

SESSIONS OF THE UNFCCC SUBSIDIARY BODIES

20 - 31 October 1997

BEETHOVENHALLE, BONN

REVISED INFORMATION TO PARTICIPANTS

This document provides information of a practical nature. Please keep this with you throughout the meeting for easy referral.

Registration

Registration. Accreditation and registration of participants and the press will take place at the Registration desk, located at the main entrance of Beethovenhalle.

For registration of participants:

Opening hours: **8:00 - 12:00 and 14:00 - 18:00**, Friday, October 17 - Monday, October 31
9:00 - 12:00, Saturday, October 18 and 25

Contact: Ms. Laurence Pollier, Tel: 722-2326/722-2330

For registration of press :

Opening hours: **9:00 - 18:00** Monday, October 20 - Friday, October 31
(Closed on weekend)

Contact: Ms. Andreana Kakavas, Tel: 722- 2349

Funding for Delegates

Funding for Delegates. Delegates from Parties eligible for funding are requested to collect their Daily Subsistence Allowance (DSA) from the secretariat's Administration desk behind the registration/documents distribution area. Please note that delegates will be able to receive their allowances only upon presentation of their passports and travel tickets.

Opening hours: **10:00 - 13:00 and 14:00 - 17:00** Monday, October 20 - Friday, October 31
(Closed on weekend)

NGO Facilities

Environmental NGOs. The Environmental NGO constituency has been allocated Stimmzimmer 3.

Tel: 722-2411

Business and Industry NGOs. The Business and Industry NGO constituency has been allocated Stimmzimmer 4.

Tel: 722-2410

Information

The Secretariat will disseminate information and updates to participants through different means:

Information Folder: This folder is distributed to registered participants. Enclosed, please find:

- ▶ A questionnaire on the meeting facilities, which participants are requested to complete and return as indicated therein.
- ▶ Library brochure (see below).
- ▶ A map of the conference facilities and a map of Bonn.

CC:INFO desk. The desk is located opposite the entrance of the Grosser Saal. Participants are encouraged to update their contact information, and that of their organization, and other information related to climate change activities in their countries at the CC:INFO desk. Also available at the desk are 3 computers which participants may use to access climate change related information on the World Wide Web.

Opening hours: **9:30 - 18:30.** Monday, October 20 - Friday, October 31
(Closed on Sunday)

Contact: Ms. Nardos Assefa, Tel: 722-2320

Library. The UNFCCC Library and Documentation Centre, located at secretariat headquarters in Haus Carstanjen, is open to participants throughout the sessions. Please contact the CC: INFO desk for information on transportation to the library, or consult the Brochure included in this information folder for directions. Bibliographic searches on climate change and related issues could be made by completing a bibliographic search request form available at the CC:INFO desk. The UNFCCC librarian will be at the CC:INFO desk between 09:30 - 18:30 daily.

Opening hours: **09:00 - 19:00** Monday, October 20 - Friday, October 31
(Closed on weekend)

Contact: Ms. Nalini Basavaraj, Tel: 722-2320

Information desk. The Information desk, located at the Registration desk, will provide general information about the meeting, and will operate the Information Hotline. Photocopy cards for 50 copies and 100 copies will be sold at this desk for 5 and 10 DM respectively.

Opening hours: **8:00 - 12:00 and 14:00 - 18:00**, Monday, October 20 - Friday, October 31
9:00 - 12:00, Saturday, October 18 and 25

Information Hotline: Tel: 722-2330

Daily Programme. This document will list all scheduled events for the day. It will be available at the Documentation Distribution Counter and the Information and CC:INFO desks. It will also be available on the World Wide Web (<http://www.unfccc.de>).

Message Board. Please use the message board in the Foyer for messages to participants.

Documentation

Documents Distribution Counter. All current documents, the Daily Programme, and lists of participants will be made available at the Documents Distribution Counter. Folders containing background documents are available for consultation at the counter. All UNFCCC documents are also available on the World Wide Web (<http://www.unfccc.de>) and upon request by direct electronic mail to: secretariat@unfccc.de.

Opening hours: **8:00 - 18:00** Monday, October 20 - Friday, October 31

Tel: 722-2336/722-2335

Computer and Communication Services

Computer Centre. Six computers and a printer will be available to participants on a first come, first serve basis. These computers are opposite the main entrance of Grosser Saal. Please try not to monopolize the equipment for too long, as all participants should have access.

Photocopy Machines. Two photocopy machines are available to participants for the duration of the meetings. These machines are located opposite the CC:INFO desk. They are card-operated; cards can be purchased from the Information desk.

Telephones, Fax Machines and Modem Jacks. One coin-operated and one card-operated telephones are located opposite the main entrance of the Beethovenhalle. Two card-operated fax telephones are located near the main entrance of the Grosser Saal; two credit-card fax and modem telephones are located one next to the information board, the second at the South Foyer. The Deutsche Telekom cards required to operate the telephones may be purchased at the Bonn Information desk.

Other services

Bonn Information desk. Tourismus & Congress GmbH will provide general tourist and travel information at their desk located mid-way between the Registration and the Grosser Saal. Deutsche Telekom Cards needed to operate the telephones, fax machines and modem jacks as well as public transportation tickets may be purchased at the this desk.

Opening hours: **9:00 - 18:00** Monday, October 20 - Friday, October 31
(Closed on weekend)

Tel: 722-2318

Bank. Deutsche Bank, located in the area opposite the main entrance, will provide banking services.

Opening hours: **11:30 - 15:00** Monday, October 20
9:00 - 15:00 Tuesday, October 21
11:30 - 15:00 Wednesday, October 22 - Friday, October 31 (Closed on weekend)

Tel: 722-2477

Miscellaneous

Emergency Situations. For emergency situations (security, fire, medical) immediately contact UN security staff (wearing uniform or a UN armband), who will be stationed at the entrance of the conference area near the Registration desk, **or** call 0171 566-4587.

Personal Items. Please be aware that unattended items will be removed. Contact UN security staff for lost and found.

Badges. Badges must be worn at all times.

Not permitted. Smoking is not permitted in meeting rooms; nor is bringing food or drinks.

Parking. 180 parking places are available free of charge in front of the main entrance of Beethovenhalle.

Transportation. Public Transportation tickets are available at the Bonn Information desk.
Taxi service: Tel: 55-5555
Train station: Tel: 7151 (Deutsche Bahn-Hauptbahnhof)

UN approved physicians. Dr. Dagmar Hild, Kronprinzenstr. 8 , Tel: 36-4567
Dr. Dammeier de Gomez, Engeltalstr. 6, Tel: 77-3763

Contact Information

Name	Function	Location	Telephone number
Mr. Horacio Peluffo	Liaison with governments	Conference Support	722-2309
Ms. Azza Taalab	Liaison with observer organizations	Conference Support	722-2302
Ms. Barbara Black	Liaison for Special Events	Conference Support	722-2312
Ms. Francesca Foppiano	Logistics (including room assignments)	Conference Support	722-2314 722-2315
Ms. Laurence Pollier	Registration and list of participants	Registration desk	722-2326
Ms. Nardos Assefa	Information on Climate Change	CC:INFO desk	722-2320
Ms. Nalini Basavaraj	Information on Climate Change and bibliographic searches	CC:INFO desk	722-2320

Summary Table of Services

What	Where	Notes
Registration	Registration Desk	Open 8:00 - 12:00 and 14:00 - 18:00 Tel: 722-2326/2330 (please see pg. 6)
Funding for delegates	Conference Support	Open 10:00 - 13:00 and 14:00 - 17:00 (please see pg. 6)
CC:INFO desk	Opposite Grosser Saal	Open 9:30 - 18:30 Tel: 722-2320 (please see pg. 7)
Library	Haus Carstanjen	Open 9:00 - 19:00 daily Tel: 815-1001/1003 (please see pgs. 7-8)
Information (Info. Hotline)	Information desk	Open 8:00 - 12:00 and 14:00 - 18:00 Tel: 722-2330 (please see pg. 8)
Official Documents	Documentation Distribution Counter	Open 8:00 - 18:00 Tel: 722-2336/2335 (please see pg. 8)
Computer Centre	Opposite Grosser Saal	Open 9:00 - 13:00 and 14:00 - 18:00 (please see pg. 8)
Photocopy machines	Opposite CC:INFO desk	Cards available at Information Desk (please see pg. 8)
Public telephones, fax machines and modem jacks	Various locations	Require Deutsche Telekom cards available at Bonn Information desk (please see pg. 9)
Web Access	CC:INFO desk	Open 9:00 - 13:00 and 14:00 - 19:00 (please see pg. 7)
Bonn information	Between Registration desk and Grosser Saal	Open 9:00 - 18:00, Tel: 722-2318 (Tourismus & Congress, please see pg. 9)
Banking services	Opposite Main Entrance	Open 11:30 - 15:00 (20/10) 9:00 - 15:00 (21/10) and 11:30 - 15:00 (22/10-31/10)Tel: 722-2477 (Deutsche Bank, please see pg. 9)
Security	Main Entrance	To be contacted for emergencies Tel: 0171 566-4587