



Information for Participants

**Informal additional meetings of
the ad hoc working groups**
30 August – 5 September 2012
Bangkok, Thailand

Registration

Where do I get my badge?

Parties, observers and press can register and have their photos taken for badges at the Registration Counter located at the entrance of the United Nations Conference Centre (UNCC).

Badges are issued to representatives of Parties and UN observer organizations on the basis of a letter of nomination. Representatives of admitted observer organizations who have been duly nominated and confirmed using the UNFCCC online registration will be issued badges.

Press badges are issued to accredited press representatives based on the presentation of a valid national press card, a letter of assignment and two photo identification documents (e.g. passport, driver's license, national ID card, work identity card) or a photo press card from the United Nations in Geneva, Nairobi, New York or Vienna. Press badges allow access to all public meetings and sessions unless indicated otherwise for security reasons.

Double registration for the informal meetings (e.g. simultaneously as a nominee of a Party and of an observer organization, or simultaneously as a nominee of a Party and as a press representative) is not permitted.

Hours and contact information

Friday, 24 to Tuesday, 28 August 2012
09.00–18.00

Wednesday, 29 August until Tuesday, 4 September 2012
08.00–19.00

Wednesday, 5 September 2012
08.00–18.00

Vera-Lynn Watson

Tel.: +66 2 288 2111
Fax: +66 2 288 1069

Enjoy using the UNFCCC lanyard for your badge. For the environment, please keep it for use at your next UNFCCC meeting. If you would like to update your badge photo, please ask at the Registration Counter.

How can I correct an entry in the list of participants?

Please take your comments and corrections to Vera-Lynn Watson at the Registration Counter.

Please note that access to the conference area is restricted to registered participants of the meetings. In order to comply with the security requirements of the secretariat, participants are expected to wear their badges at all times and in all areas. Lost badges should be reported to the Registration Counter immediately.

General information

The Information Counter, located at the entrance of the UNCC, to the left-hand side, provides information about the meetings and the venues.

Hours and contact information

Wednesday, 29 August to Wednesday, 5 September 2012

08.00 – 18.00

Tel.: +66 2 288 2046

Documents

Where do I get the Daily Schedule and official documents?

In light with the secretariat's efforts to more sustainable and paper light meetings a limited amount of documents will be made available at the Documents Counter on a print on demand basis.

UNFCCC documents, including the Daily Schedule, are available in electronic format in the UNFCCC website at:

http://unfccc.int/meetings/bangkok_aug_2012/meeting/6812.php

or by e-mail upon request to: <secretariat@unfccc.int>.

The Daily Schedule provides detailed information on all scheduled meetings of the AWG-KP, the AWG-LCA, and the ADP meetings of other groups and other announcements. Information in the Daily Schedule is subject to change. For the most recent information regarding meetings and rooms, please check the CCTV monitors located inside the UNCC.

Invitations or leaflets that are clearly attributed to a Party or an admitted observer organization can be authorized for distribution. Please contact the External Relations Team located at the Conference Affairs Services office (first floor).

Pigeonholes for Parties and intergovernmental organizations are located at the Documents Counter. Please avoid distributing information of other meetings, future conferences or publicity material through pigeon holes.

Hours and contact information

Sunday, 3 April to Friday, 8 April 2011

08.00 – 18.00

Tel.: +66 2 288 1706

Meeting rooms

Where can I book a meeting room?

Meeting rooms can be reserved (free of charge) at the Meeting Room Assignment Counter, located at the Information Counter. Location and time may change depending on the necessities of the negotiation process. It is therefore advisable to reconfirm your booking at least two hours before the meeting.

Hours and contact information

**Wednesday, 29 August to Wednesday, 5 September 2012
08.00 – 18.00**

Carrie Aßheuer

Tel.: +66 2 288 2909

meetingrequest@unfccc.int

Where are the meeting rooms?

All meetings of the AWG-KP and the AWG-LCA and ADP are held inside the UNCC. The “ESCAP Hall” (Plenary), Conference Room 1 – 4 and Meeting Room A, C – H. All meeting rooms are located on the first floor except Plenary 1 and Conference room 1 – 2 which are located on the second floor. Please see the floor plan on pages 7-9 for the exact location of each room.

Observer Organizations Liaison Team

The Observer Organizations Liaison team is providing limited support to observer organizations from Bonn, and can be contacted via e-mail or phone on regular GTM+1 office hours

Ms. Megumi Endo
Observer Organizations Liaison Officer
Tel: +49 228 815 1523
mendo@unfccc.int

Services to participants

DSA disbursement

Delegates from Parties eligible for funding should present their travel documents (including an official identification document) at the DSA/Travel Office located on the second floor of the UNCC behind ESCAP Hall (Plenary), prior to collecting their daily subsistence allowance (DSA) from the bank.

**Opening hours of the DSA/Travel Office:
Friday, 24 August to Wednesday, 5 September 2012**

Monday to Friday 9.00 – 13.00 and 14.00 – 17.00

Saturday: 10.00 – 16.00

The Siam Commercial Bank will disburse DSA to funded delegates and provide currency exchange services in their bank branch located on the first floor of the service building.

Banking services

**Friday, 24 August 2012
9.00–16.30**

**Saturday, 25 August and 27 to 31 August 2012 and 3 to 5 September 2012
9.00 – 15.30**

**DSA has to be collected from the bank from
Friday, 27 August to Wednesday, 5 September 2012.**

Contact information

DSA payments and travel

**Mary-Jean Abrazado
mabrazado@unfccc.int**

**Katrin Lucas
klucas@unfccc.int**

**Tel.: +66 2 288 2416
Fax: +66 2 288 1070**

ATM machines are located outside the bank branch and in the main entrance of the UNCC.

Computers and photocopiers

UNCC offers a variety of services including a restaurant, a cafeteria, medical unit facilities, a bank, a post office, coin and card-operated telephones, Cyber Café and a Business Centre.

The Business Centre will provide, on commercial basis, the following services: photocopying, facsimile (incoming and outgoing). Receipt for these services will be provided upon request.

Participants may also access their e-mail, free of charge, at the Cyber Café situated on the first floor of the UNCC.

The Computer Centre is located on the first floor of the UNCC next to Conference Room 4. Computers and high-speed printers are available from

Wednesday, 29 August until Wednesday, 5 September 2012

for participants on a first come, first served basis. These computers allow Internet access and are equipped with word processing and spreadsheet software.

Please be considerate and do not monopolize the equipment. It is intended for use by all participants. In addition, participants can connect laptops to the Internet at 'plug and play' desks in the Laptop Centre, located on the first floor to the left of the escalator next to the coffee corner.

Emergencies

For medical emergencies, please contact the First Aid, located at the entrance of UNCC, between the Post Office and the Information Counter.

Tel.: +662 288 2282

For other emergencies, please contact United Nations security staff (wearing a United Nations uniform or armband) located at the entrance or call:

**Tel.: +66 (0) 81 8078471
Tel.: +66 (2) 288 1101, 1102**

Reception

Thursday, 30 August from 18:30 – 21:00

A reception by the Minister of Environment, Government of Thailand will take place at the Lobby Area on Level - 1

(Page: 10, under Maps marked in yellow.)

Services on commercial basis

Eco-friendly shuttle bus service

Eco-friendly shuttle bus service will be available for pickup and drop off at a nearby train station and selected hotels. Tickets can be bought at the designated counter in the United Nations Conference Centre (UNCC). These eco-friendly buses can also be rented for longer duration (one or more full days) for smaller groups or for sight-seeing in and around Bangkok.

For more information, booking and cost estimates

Ms. Sumetee Jongmu

Tel: +66 2 288 2008

Email: jongmu.unescap@un.org

Business centre

A Business Centre is located opposite to meeting room G on the first floor of UNCCC. The Business centre provides copy, fax, and scanner services, as well as stationery

Contact information for NGO constituencies

BINGO

Ms. Norine Kennedy

E-mail: nkennedy@uscib.org

ENGO

Mr. Wael Hmaidan

Tel.: +961 1 447192

E-mail: whmaidan@climatenetwork.org

Farmers*

Ms. Anette Engelund Friis

Tel.: +45 3083 1051

E-mail: aef@lf.dk

LGMA

Mr. Yunus Arikan

Tel.: +49 228 976 299 20

E-mail: climate.center@iclei.org

IPO

Mr. Juan Carlos Jintiach

E-mail: juancarlos.jintiach@gmail.com

RINGO

Ms. Monica Alessi

Tel.: + 32 2 229 3937

Mob: +32 472 72 1868

E-mail: monica.alessi@ceps.eu

TUNGO

Ms. Anabella Rosemberg

Tel.: +33 1 55373737

E-mail: rosemberg@tuac.org

Women and Gender

Ms. Gotelind Alber

Tel: +49 30 21982175

E-mail: g.alber@gendercc.net

YOUNGO

Ming-Jay Shiao

Tel: +1 330 573 4670

E-mail: mj@youthclimate.org

YOUNGO (alternate)

Mr. Abhishek Shrestha

E-mail: aviish27@gmail.com

Notices

Sessions in 2012

COP 18/CMP 8

**Monday, 26 November to Friday, 7 December 2012
Qatar National Convention Centre, Doha, Qatar**

Anything else I should know?

Food and drink are not permitted in the meeting rooms. Please help keep the conference premises a non-smoking environment. Smokers are encouraged to enjoy the fresh air around the UNCC.

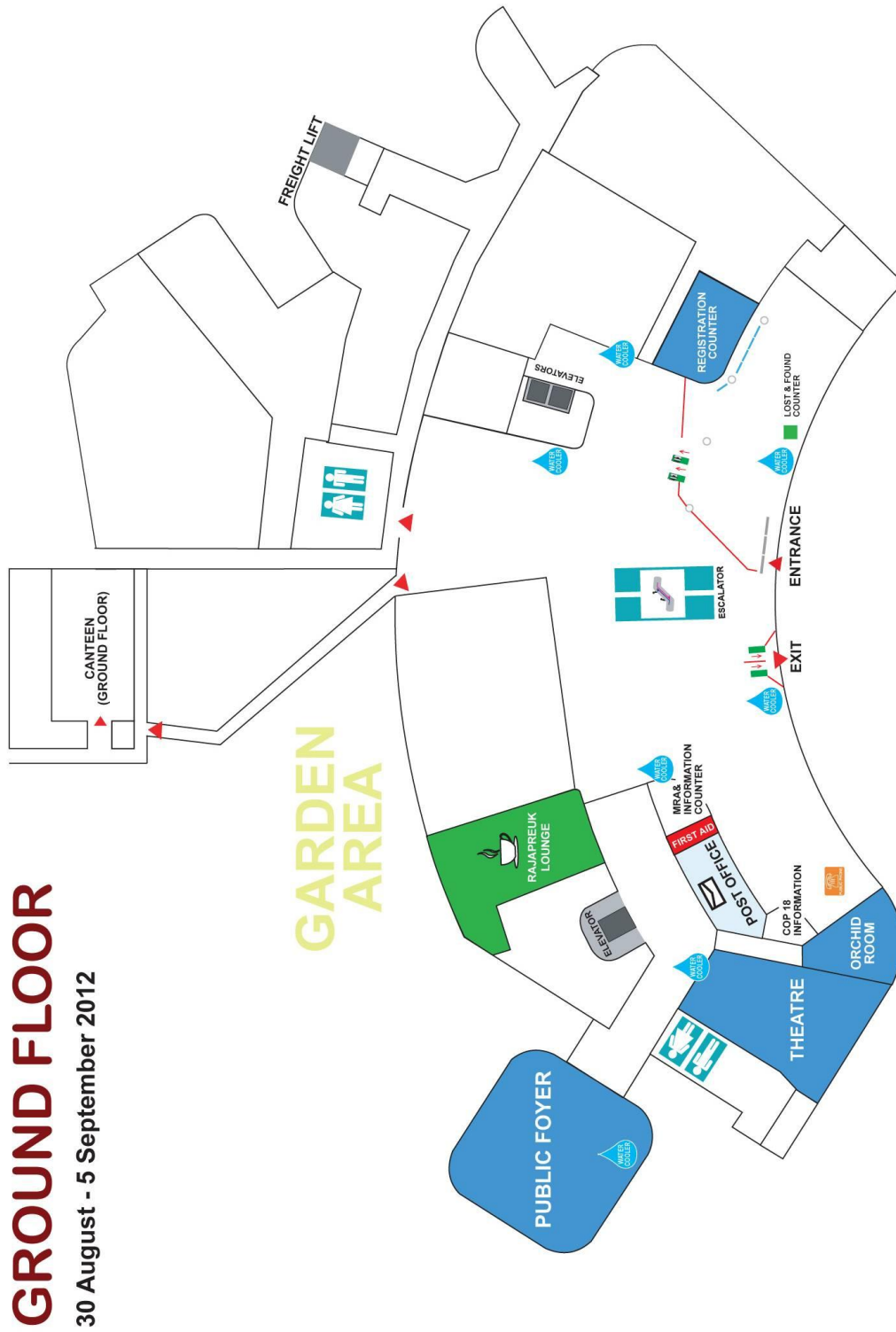
Participants are requested not to remove interpretation headsets from the foyers or meeting rooms.

To align ourselves with current waste regulations and to help protect the environment, we ask all participants and colleagues to follow the advice below. Three different types of waste bin are allocated around the conference premises. Please sort waste according to:

**Green bins: paper
Orange bins: plastic material
Blue bins: cans material
Black bins: other waste**

We appreciate all the efforts made by participants and staff to achieve a cleaner environment.

MAPS



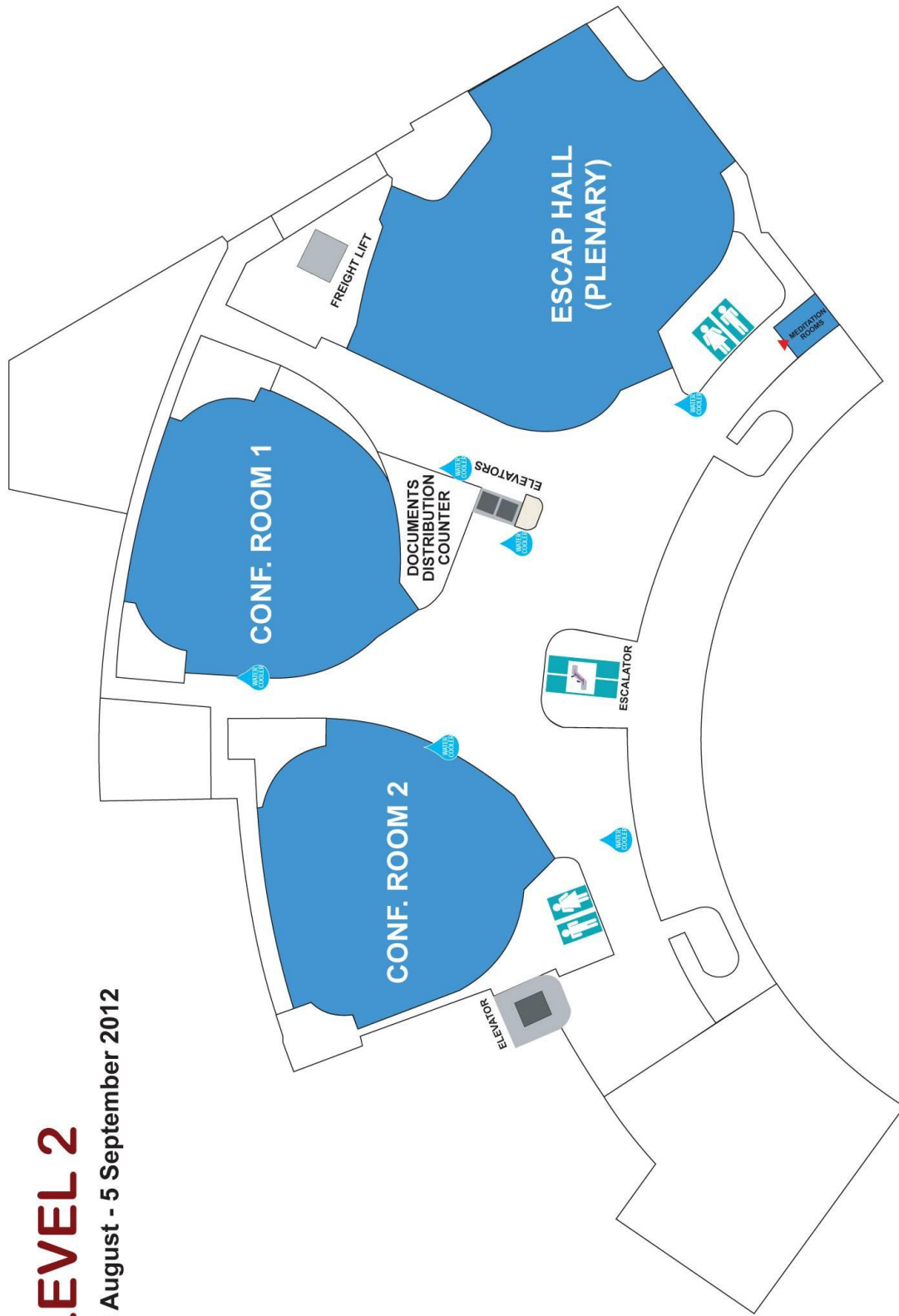
LEVEL 1

30 August - 5 September 2012



LEVEL 2

30 August - 5 September 2012



Information about Thailand

Capital:

Bangkok (Krung Thep, meaning " city of angels")

Geography:

The Kingdom of Thailand, covering an area of 513,115 square kilometers, lies in the heart of Southeast Asia, roughly equidistant between India and China. It shares borders with Myanmar to the west and north, Lao P.D.R. to the north and northeast, Cambodia to the east and Malaysia to the south.

Getting Around Bangkok:

Bangkok, the City of Angels, is a magical kingdom hidden away among the high rises and shopping centers, and lies on the banks of the Chao Phraya River. More information is available at: www.tourismthailand.org or www.amazingthailand.th

Official language:

The official language in Thailand is Thai . However, English and Chinese are widely spoken and understood in hotels and restaurants.

Weather and time zone information:

In September/October, daytime temperatures in Bangkok range between a maximum of 35° C and a minimum of 26° C. The standard time zone is GMT + 7 hours.

Electricity

220 volts, 50 Hertz [two-pin, flat and vertical, connection]

Currency

The Thai currency is the Thai Baht (TB). The exchange rate as of 15 March 2010 for 1 Euro is around 42 Thai Baht. Currencies can be exchanged at local banks and hotels or in local money changers around the city.

Emergency Telephone Numbers

Central Emergency (Police, Ambulance, Fire) : 191

Highway Patrol: 1193

Crime Suppression: 195 or 0 2513 3844

Tourist Police (English, French and German spoken) : 1155

Tourism Authority of Thailand (TAT) Call Centre : 1672

Immigration Bureau: 0 2287 3101-10

Tourist Attractions

For more information, visit www.tourismthailand.org

Disclaimer: The United Nations and the UNFCCC Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that you obtain international medical insurance for the period of participation.