

Conditions and procedures for organizers of special events and exhibits

- ! Special events or exhibits may be organized by Parties, observer States, the United Nations, specialized agencies and related organizations or accredited observer organizations **only**.
- ! Special events or exhibits are for participants attending the sessions of the Conference of the Parties and/or subsidiary bodies of the Convention **only**.
- ! Registration forms for holding special events or organizing exhibits must be received by the secretariat **before 2 October 2000**. Requests will not be considered after that date.
- ! Allocation of rooms or space for special events or exhibits will be made after receipt of all the applications.
- ! Organizers are requested to provide the secretariat with a full set of the documents to be distributed at the special event or exhibit.
- ! Presenters at special events or exhibitors **must** be registered under an accredited organization with the secretariat in accordance with the procedures detailed in the notification of the sessions.

SPECIAL EVENTS

- ! Special events are scheduled in such a way as not to conflict with the requirements of the UNFCCC negotiating process. The requested date(s) proposed by the organizer will be taken into consideration. However, the **secretariat reserves the right to reschedule or cancel the event** in the interest of the negotiating process.
- ! Food and/or drinks may be provided for the special event only by the official caterer for the sessions, after consultation with the secretariat. Organizers will be responsible for the room being cleared of food and drinks **fifteen minutes** before the end of the allocated time of the special event in order that the room is left in a suitable condition for further meetings.
- ! At least four special events may be scheduled each day during sessions of the subsidiary bodies, while more may be held during sessions of the Conference of the Parties, depending on the conference venue.
- ! Special events may be of up to two hours' duration but organizers are encouraged to hold one hour events, so allowing maximum use of the time slots.
- ! Meeting rooms are provided *free of charge*.
- ! Overhead projectors, slide projectors, "beamers" and screens are provided *free of charge*, provided they have been requested **in advance** using the appropriate registration forms.
- ! Other requirements may be contracted through service providers approved by the secretariat. The secretariat will make available a list of such service providers.

EXHIBITS

- ! The number of exhibits approved by the secretariat will depend on the conference venue.
- ! 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*.
- ! Other requirements may be contracted through service providers approved by the secretariat. The secretariat will make available a list of such service providers.
- ! The installation, dismantling and disposal of the exhibit, including documents, brochures and papers is the responsibility of the organizers.
- ! Exhibits are for the information of the participants to the sessions and are not to be used as offices.
- ! Exhibitors are requested not to store materials around their allotted exhibit area.
- ! The secretariat reserves the right to request removal of any exhibit which exceeds its authorised allocation or relocates to an unauthorised location.
- ! Persons responsible for the installation or dismantling of exhibits (if other than participants in the sessions) need authorization from the secretariat in order to gain access to the United Nations premises. The names of these persons, the date and time of their arrival and details of their transport should be sent by fax to the secretariat.
