



**Special events and exhibits at
the eighth session of the Conference of the Parties and the seventeenth sessions of the Subsidiary
Bodies of the United Nations Framework Convention on Climate Change**

Vigyan Bhawan, New Delhi, 23 October – 1 November 2002

Procedures for application

Registration forms for [special events](#) and [exhibits](#) should be completed, signed by the designated contact point of the organization and returned to the secretariat before 20 September 2002). Applicants are requested to comply with the conditions below. The secretariat will develop a schedule based on the registration forms.

Requests will be dealt with on a “first come first served” basis, taking into account the needs of the negotiating process. In view of the high demand, it is unlikely that all applicants will get their requested date/time slot, however we will strive to maximize overall satisfaction. Unfortunately it will also be impossible to fill all requests, even if they are received within the time frame. These events will be added to a waiting list.

Following the deadline of 20 September 2002, all applicants will be contacted and information given on the status of their request. Until the deadline has been reached realistic information on the applications will not be available. It is to be noted that even when an event has been scheduled for a particular slot, the demands of the negotiating process may make postponement or cancellation necessary.

Conditions for special event and exhibit organizers

Special Events

- ◆ 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.
- ◆ Special events are scheduled in such a way as not to conflict with the requirements of the UNFCCC negotiating process. The requested date 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, so that it 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 slots may be up to two hours, 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 remain the responsibility of the organizer.
- ◆ Overhead projectors, “beamers” and screens will be 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.

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.