

INFORMATION FOR ORGANIZERS OF SPECIAL EVENTS OR EXHIBITS

Delivery of materials

Materials should be clearly labelled indicating the purpose (brochures for special event, exhibit materials etc.), name of the organization and the contact person responsible for the materials. They should be delivered as of Saturday, 11 November 2000 and consigned to the:

Sixth session of the Conference of the Parties (COP 6)
Consignment Focal Point
Netherlands Conference Centre
Churchillplein 10, 2517 JW
The Hague
The Netherlands

Assembly and removal of exhibits

Exhibits may be delivered and assembled from 15:00 on Sunday, 12 November 2000 and must be removed before the closure of the meetings on Friday, 24 November 2000. The removal and disposal of all materials are the responsibility of the exhibitor.

The names of persons responsible for the assembly and removal of the exhibit must be submitted in advance to the secretariat by fax in order that they may have temporary access to the meetings. In addition the licence number of vehicles delivering materials and the name of the driver to the NCC should be notified to the secretariat.

Catering

Catering requests for special events or receptions at the Netherlands Congress Centre (NCC) should be directed to Mr. Evert Bruins, tel. (31-70) 3066253, fax (31-70) 3544335, e-mail: e.bruins@congresscentre.nl, internet: www.congresscentre.nl. All arrangements are the direct responsibility of the organizers although the secretariat needs to be informed

For lunchtime or evening special events a lunch-buffet or lunch-boxes could be served at the back of the meeting rooms. 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.

Rental of equipment

Organizers needing to rent panels, lighting, audio-visual or other technical equipment including computers should contact:
Mr Evert Bruins of the Nederlands Congres Centrum (NCC)
Tel. (0031-70) 3066253

e-mail: e.bruins@congresscentre.com

Rental of office space

Limited office space for rent has been made available the conference facilities at the Netherlands Congress Centre. The secretariat kindly requests Parties or accredited observer organizations who may be interested in renting office space for the sessions, to contact:

Ms. Louissette Vogelsang, tel. (31-70) 3394113, fax (31-70) 3391311, e-mail: louissette.vogelsang@dle.dgm.minvrom.nl

Ms. Melanie Peters, tel. (31-70) 3394690, fax (31-70) 3391311, e-mail: melanie.peters@dle.dgm.minvrom.nl

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