
|  | \*E-mail: |                           |
|  |  |  |
|  | Phone/Mobile No.: |                           |
|  | *\*Please use print letters!* |
| DATE of submission: | **DD** | **MM** | 2015 |  |
|  |  |
| SIGNATURE: |  |
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| Meeting Room Assignment (MRA) Policy: |
| * \*\*Rooms are assigned for a maximum of 1 hour ONLY per Party/Organization, free of charge;
 |  |
| * Meetings are booked back to back, please conclude/finish on time;
 |  |
| * Meeting room reservations are made on a provisional basis and their final confirmation depends on the needs and demands of the negotiating process, which shall supersede the needs and demands of others;
 |  |
| * It would be advisable that you reconfirm your reservation with our staff at the MRA/Information counter, within the conference venue, at least two hours before your meeting starts. This is to ensure you are aware of any last minute changes to your booked/confirmed meeting room allocation;
 |  |
| * If all meeting rooms are in use and meetings of the Convention and the Kyoto Protocol require other rooms, and should the specifications of your meeting room coincide with the requirements of these meetings, the secretariat may request you to vacate the room in which you are holding your meeting at short notice. Please, therefore, indicate on this form your contact details, including an email address and mobile telephone number, in order that the MRA team are able to assist you in finding an alternative solution;
 |  |
| * With your signature on this form you confirm that you have read, understood and agreed to the conditions set out in this MRA policy;
 |  |
| * Please inform us immediately if your meeting is cancelled as meeting rooms are limited and in high demand;
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| * Food and beverages are not permitted inside the meeting rooms!
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| **Assigned Meeting Room (To be completed by MRA Team):** |
| **Option 1** | **Option 2** | **Option 3** | **Processed by (Initials):** |
| **Date** | **Date** | **Date** |

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| 2015 UNFCCC, Conference Affairs Services – Meeting Management Unit |