

SPECIAL EVENT REGISTRATION FORM

(Please attach additional sheets if necessary)

Date of the twelfth sessions of
the Subsidiary Bodies of the
UNFCCC

12 - 16 June 2000

Location *Hotel Maritim, Bonn*

Organization _____

Name of organizer _____

Title of organizer _____

e-mail: _____

Phone: _____

Fax: _____

Title of special event _____

Presenter(s) (Name, organization) ¹ _____

Theme of the special event and the specific links between theme and climate change process
(Please return the agenda for the special event with the form.)

Requested specifications

Preferred date(s) _____

Duration

1 hour

2 hours

Room capacity _____

Overhead projector and screen _____

Slide projector and screen _____

Other technical requirements ² _____

Catering assistance ² _____

¹ Presenters must be registered for the sessions under an accredited organization, in accordance with the procedures detailed in the notification.

² Contact details for other technical requirements and for caterers may be found on the UNFCCC Web site. If further information is required, please contact the secretariat.

NOTE:

* All the information requested above needs to be completed before the special event is confirmed.

* A complete set of the documentation to be made available at the workshop must be deposited with the secretariat.

* These forms should be returned to the secretariat before the 15 May 2000

EXHIBIT REGISTRATION FORM

(Please attach additional sheets if necessary)

Date of the twelfth sessions of the Subsidiary Bodies of the Organization <u>12 - 16 June 2000</u>	Location <u>Hotel Maritim, Bonn</u>
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Organization _____

Name of organizer _____

Title of organizer _____

e-mail: _____ Phone: _____ Fax: _____

Name and title of staff at exhibit ¹ _____

Theme of the exhibit and its relevance to the climate change process

<u>Design of the exhibit</u>	1	Independent, free standing display
(Please note that the standard dimensions are <u>2 metres long, 1.5 metres wide and 2 metres high.</u> Exhibits other than this must be specifically requested and described.)	2	Display of literature
	3	Electronic, interactive display
	4	Poster display requiring panels to be rented ²
	5	Poster display on organization's own panels
	6	Display of technical models (please give details and dimensions)
	7	Other (please describe)

Requested logistic requirements
A table, two chairs and access to power will be provided. Any other requirements will need to be organized through a service provider.² Please note that any further requirements will be the responsibility of the organiser.

¹ Exhibit staff must be registered for the sessions under an accredited organization, in accordance with the procedures detailed in the notification.

² Contact details for other logistic requirements may be found on the UNFCCC Web site. If further information is required, please contact the secretariat.

NOTE:

- * All the information requested above needs to be completed before the exhibit is confirmed.
- * A complete set of the documentation to be made available at the exhibit must be deposited with the secretariat.
- * These forms should be returned to the secretariat before the 15 May 2000