


# information for participants



the eighteenth sessions of the  
subsidiary bodies of the UNFCCC  
4–13 June 2003, Bonn, Germany



## **Registration and Media Accreditation**

Registration of all participants, including representatives of Observer organizations and the media, takes place at the **Registration Counter** located at the Entrance of the Hotel Maritim, as follows:

Hours: 8 a.m. - 7 p.m.  
Wednesday, 4 June – Friday, 13 June

Contact: Ms. Hedwig Sandoval  
Tel.: (0228) 308 996 09  
Fax: (0228) 308 996 11

Media participation in the conference is subject to accreditation from UNFCCC. Please note that in view of space constraints, press accreditation is limited strictly to media representatives who fully meet United Nations accreditation standards and requirements. It will be granted upon presentation of valid press credentials and a letter of assignment.

*Please note that double registration for the sessions is not permitted (e.g., as a State representative and simultaneously as an Observer organization representative, or as a State representative and simultaneously as a press/media representative).*

Press passes may be collected at the **Press Accreditation Counter**, located in the Registration area, upon presentation of two photo IDs (passport, national press card, driving licence, work ID, etc.) or a photo press pass from the United Nations in New York, Geneva, Vienna, or Nairobi.

Hours: 8 a.m. - 7 p.m.  
Wednesday 4, June – Friday, 13 June

Contact: Mr. Michel Smitall  
Tel.: (0228) 308 996 10  
Fax: (0228) 308 996 11

Please note that the UNFCCC lanyards distributed at the Registration Counter for badges are reusable. Participants are invited to keep their lanyards for use at future meetings.

## **Information on the Meetings**

The **Daily Programme** provides information on all scheduled meetings of the sessions of the subsidiary bodies, including their timing and venue, and the agenda items to be considered. It also provides schedules of the meetings of other groups and of press briefings, as well as other announcements relevant to the conference. The Programme is available at the Documents Distribution Counter and on the UNFCCC web site (<http://www.unfccc.int/sessions/sb18/>).

Please note that information contained in the Programme is subject to change according to the needs of the negotiating process.

Important announcements or last-minute changes not contained in the Daily Programme are displayed on the **CCTV monitors** located in the foyer of the Maritim and elsewhere on the conference premises. This information can also be found on the UNFCCC web site.

The **Information Desk**, located next to the main entrance of the Maritim, provides information about the meetings and the venue.

Hours: 8 a.m. – 7 p.m.  
Wednesday, 4 June – Friday, 13 June

Contact: Ms. Beverley Plümer  
Ms. Christine Pasztor  
Tel.: (0228) 308 996 15  
Fax: (0228) 308 996 16

Meeting rooms can be reserved at the **Meeting Room Assignment Desk** located in the foyer near the main entrance.

Hours: 8 a.m. – 7 p.m.  
Wednesday, 4 June – Friday, 13 June

Contact: Ms. Lee Cando  
Ms. Simone Swidersky  
Tel.: (0228) 308 996 18



## **Documentation**

All official documents, as well as the Daily Programme and the list of participants, are available at the **Documents Distribution Counter** located in the main foyer.

UNFCCC documents are also available on the Internet (<http://www.unfccc.int/sessions/sb18/>)

and by direct electronic mail upon request to: [secretariat@unfccc.int](mailto:secretariat@unfccc.int).

Hours: 8 a.m.-7 p.m.  
Wednesday, 4 June – Friday, 13 June

Tel.: (0228) 308 996 19

## **Computer and Communication Services**

**Computer facilities.** Computers and two high-speed printers are available to participants on a first come first served basis. These computers, located in the foyer of the first floor, are equipped with word processing and spreadsheet software and are connected to the Internet. Computer support will be available at the computer center.

Note: Please be considerate and do not monopolize the equipment, which is intended for use by all participants.

**Photocopying machines.** Two card-operated photocopying machines are available to participants for the duration of the meetings. These machines are located in the conference foyer next to the Documents Distribution Counter. The cards needed to operate the machines can be purchased from the Information Desk. In case of technical problems with these copiers, please contact the staff at the Information Desk.

**Telephones, fax machines, and modem jacks.** Coin and card-operated telephones as well as card-operated fax machines and plug-and-play desks to connect laptops to the Internet are located in the foyer near the main stairs. For instructions on how to use a plug and play desk to dial up to the Internet, please see the information stickers on the desks.

Please also note that the coin-operated telephones belong to the Hotel Maritim and calls from these phones are charged at a higher rate. The Deutsche Telekom cards needed for the card-operated telephones may be purchased at the Bonn Information Desk near the main entrance of the Maritim.

**Mobile telephones.** SB 18 participants can rent mobile telephones at the **Mobile Phone Desk** in the main foyer.

Hours: 8 -10 a.m. and 1-3 p.m.  
Tuesday, 3 June - Thursday, 5 June  
and Tuesday, 10 June  
8 a.m. - 7 p.m.  
Friday, 13 June

For advance ordering at the conference please contact [anfrage@hirefone.com](mailto:anfrage@hirefone.com) or the number below. Please refer to the staff at the desk for additional information or call the following number: 0 800 / 018 27 27

## **Funding for Delegates**

Delegates from Parties eligible for funding may collect their daily subsistence allowance (DSA) from the **Administration** office located beside the computer center on the first floor. Please present your passport or other official identity

document (photo ID), tickets and boarding pass stubs to the travel officer when claiming DSA.



Contact for travel: Ms. Petra Meiranke (Westtours)  
Ms. Christine Roth  
Mr. Kanwarjit Sachdeva Monday, 4 June – Friday, 13 June  
(closed on Saturday, 7 June  
and Sunday, 8 June)

Hours: 9 a.m. – noon and 1 – 5 p.m.

Contact for DSA payments: Tel.: (0228) 30899-357  
Ms. Gaby Kaufmann

### **Services Available to NGOs**

Offices for environmental groups and business / industry organizations are located in the ground floor of the Ministry of the Environment. Each office is equipped with three PC workstations and a printer.

#### **Business and industry organizations**

Meeting Room Ministry of the Environment  
Office Ground Floor  
Room No. 0213  
Tel.: (0228) 308 996 03

#### **Environmental Groups**

Meeting Room Ministry of the Environment  
Office Ground Floor  
Room No. 0217  
Tel.: (0228) 308 996 06

### **Media Services**

Services and facilities provided to the media are limited at SB 18.

Media representatives have access to the general computer centre. Plug and play desks are provided to participants in the conference on a first come, first served basis. Coin and card-operated telephones as well as card-operated fax machines to connect laptops to the Internet are located in the foyer near the main stairs.

Please also note that the coin-operated telephones belong to the Hotel Maritim and calls from these phones are charged at a higher rate. The Deutsche Telekom cards needed for the card-operated telephones may be purchased at the Bonn Information Desk near the main entrance of the Maritim.

The **Press Accreditation Counter** serves as a contact point for media representatives. Press releases, documents and information for the use

of the media will be distributed at this desk. Information about press briefings at SB 18 will be announced at the counter and in the press section on the UNFCCC web site.

Journalists seeking information on the proceedings of the conference or wishing to request interviews with United Nations officials should refer to the **Press Accreditation Counter** located in the registration area, Maritim Hotel Entrance.

Contact: Mr. Michel Smitall  
Tel.: (0228) 308 996 10  
Fax: (0228) 308 996 11



## ***Information on UNFCCC and Climate Change***

The **Climate Change Kiosk**. Located in the main foyer, the Climate Change Kiosk's primary goal is to provide information about climate change and the secretariat. It is a resource for anyone interested in:

- Information on climate change information sources;
- Background information on the climate change process and the secretariat;
- Who's doing what in the process;
- Who's doing what in the secretariat;
- How to contact members of the secretariat;
- How to obtain access to, or copies of, secretariat information products or services.

The Climate Change Kiosk includes display panels as well as a computer with an Internet connection which will be used in providing assistance on how to:

- Find relevant climate change information using the UNFCCC library online;
- Effectively search and retrieve climate change related information from the web;
- Evaluate the quality of web-based information;
- Locate other sources of climate change information.

Participants who need assistance in obtaining information related to any of these issues are invited to contact the staff at the Climate Change Kiosk.

### **COME FOR A TEST DRIVE!**

Everyone is welcome to join in these hands-on sessions featuring the secretariat's new multi-volume CD-ROM collection containing all official documentation issues since 1991 as part of the Convention and Kyoto Protocol processes. As well as full text of all documents in all available UN

languages, the CD-ROMs contain: interpretive guides, national communications on greenhouse gas emissions trends and policy responses, in-depth reviews of national communications, daily programmes, lists of participants and agendas for all UNFCCC meetings.

If it is not easy for you to access UNFCCC documents through the Internet, this is your solution.

Rapidly find your documents searching by:

- Date
- Documents symbol
- Title
- Keyword
- Meeting
- Decision

1 hour sessions will be on:

Friday, 6 June

**4 - 5 p.m.** (in English)

**5 - 6 p.m.** (in French)

Monday, 9 June

**2 - 3 p.m.** (in Spanish)

**5 - 6 p.m.** (in French)

Tuesday, 10 June

**2 - 3 p.m.** (in English)

**5 - 6 p.m.** (in French)

Wednesday, 11 June

**2 - 3 p.m.** (in Spanish)

**5 - 6 p.m.** (in French)

Sign up at the Climate Change Kiosk for the language session of your choice.



## **General Services**

**Bonn Information.** Information on hotel reservations, local transportation, train and air travel, as well as tourist information about Bonn and Germany, is available at the Bonn Information Desk (Tourismus & Congress) near the main entrance of the Maritim.

Hours: 9 a.m. – 6 p.m.  
10 a.m. – 4 p.m. on Saturday, 7 June  
and Monday, 9 June  
(closed on Sunday 8 June)

Tel.: (0228) 308 996 17

Note: At other conferences, participants at SB 18 may not use the conference badges for free public transport. Participants have the opportunity to purchase public transport tickets at a special rate at the Bonn Information Desk.

**Pigeonholes.** Delegates of Parties who wish to leave messages for other participants are requested to use the pigeonholes located at the Documents Distribution Counter. Representatives of non-governmental organizations may use the message board located in the main foyer to post messages. The posting of messages needs to be approved by UNFCCC. Please contact Horacio Peluffo (Tel. (0228) 308 996 35) for messages addressed to delegates and Barbara Black (Tel. (0228) 308 996 36) for messages

addressed to representatives of Observer organizations.

**Restaurants.** Located in the main foyer of the Hotel Maritim are a restaurant ("Rôtisserie"), a café ("Brasserie"), and a bar offering drinks and snacks.

Opening hours: 9 a.m. – 6 p.m.

**Deliveries.** Participants expecting deliveries to the Hotel Maritim should contact Mr. Oliver Lawler and Ms. Bronte Rowe, located at the Information Desk (Tel.: (0228) 308 996 15).

**Bank.** Deutsche Bank, located in the foyer of the Maritim, operates a bank desk for participants of the conference. Services include the cashing of travellers' cheques and exchange from and into euro. In addition, a cash machine is available on a 24 hour basis in front of the hotel reception.

Hours: 11 a.m. - 3 p.m.  
Monday, 2 June – Friday, 13 June  
(closed on Saturday, 7 June,  
Sunday, 8 June and Monday, 9 June)

Check distribution:

Hours: 10 a.m. - 6 p.m.  
Wednesday, 4 June and  
Tuesday, 10 June

## **COP 9 Information**

Located in the main foyer, Le Marmotte, provides information on hotel reservations in Milan. Due to the great demand for hotel rooms

participants are advised to visit the **COP 9 Information desk** in order to book their rooms early.



## **Events**

**Receptions.** A reception hosted by the City of Bonn and the German Federal Ministry of the Environment, Nature Conservation and Nuclear Safety to welcome participants to the climate change sessions and to celebrate World Environment Day will be held on Thursday, 5 June 2003 from 6.30 p.m. at the Old City Hall of Bonn.

All participants to the conference are cordially invited to attend.

**Special events and exhibits.** A brochure of events and a list of exhibits held during SB 18 will be made available at the Information Desk.

For updates and changes to the calendar, please see the Daily Programme and the announcements on the CCTV monitors as well as the message board for special events and exhibits in the main foyer.

In order to provide a better focus for information on events and to avoid paper wastage, participants are kindly requested to post flyers and posters regarding special events, exhibits or meetings only on this message board and to inform the secretariat (Ms Barbara Black, Tel.: (0228) 308 996 35) before posting any material. Please note that flyers posted in other areas of the conference centre will be removed.

## **Remarks**

**Emergencies.** In case of a medical emergency, please contact the German Red Cross staff located in the Emergency room near Plenary I (Tel.: (0228) 810 8735).

For other emergencies, immediately contact UN security staff (wearing either a UN uniform or a UN armband), who will be located at the entrance of the conference area, or call the following number:

**(0228) 308 996 21**

**Badges.** Access to the conference area is restricted to registered participants of the meetings. In order to help enforce the high security standards of the secretariat, participants are expected to wear their badges as soon as they are issued. They must be worn at all times

and in all areas for the duration of the conference. Badges are issued only on the basis of a letter of nomination from Parties, Observer States or accredited Observer organizations. Lost badges must be reported to the Registration Desk immediately.

**Personal items.** Please be aware that unattended items will be removed. Contact UN security staff, located near the main hotel entrance, for lost and found items.

**Food or drinks** are not permitted in the meeting rooms.

**Smoking area.** Please note that smoking is not permitted on the meeting premises, except in the designated areas.



## Summary of Conference Services (A-Z)

<i>What</i>	<i>Where</i>	<i>Remarks</i>
<b>Banking services</b>	Foyer Hotel Maritim	Hours: 11 a.m. – 3 p.m. Monday, 2 June – Friday, 13 June (closed on Saturday, 7 June, Sunday, 8 June and Monday, 9 June)  Check distribution: Hours: 10 a.m. - 4 p.m. Wednesday, 4 June and Tuesday, 10 June
<b>Bonn Information</b>	Foyer Hotel Maritim	Hours: 9 a.m. - 6 p.m. Monday, 2 June – Friday, 13 June 10 a.m. – 4 p.m. Saturday, 7 June and Monday, 9 June (closed on Sunday, 8 June) Tel.: (0228) 308 996 17
Information on <b>climate change and UNFCCC</b>	Climate Change Kiosk Main Foyer Hotel Maritim	Hours: 9 a.m. – 7 p.m. Monday, 2 June – Friday, 13 June For more information, see page 5.
<b>Computers</b>	Computer Centre First floor Hotel Maritim	For more information, see page 3. Helpdesk hours: 8 a.m. – 9 p.m.
<b>Conference information</b>	Information Desk Foyer Hotel Maritim	Hours: 8 a.m. – 7 p.m. Ms. Beverley Plümer Ms. Christine Pasztor Wednesday, 4 June – Friday, 13 June Tel.: (0228) 308 996 15 Fax: (0228) 308 996 16
<b>Deliveries</b> to the conference centre	Information Desk Foyer Hotel Maritim	Hours: 8 a.m. – 7 p.m. Mr. Oliver Lawler and Ms. Bronte Rowe Tel.: (0228) 308 996 15
<b>Funding for delegates Travel</b>	Administration Beside the Computer Centre First floor Hotel Maritim	Hours: DSA: 9 a.m. – 12 noon and 1 – 6 p.m. Ms. Gaby Kaufmann  Travel: 9 a.m. - 12 noon and 1 - 5 p.m. Mr. Kanwarjit Sachdeva Ms. Christine Roth  Monday, 2 June – Friday, 13 June (closed on Saturday, 7 June and Sunday, 8 June) Tel.: (0228) 308 996 57





<b>List of participants</b>	Registration Area Entrance	Hours: 8 a.m. – 7 p.m. Ms. Hedwig Sandoval Wednesday, 4 June – Friday, 13 June Tel.: (0228) 308 996 09 Fax: (0228) 308 996 11
<b>Media accreditation &amp; Media Services</b>	Press Accreditation Counter Registration Area Entrance	Hours: 8 a.m. – 7 p.m. Mr. Michel Smitall Wednesday, 4 June – Friday, 13 June Tel.: (0228) 308 996 10 Fax: (0228) 308 996 11
<b>Medical service</b>	Emergency room Hotel Maritim	Tel.: (0228) 810 8735
<b>Meeting room reservation</b>	Meeting Room Reservation Counter Foyer Hotel Maritim	Hours: 8 a.m. - 7 p.m. Ms. Lee Cando Ms. Simone Swidersky Wednesday, 4 June – Friday, 13 June Tel.: (0228) 308 996 18
<b>NGO Liaison</b>	La Marée Hotel Maritim	Ms. Barbara Black Tel.: (0228) 308 996 36
<b>Special events and exhibits</b>	La Marée Hotel Maritim	Ms. Anne Lutz Tel.: (0228) 308 996 36
<b>Official documents</b>	Documents Distribution Counter Foyer Hotel Maritim	Hours: 8 a.m. - 7 p.m. Wednesday, 4 June – Friday, 13 June Tel.: (0228) 308 996 19
<b>Photocopiers</b>	Foyer Hotel Maritim	For more information, see page 3.
<b>Registration of participants</b>	Registration Area Entrance	Hours: 12 noon - 6 p.m. Friday, 30 May 10 a.m. - 6 p.m. Saturday, 31 May - Sunday, 1 June 9 a.m. - 6 p.m. Monday, 2 June - Tuesday, 3 June 8 a.m. - 7 p.m. Wednesday, 4 June–Friday, 13 June Tel.: (0228) 308 996 09 Fax: (0228) 308 996 11
<b>Security</b>	Foyer Hotel Maritim	Tel.: (0228) 308 996 21



<b>Telecommunications</b>	Foyer Hotel Maritim	For more information, see page 3.
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