

**Special events and exhibits at SB 16
(5-14 June 2002)**

Procedures for application

Registration forms for special events and exhibits should be returned to the secretariat within the time frame (25 March – 6 May). The secretariat will develop a schedule based on these inputs. 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 6 May 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.

Practical information for organizers

Exhibits may be installed on Tuesday, 4 June 2002 from 10.00 a.m. and removed before 3.00 p.m. on Friday 14 June 2002.

Consignments for SB 16 should ONLY be consigned to the Hotel Maritim, Godesberger Allee, 53175 Bonn. Organizers must arrange for delivery after **31 May 2002**.

No consignment should be sent to the secretariat headquarters.

Consignments should be clearly labeled for UNFCCC/SB 16, with full contact information for the responsible person (name, organization and telephone or e-mail address) to allow easy identification.

Documents/equipment/posters/materials for UNFCCC/SB 16

FCCC Consignment Focal Point
Hotel Maritim
Godesberger Allee
53175 Bonn
Germany

Responsible person: -----
Organization: -----
Contact number: -----
e-mail address: -----@-----.xx

Catering requirements¹

Organizers requiring catering are requested to contact:

Ms J Mann at the Hotel Maritim.
Tel. (49 - 228) 810 8886
Fax. (49 – 228) 810 8853
e-mail : jmann.bon@maritim.de

Organizers are reminded that any event requires prior authorization from the secretariat.

Logistic requirements²

Organizers of special events or exhibits, needing to rent equipment or supplies beyond those provided by the secretariat may contact:

Ms J Mann at the Hotel Maritim.
Tel. (49 - 228) 810 8886
Fax. (49 – 228) 810 8853
e-mail : jmann.bon@maritim.de

¹ Please see “Conditions for organizers of special events”.

² Please see “Registration forms and conditions for organizers of special events”