

**Conditions and procedures for organizers  
of Special Events at  
the second part of the sixth session of the Conference of the Parties  
and sessions of the subsidiary bodies  
16 – 27 July 2001  
Bonn**

- ◆ Special events may be organized by Parties, observer States, the United Nations, specialized agencies and related organizations or accredited Observer organizations only.
- ◆ Special events are for the benefit of participants attending the sessions of the Conference of the Parties and/or subsidiary bodies of the Convention only.
- ◆ **Registration forms** for holding special events must be completed and sent to the secretariat.
- ◆ Only completed registration forms received before the **29 June** will be considered.
- ◆ Organizers who have expressed interest before this notice must complete and return the above forms in order to be considered.
- ◆ Allocation of rooms or space for special events will be made after receipt of all the applications, based on the resources available.
- ◆ Organizers are requested to provide the secretariat with a full set of the documents to be distributed at the special event.
- ◆ Presenters at special events 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.
- ◆ The number of events scheduled daily will depend on the availability of physical resources at the particular session.
- ◆ Special events may be 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.
- ◆ The distribution and disposal of any documents for special events remains the responsibility of the organizer.
- ◆ Overhead projectors, slide projectors, "beamers" and screens are provided free of charge, provided they have been requested in advance on the registration form.
- ◆ Other requirements may be contracted through the **service provider** approved by the secretariat.