

**Conditions and procedures for special event and exhibit organizers at  
the sixteenth sessions of the Conference of the Parties  
5 –14 June, 2002  
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 **6 May** will be considered.
- ◆ Only one event per organization will be initially 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 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 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, 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.

### **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.

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