

In line with the secretariat's efforts towards [climate neutrality](#), this "Information for Participants" brochure will be available in electronic format only.

We invite participants to support this initiative by not printing the document or by printing only the necessary information.

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Welcome

Welcome to the tenth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2.10), held at the new World Conference Center Bonn (main building), Bonn, Germany, from 31 August to 4 September 2015.

This document answers commonly asked questions and provides a range of information to facilitate your participation and stay during the conference.

Where do I get my conference badge?

Parties, observers and press can register and have their photograph taken at the registration counter located at the entrance to the new World Conference Center Bonn (WCCB).

Delegates participating in the pre-session meetings of the regional groups on 28 and 29 August can register at the registration counter in Altes Abgeordnetenhochhaus (AAH) in the UN Campus.

Badges are issued to representatives of Parties or observer organizations on the basis of a letter of nomination from a Party or observer organization.

Press badges are issued to accredited press representatives on presentation of a valid press card and identification document (e.g. a passport). Press badges allow access to all public meetings and sessions unless indicated otherwise.

Double registration for the sessions is not permitted (e.g. a participant may not be registered simultaneously as a nominee of a Party and of an observer organization, or simultaneously as a nominee of a Party and a press/media representative). Early registration is highly recommended to avoid delays on the first day of the session.

Please give your comments and corrections for the **list of participant's**, to Ms. Vera-Lynn Watson at the registration counter.

Registration counter opening hours:

LDCs and SIDS and African Group (AAH)
Friday, 28 and Saturday, 29 August 8 a.m. to 5 p.m.

G77 and China and ADP 2.10 (WCCB)
Sunday 31 August from 8 a.m. to 6 p.m.
Monday, 31 August to Friday, 4 September from 8 a.m. to 7 p.m.

Registration contact for Parties, observer States and observer organizations:

Ms. Vera-Lynn Watson
Tel: +49 152 016 8473 8
vwatson@unfccc.int

Registration contact for Press:

Ms. Carrie Assheuer
Tel: +49 172 179 8836
press@unfccc.int

Should you lose or forget your badge please re-register at the registration counter.

Enjoy using the UNFCCC lanyard. Please keep it for use at your next UNFCCC meeting.
If you would like to update your badge photo, please request it at the registration counter.

Please note that access to the conference area is restricted to registered participants. 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. If you lose your badge, please report the loss to the registration counter immediately.

Disclaimer: The United Nations and the 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. It is thus strongly recommended that you obtain international medical insurance for the period of participation.

Where can I get general information?

The information counter located at the entrance to the main building provides information about the meetings and the venues. In addition, photocopier cards may be purchased here.

Information counter opening hours:
Sunday, 30 August to Friday, 4 September 8 a.m. to 6 p.m.

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Where do I get official documents and the Daily Programme?

All official documents prepared for the session will be available at the documents counter located on the Rhine level in the main building. In addition, electronic versions of official documents and the list of participants will be made available on the UNFCCC website.

The Daily Programme is the official guide to each day's official meetings. It also provides an overview of the status of the previous day's negotiations.

These documents are available electronically on the UNFCCC website at

<http://unfccc.int/meetings/bonn_aug_2015/meeting/8923/php/view/dailyprogramme.php>

Documents counter opening hours:
Monday, 31 August to Friday, 4 September
8:30 a.m. to 7 p.m.

Participants are encouraged to carry their laptops or mobile devices so as to benefit as much as possible from the electronic versions of documents.

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How can I distribute documents?

In order to reduce wastage of paper, the secretariat has decided to **discontinue** the use of **pigeon holes** at UNFCCC sessions. Messages to Parties and intergovernmental organizations should be conveyed through the information desk available for that purpose.

How can I book a meeting room?

Meeting rooms may be booked for closed meetings, availability permitting, for a time slot between 8 a.m. to 7 p.m. on any day the conference venue is open.

Availability and location of your meeting room will be confirmed in the evening of the day before your meeting date. This information can be obtained from the information/MRA Counter. It is also recommended that you reconfirm room availability for your meeting with the staff at the information/MRA Counter shortly before the start of your meeting as the negotiation process may require to changes in room allocation.

Meeting Room Assignment requests will only be available on site during the session. Please fill out all fields and hand in the completed MRA form , at the conference venue (WCCB) at the Information /MRA counter located on the ground floor (Left hand side after passing the security check, while entering the WCCB building).

You can **download** the MRA form by following this link:

http://unfccc.int/files/meetings/bonn_aug_2015/application/vnd.openxmlformats-officedocument.wordprocessingml.document/unfccc_mra_request_form.docx

MRA guidelines:

- Rooms are assigned for a maximum of ONE HOUR ONLY per Party/organization, free of charge;
- Meeting room reservations are made on a provisional basis and their final confirmation depends on the needs and demands of the negotiating process, which have priority over individual needs and demands;
- It is advisable to reconfirm your reservation with our staff at the MRA counter (on the ground floor) at least two hours before the meeting starts given the possibility of last-minute changes;
- If all meeting rooms are in use and your room is needed for a meeting of a Convention or Kyoto Protocol body the secretariat may request that you vacate the room in which you are holding your meeting;
- **Food and beverages are not permitted inside the meeting rooms.**

Meeting Room Assignment Team:

Mr. Paul Jimenez

Ms. Silvia Vigilante

MRA counter opening hours:

Monday, 31 August to Friday, 4 September

8.00 a.m. to 7.00 p.m.

Note:

The conference premises are a non-smoking environment. Smokers are encouraged to enjoy the fresh air around the main building and the plenary building.

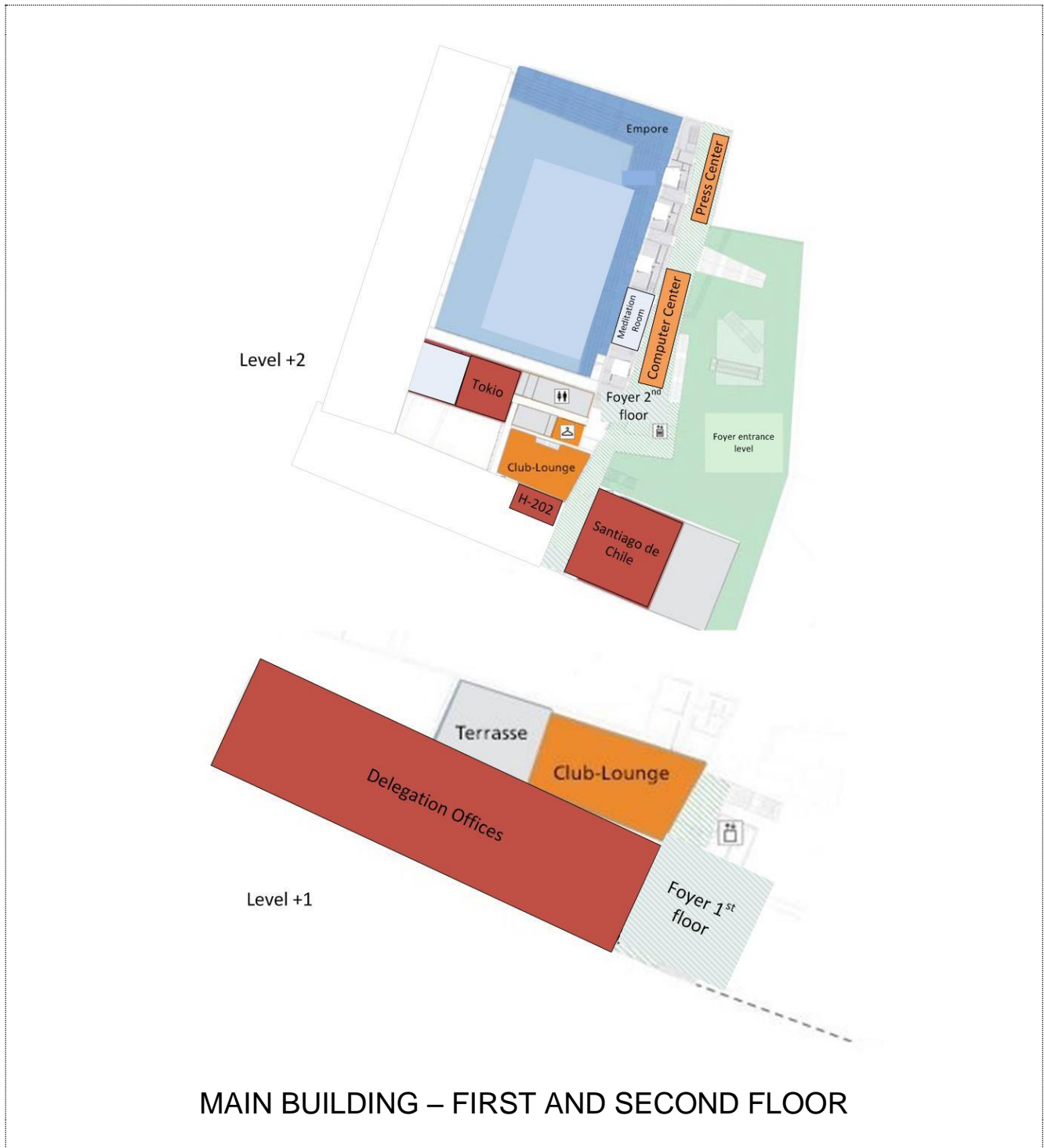
Where are the conference and meeting rooms?

All meetings will be held in the new main building of the World Conference Center Bonn. Plenary Genf and the meeting rooms New York, Wien 1-2, Wien 3, Nairobi 1-3 and the press conference room Nairobi 4 are all located on the ground floor of the main building.



World Conference Center Bonn (main building)

In addition to the meeting rooms on the ground floor the meeting rooms Santiago de Chile, H-202 and Tokio are located on the second floor of the main building.



World Conference Center Bonn (main building)

Meeting rooms Bangkok and Addis Abeba are located on the Rhine level of the main building.



MAIN BUILDING - RHINE LEVEL

Where do I find information on observer organizations?

The Observer Organizations Liaison team is providing limited support to observer organizations from the secretariat's premises in Bonn and can be contacted via e-mail or phone during regular office hours. Contact information:

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

Contact information of NGO Constituency focal points:

http://unfccc.int/files/parties_and_observers/ngo/application/pdf/constituency_focal_point_contact_details.pdf

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Daily subsistence allowance (DSA) disbursement and travel

Delegates from Parties eligible for funding are kindly requested to contact the DSA office located in the temporary structure in the foyer of the main building (WCCB) as of Monday, 31 August 2015. Delegates attending the pre-session meetings of the regional groups are invited to come to the DSA office in room H-030 in the Altes Abgeordnetenhaus (AAH) building on the UN Campus during the pre-session meetings on Friday, 28 August 2015. Passport, electronic flight ticket confirmation and boarding stubs will be required. After receiving clearance from the DSA Office, delegates can proceed to the bank to collect the DSA.

DSA office opening hours:

Monday, 31 August to Friday, 4 September 2015

9 a.m. to 12 p.m.
and
1 p.m. to 5 p.m.

Travel and DSA contact:
Mr. Erick Prillwitz
eprillwitz@unfccc.int

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Media services

The press centre is located on the balcony on the second floor in the main building. Room Nairobi 4 is designated as the Press Conference Room (main building, ground floor). Requests for interviews with the Executive Secretary should be directed to the media contact (see below). The Press Conference Room is available to Parties and observer organizations that wish to book a thirty-minute slot for a press briefing.

Additional information is available at:

<http://unfccc.int/meetings/bonn_aug_2015/meeting/8923/php/view/press.php>

To request a press conference:
pressconf@unfccc.int

Media contact:
Ms. Carrie Assheuer
Tel: +49 172 179 8836
press@unfccc.int

Virtual Participation

Webcasts

For the duration of the ADP meeting the webcasts of all official meetings and press conferences will be available live with audio streams in English and floor. Webcasts will also be available on-demand shortly after the close of each meeting.

Accessing multimedia content

Multi-media coverage and webcasts will be posted on the official conference website at <http://unfccc.int/meetings/bonn_aug_2015/meeting/8923.php>. In addition, the secretariat offers a mobile version of the UNFCCC website, <mobile.unfccc.int>, and the iPhone and iPad application “Negotiator”.

“Negotiator” users can:

- Get logistical information about the conference (directories, venue maps, etc.);
- Read the latest documents, agendas and meeting information;
- View the latest YouTube videos and photos from the conference;
- Join the conference via the Facebook and Twitter channels.

Please note that “Negotiator” can be downloaded for free via iTunes at <<http://unfccc.int/iphoneapp>>.

Social media

Community tools such as Facebook, Twitter, YouTube and Flickr will allow participation in and response to the conference in Bonn. All links may be found at

<http://unfccc.int/meetings/bonn_aug_2015/meeting/8923/php/view/virtualparticipation.php>
and include:

- Twitter: the UNFCCC secretariat will tweet from its Twitter account @UNFCCC, and its Executive Secretary, Ms. Christiana Figueres from @CFigueres.
- Facebook: <<https://www.facebook.com/UNclimatechange>>
- YouTube: <www.youtube.com/climateconference>
- Google+: <<https://plus.google.com/+UnfcccInt/posts>>
- Flickr: <<https://www.flickr.com/photos/unfccc>>

Use of audio and video recording devices by participants

The making of audio and video recordings, including any external transmission, by Party or observer organization delegations during open and closed official meetings and in designated security zones is not permitted. The secretariat provides audio recordings of official meetings, as required by Parties, and webcasts are provided of open plenary meetings.

Computer and photocopiers

The Computer Centre is located on the balcony on the second floor of the main building. Computers and high-speed printers are available for participants on a first come, first served basis. The computers have Internet access and word processing and spread sheet software.

Computer Centre opening hours:

Monday, 31 August to Friday, 4 September: 8 a.m. to 9 p.m.

Please be considerate and allow those who are waiting to use the equipment as well. The equipment is intended for use by all participants.

One card-operated photocopying machine is located at the documents counter in the main building. Copy cards can be purchased at the information counter. In case of technical problems, please contact the staff at the information counter.

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Banking

Deutsche Bank services are available next to the administration office in room H-034 in the AAH building on the UN Campus on Friday, 28 August. As of Monday, 31 August the Bank is located in the foyer of the main building (WCCB). They include the exchange of money into or from euros. A Deutsche Bank cash machine (ATM) is available in the main lobby of Langer Eugen (LE) building on the UN Campus. More ATMs can be found in Haus der Geschichte (Sparkasse) and Post Tower (Post Bank). All cash machines are available during working hours.

Banking opening hours:

Friday, 28 August	11.00 a.m. to 2 p.m. at AAH
Monday, 31 August	10.00 a.m. to 3 p.m. at WCCB
Tuesday, 1 September	11.00 a.m. to 3 p.m.
Wednesday, 2 September	11.00 a.m. to 2 p.m.
Thursday, 4 September	11.00 a.m. to 2 p.m.
Friday, 5 September	12.00 a.m. to 2 p.m.

Banking services are closed for lunch each day from 12 p.m. to 12.30 p.m. There are no banking services on the weekend.

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Catering

Food and beverages are not permitted inside any of the meeting rooms; however, catering can be arranged in the Club Lounge, reception-style. If you wish to order catering, please liaise directly with the catering company servicing the venue:

Mr. Claus Meinen
Broich Premium Catering GmbH
worldccbonn@broichcatering.com
Tel: +49 228 243 80 24

The organizer must coordinate with the caterer to ensure that all food and beverages are served either in the Club Lounge or outside the meeting rooms. It is the responsibility of the organizer to ensure that the Club Lounge or the meeting room and the surrounding areas are left in good order for the next reception or meeting.

Your cooperation is appreciated.

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Meditation rooms

The meditation rooms are located on the second floor of the main building in A1-2-094 and 095. They can be accessed from the computer centre on the balcony.

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Sustainability measures

Please help to enhance the environmental sustainability of the conference through these measures:

Paper usage

- Reduce shipment of printed material to the minimum necessary.
- Only print what you need before travelling and request only essential documents from the documentation desk.
- Refrain from distributing printed material on general information, other meetings, future conferences and activities of your organization or publicity material.
- As far as possible, provide information electronically. Consider alternatives to printing at the venue (memory sticks, websites).
- Print and photocopy on both sides, and keep font size to a legible minimum.
- Collect paper that has been used on one side only in collector trays and re-use.
- Any paper used (promotional material, programme, signs) should be 100% recycled, with a minimum of 65% of post-consumer waste content, and totally or elementary chlorine free.
- Reduce the use of colour paper and colour printing in your information products.

Recycling and energy use

Recycle your waste such as bottles, cans and paper. In order to respect current waste regulations and help protect the environment, we ask all participants and colleagues to use the waste bins around the conference premises into the appropriate paper, recycling and residual waste.

- Turn off lights and equipment when not in use and enable energy-saving features.
- Return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of the World Conference Center for this purpose.

Travel and transportation

- Parties and representatives in a position to do so are invited to consider offsetting the carbon footprint associated with their attendance at the sessions.
- Travel on foot, by bicycle or by public transport as much as possible.
- Request group pick-up from the hotel when local transport is not an option.

Those wishing to travel to the venue by bicycle can park them at the end of Karl Carstens Strasse / beginning Dahlmannstrasse or at Heussallee / corner Platz der Vereinten Nationen (see WCCB Overview page 7). Please do not secure bicycles to railings or fences.

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

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Emergency and important telephone numbers in Bonn

For medical emergencies, please contact the German Red Cross, located in the emergency room in the corridor next to the information counter on the ground floor of the main building.

On-site Red Cross:

Tel: +49 (0) tba

For other emergencies, please contact United Nations security staff (wearing either a United Nations uniform or an armband), contact the information counter on the ground floor of the main building or call:

On-site Security Duty Officer:

Tel: +49 (0) 171 5560827

Outside the World Conference Center, call the following emergency numbers for assistance:

<u>Police:</u> Tel: 110	<u>Fire brigade:</u> Tel: 112
<u>Emergency doctor/ambulance:</u> Tel: 112	<u>Taxi service:</u> Tel: +49 228 555 555
<u>Telephone information service:</u> Tel: 11833 (national) Tel: 11834 (international)	

Lost and found

Please contact the information counter (located at the entrance of the main building) for any items that have been lost. For security reasons, unattended items found anywhere on the conference premises will be moved to the security office.

Contact information for the World Conference Center:

Platz der Vereinten Nationen 2,
53113 Bonn
<<http://www.worldccbonn.com/?L=1>>

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Consulates and embassies in Germany

For further information, please refer directly to the German Foreign Office website at
<www.auswaertiges-amt.de/EN/Startseite_node.html>.

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Where to eat in and around the World Conference Center

Coffee and Snack Points are located in the main building.
Snacks and beverages will be available from 7:30 a.m. until 9 p.m.

Lunch and Dinner are available in the main building (Rhine level) and in the restaurant of the plenary building.
Lunch is served from 12 p.m. to 3 p.m.

For information on places to eat in Bonn, please pick up a copy of the “BonnJour” leaflet available at the Information Counter in the service area on the ground floor of the World Conference Center or search Google for “Where to eat in Bonn”.

Information about Bonn

SWB easy.GO App

Any information on public transport, time schedules, routes to take and online tickets to buy for trains and busses can easily be obtained with the new easy.GO App which is available for free for Apple, Android or Java-based devices. **Download** and install the application by following this link:

<<http://www.swb-busundbahn.de/index.php?id=1721>>

Train services

Bonn main railway station (“Bonn Hauptbahnhof”)
Tel: +49 180 599 6633

Bad Godesberg railway station (“Bad Godesberg Bahnhof”)
Tel: +49 228 363 248

For further information see <www.bahn.com>.

Bus services

The bus line SB60 services the 25-kilometre stretch between the Cologne/Bonn Airport and main Bonn railway station. The journey takes about 30 minutes. At the time of writing, a one-way ticket costs EUR 7.70. The bus leaves every 30 minutes on weekdays, and every 30–60 minutes on Saturdays and Sundays. For exact timetables, please refer to:

<<http://en.swb-busundbahn.de/service/airport-express-sb60.html>>
<<http://en.swb-busundbahn.de/bus-bahn/subscriptions/customer-consultants.html>>

Tel: +49 228 711 4625 (customer service) and +49 220 340 40012

Note:

Hotel bookings made through <<http://www.bonn-region.de/events/adp2.html>> provide free local public transport, including to the Cologne/Bonn Airport.

Hotel reservations

Please be informed that the city of Bonn will be charging an accommodation tax on overnight stays. For more information on tax exemption please visit:

<<http://www.bonn-region.de/reiseinfos-service/accommodation-tax.html>>

Should you have questions regarding hotel reservations made through <<http://www.bonn-region.de/events/adp2.html>>, use the following contact information:

Hotel Reservation Hotline +49 228 910 4133
Ms. Annette Isengard
a.isengard@bonn-region.de
Monday, 31 August - Friday, 4 September
9 a.m. to 5 p.m.

Bonn tourism information

The Bonn Tourism Counter (“Tourismus & Congress”) is located next to the information counter. It has information on tourism in and around Bonn, as well as local public transport information.

The counter is open at the following times:

Monday, 31 August	9 a.m. to 5 p.m.
Wednesday, 2 Sept.	9 a.m. to 12 p.m.
Friday, 4 Sept.	9 a.m. to 12 p.m.

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For further information, see
<http://www.bonn.de/tourismus_kultur_sport_freizeit/tourist_information_aktuell/tourismus_und_hotels/index.html?lang=en>

or contact the Bonn Tourist Information office in the city centre:

Bonn-Information Windeckstraße 1 (near Münsterplatz) 53111 Bonn Tel: +49 228 775 000	<i>Opening hours</i> Monday to Friday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 4 p.m. Sunday: 10 a.m. to 2 p.m.
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Postal services

Post office in the city centre Deutsche Post Münsterplatz 17 53111 Bonn	<i>Opening hours</i> Monday to Friday: 9 a.m. to 8 p.m. Saturday: 9 a.m. to 4 p.m.
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For more information: <unfccc.int>