

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 United Nations Climate Change Conference June 2014, host to the 40th sessions of the SBSTA and the SBI, as well as the fourth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2-4), held at the Maritim Hotel, Bonn Germany, from 4-15 June.

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

Reception

Wednesday, 4 June 2014, at 7 p.m.

A reception hosted by the Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety and the City of Bonn will take place at:

Kunst- und Ausstellungshalle der Bundesrepublik Deutschland
(Art and Exhibition Hall of the Federal Republic of Germany)
Museumsmeile Bonn, Friederich-Ebert-Allee 4, 53113 Bonn

Underground (U-Bahn) station: Heussallee/Museumsmeile

All conference participants are warmly invited.

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 of the Maritim Hotel.

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

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 on Monday, 2 or Tuesday, 3 June 2014, is highly recommended to avoid delays on the first day of the sessions.

Please take your comments and corrections for the **list of participant's (LOP)** entry, to Ms. Vera-Lynn Watson at the Registration Counter.

Registration Counter opening hours:

Monday, 2 June, and Tuesday, 3 June:	8 a.m. to 6 p.m.
Wednesday, 4 June, to Sunday, 8 June:	8 a.m. to 7 p.m.
Tuesday, 10 June, to Saturday, 14 June:	8 a.m. to 7 p.m.
Sunday, 15 June:	8 a.m. to 6 p.m.

The conference venue, including the registration desk, will be closed on Monday, 9 June.

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

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 ask 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. 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. In this context, it is 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 of the Maritim Hotel, next to the Registration Counter, provides information about the meetings and the venues. In addition, copy cards for using the photocopiers may be purchased here.

Information Counter opening hours:
Wednesday, 4 June, to Sunday, 15 June
8 a.m. to 6 p.m. (except Monday, 9 June).

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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 in the foyer of the Maritim Hotel. 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_jun_2014/meeting/8031/php/view/documents.php>

Documents Counter opening hours:
Wednesday, 4 June, to Sunday, 15 June (except Monday, 9 June)
8:30 a.m. to 7 p.m.

Participants are encouraged to carry their laptops or mobile devices so as to make maximum use of electronic versions of documents.

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How can I distribute documents?

In order to reduce wastage of publications and papers, the secretariat has decided to **discontinue** the use of **pigeon holes** in the sessions of the Convention and its Kyoto Protocol. Messages to Parties and IGOs should be conveyed through the Information desk available for that purpose.

Flyers of events that are already announced in the Daily Programme or on the UNFCCC official website will not be authorized as part of the on-going efforts to reduce the carbon footprint of the conference.

For information on distributing documents at the Climate Change Publications Counter, please refer to <http://unfccc.int/meetings/bonn_jun_2014/meeting/8031/php/view/seors.php> (available in late May 2014)

or contact:
Mr. Alan Vella
see@unfccc.int

How can I book a meeting room?

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

Meeting room requests may be sent via e-mail to meetingrequest@unfccc.int as of **Tuesday, 22 April**. Response to/confirmation of your meeting room request will be sent closer to the start of the session (but not before Monday, 12 May).

As of **Wednesday, 4 June** (official start of SB 40 sessions), meeting room request forms will no longer be accepted by e-mail. From this date on they can only be handed in, at the Information/Meeting Room Assignment Counter in paper form. The Information/Meeting Room Assignment (MRA) Counter is located on the ground floor of the Maritim Hotel (please refer to map on page 7).

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 requirements of the negotiation process may lead to changes in room allocation.

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

<http://unfccc.int/files/meetings/bonn_jun_2014/application/msword/meetingroom_request_forms40.doc>

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 supersede the needs and demands of others;
- 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 in case there are any last-minute changes.
- If all meeting rooms are in use and meetings of the Convention and the Kyoto Protocol require rooms, and your meeting room is needed for such a meeting, 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, reachable at meetingrequest@unfccc.int:

Mr. Paul Jimenez
Ms. Silvia Vigilante
Ms. Sarah Yardley

MRA Counter opening hours:

Wednesday, 4 June, to Sunday, 15 June (closed Monday, 9 June)
8.00 a.m. to 7.00 p.m.

Note:

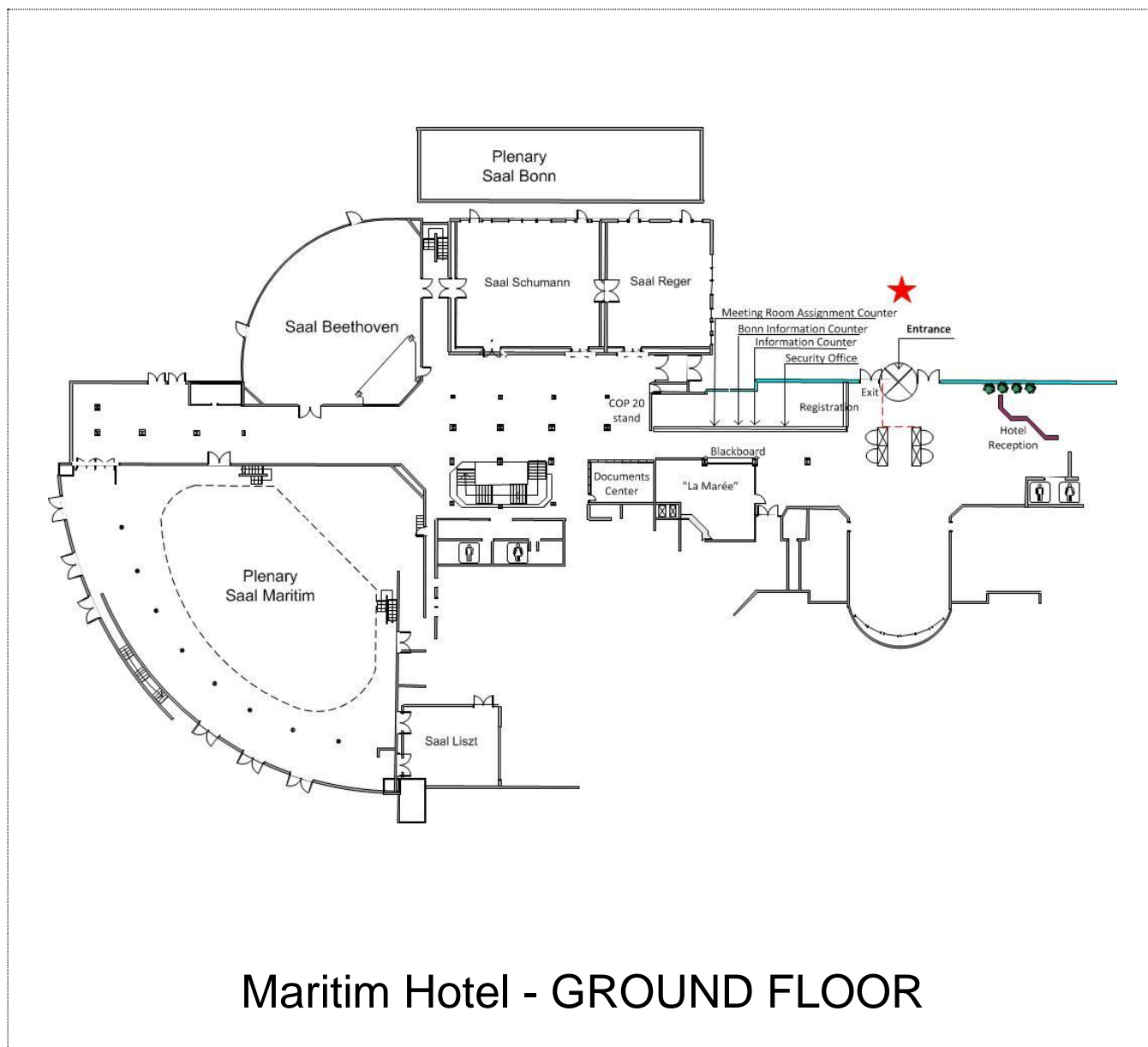
The conference premises are a non-smoking environment. Smokers are encouraged to enjoy the fresh air around the Maritim Hotel.

Where are the conference and meeting rooms?

Maritim Hotel Bonn

All meetings of the Convention bodies and most UNFCCC events will be held inside the Maritim Hotel. Plenaries I and II ("Saal Maritim" and "Saal Bonn"), as well as the meeting rooms "Saal Beethoven", "Saal Liszt", "Saal Schumann" and "Saal Reger", are all located on the ground floor.

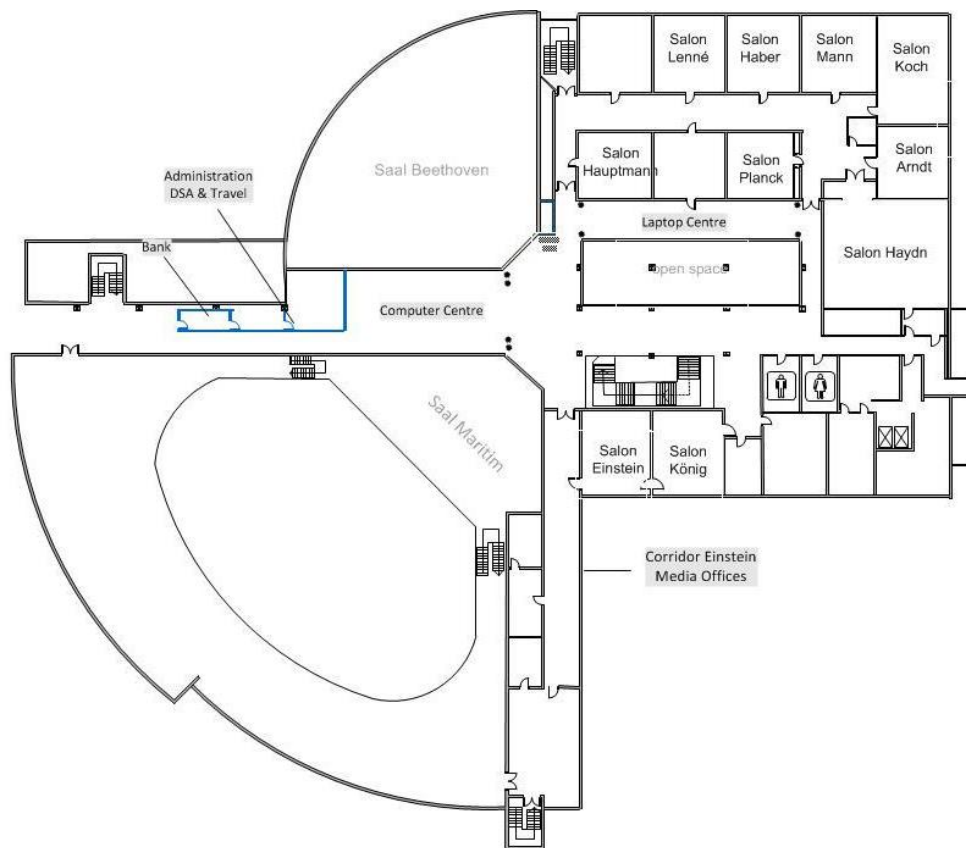
Participants are requested not to remove interpretation headsets from the foyers or meeting rooms.



Smaller meeting rooms

Maritim Hotel Bonn (MHB)

In addition to the meeting rooms on the ground floor, smaller meeting rooms are located on the first floor of the Maritim Hotel.

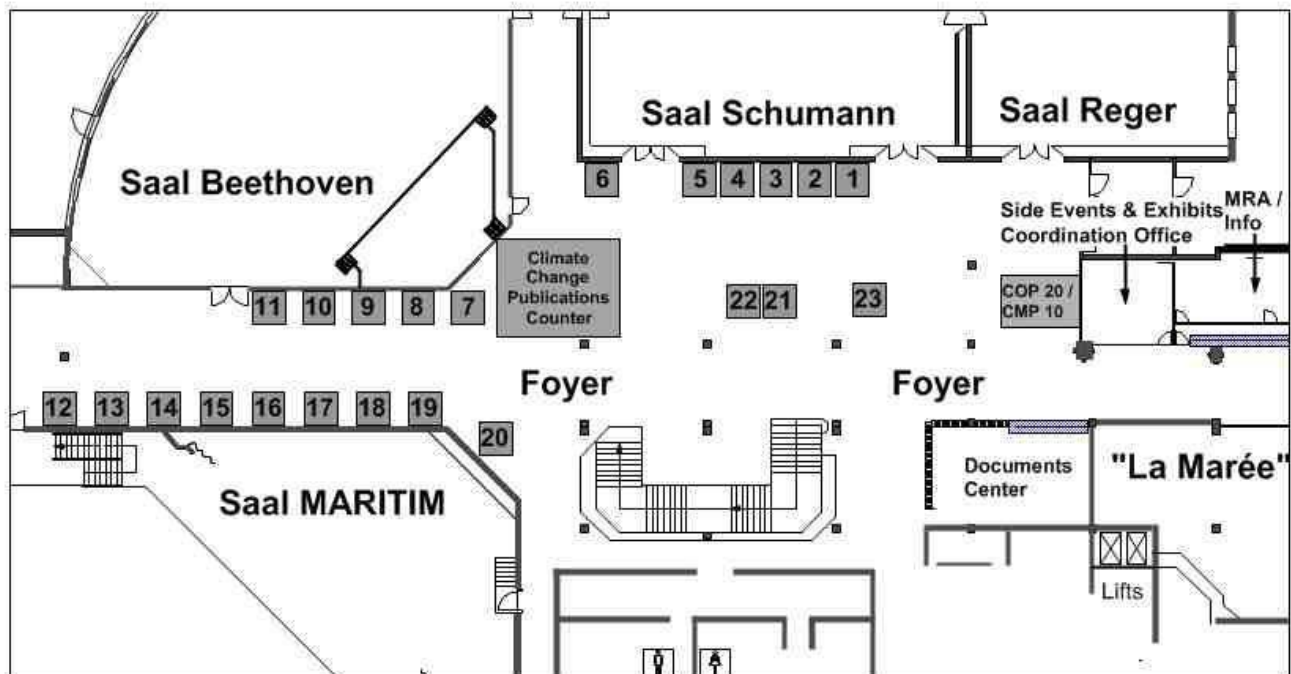


Maritim Hotel - FIRST FLOOR

Where is the Exhibition Area?

Maritim Hotel Bonn (MHB)

Information's on side events, please see <https://seors.unfccc.int/seors/reports/events_list.html>

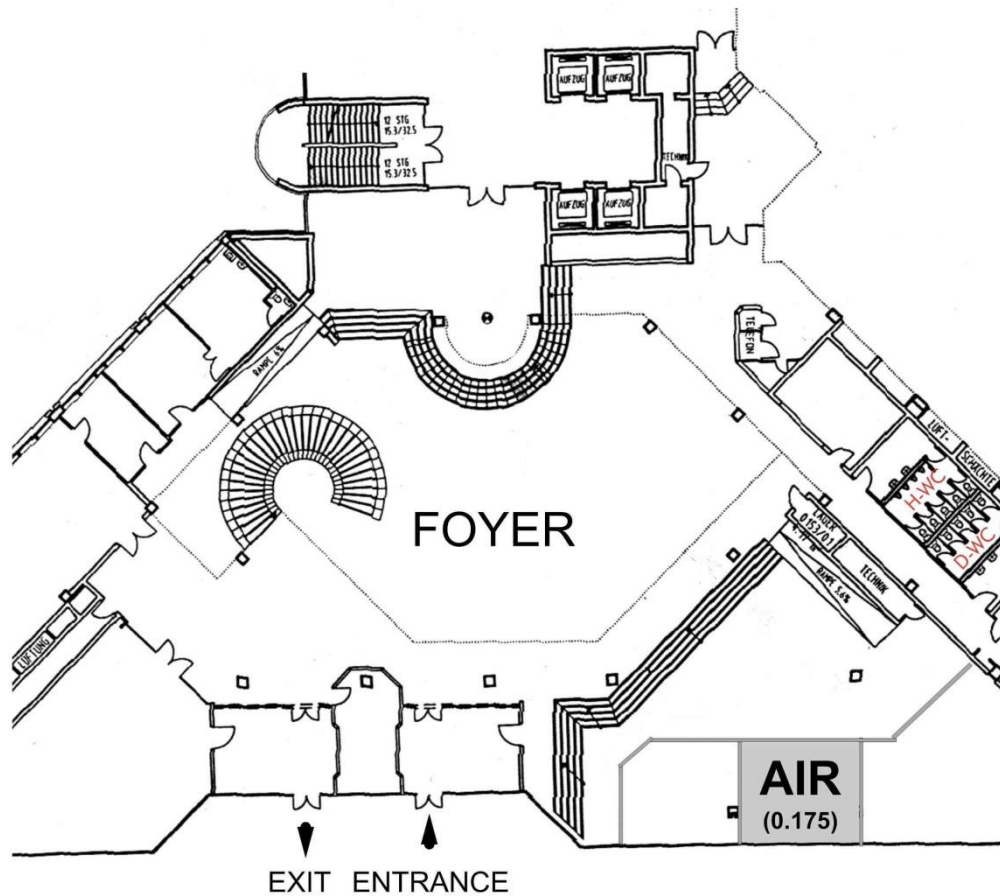


Maritim Hotel – GROUND FLOOR

Where are the Side Events meeting rooms?

Ministry for the Environment (MoE) – Bundesministerium für Umwelt (BMU)

The majority of side events are held at the Ministry for the Environment. Meeting rooms “Wind” and “Solar” are shown on page 11.

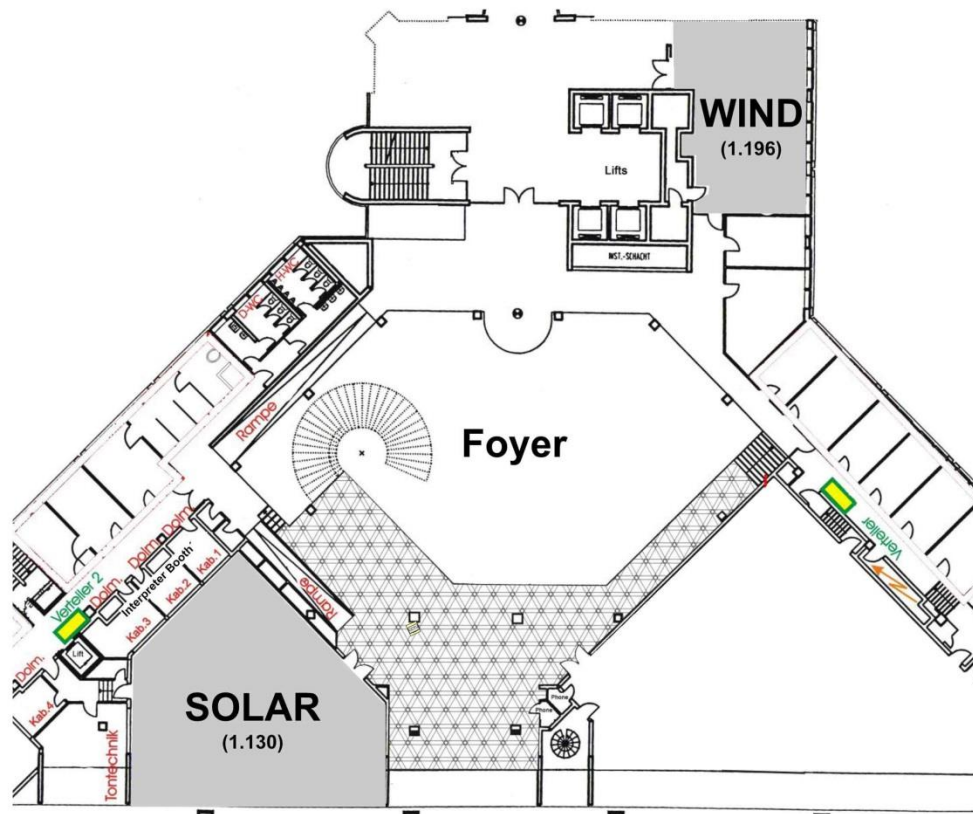


Ministry of the Environment - GROUND FLOOR

Side Events meeting rooms

Ministry of the Environment (MoE) – Bundesministerium für Umwelt (BMU)

For side events, see <https://seors.unfccc.int/seors/reports/events_list.html>

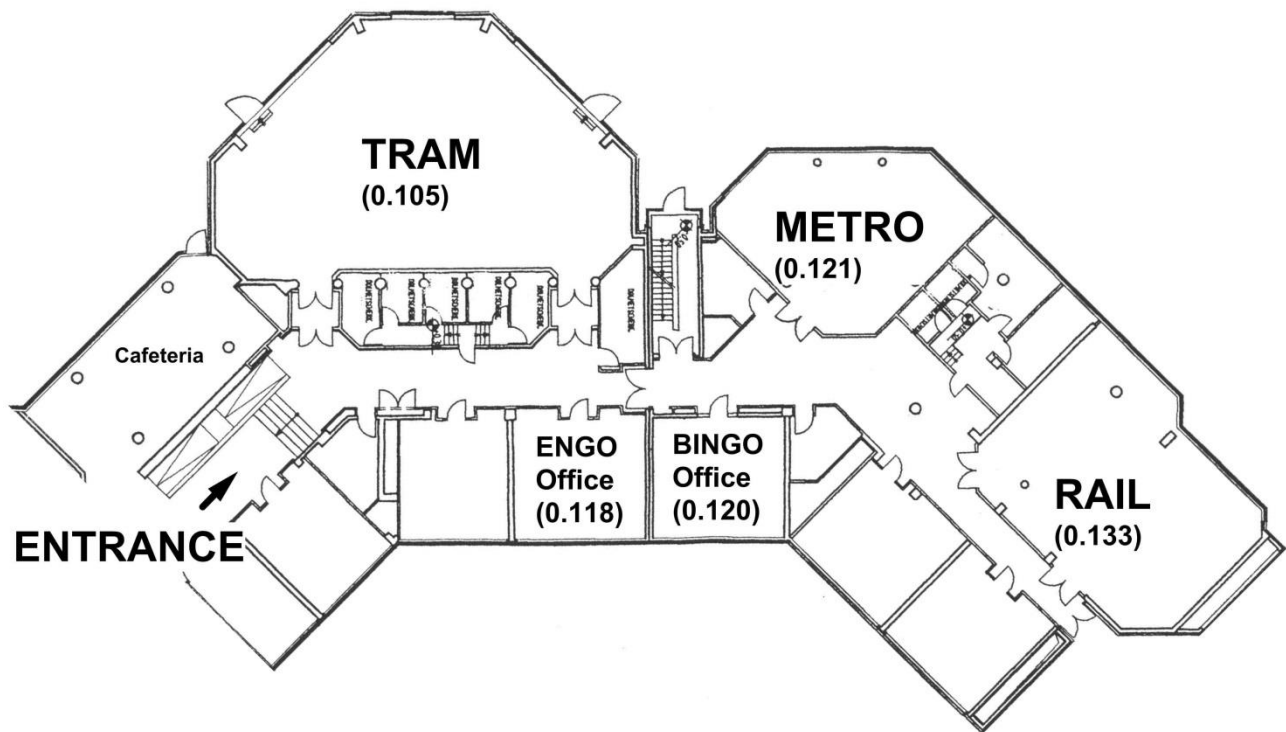


Ministry of the Environment - FIRST FLOOR

Side Events meeting rooms

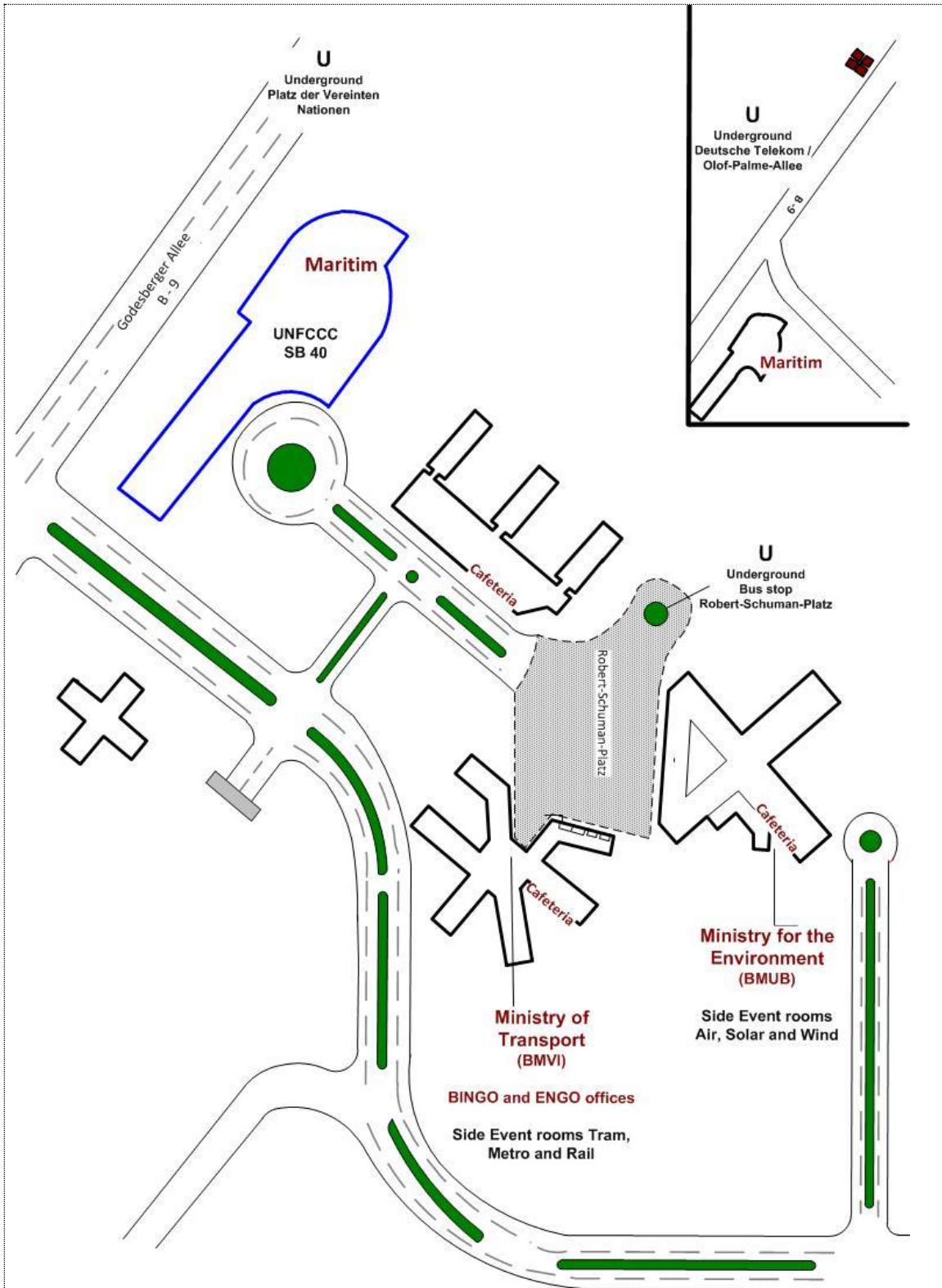
Ministry of Transport (MoT) – Bundesministerium für Verkehr (BMV)

For side events, see <https://seors.unfccc.int/seors/reports/events_list.html>



Ministry of Transport – FIRST FLOOR

Venue Map



Maritim Hotel and surroundings

Where do I find information on side events and exhibits?

For side events: <https://seors.unfccc.int/seors/reports/events_list.html>

For exhibits: <https://seors.unfccc.int/seors/reports/exhibits_list.html>

For ADP 2.5 Virtual Expo: <https://seors.unfccc.int/seors?session_id=ADP2.5VE>

For other relevant information: http://unfccc.int/meetings/bonn_jun_2014/meeting/8031/php/view/seors.php
(available in late May 2014)

or contact:
Mr. Alan Vella
see@unfccc.int

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DSA disbursement and travel

Delegates from Parties eligible for funding should please contact the Administration Office located in the gallery on the first floor of the Maritim Hotel next to the Computer Centre. A passport, the electronic flight ticket confirmation and boarding stubs will be required. After clearance through the Administration Office delegates can proceed to the bank to collect the DSA.

Administration Office opening hours:

Wednesday, 4 June, to Friday, 6 June 2014

Monday, 9 June, to Friday, 13 June 2014

9 a.m. to 12 p.m.

and

1 p.m. to 5 p.m.

Saturday, 14 June and Sunday, 15 June 2014

12:00 p.m. to 16:00 p.m.

Travel and DSA contact:
Ms. Magdalena Martin
mmartin@unfccc.int

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Media services

The UNFCCC media support office is located in Corridor Einstein.

The Press Conference Room is located in Salon Haydn (Maritim Hotel, first floor). Staff in the media office facilitates booking of the Press Conference Room and interviews with United Nations officials. The Press Conference Room is available for Parties and observer organizations that wish to book a thirty-minute slot for a press briefing. Additional general information is available at:

<http://unfccc.int/meetings/bonn_jun_2014/meeting/8031/php/view/press.php>

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

Virtual Participation

Webcasts

For the duration of the June sessions, webcasts of all official meetings and press conferences will be available live and on demand, with audio streams in English or the language being used on the floor. On-demand files of the webcasts will be available 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>>. In addition, the secretariat offers a mobile version of the UNFCCC website, <mobile.unfccc.int>, and the official 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: <<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> and include:

- Twitter: The UNFCCC secretariat will tweet from its Twitter account @UN_ClimateTalks, and its Executive Secretary, Ms. Christiana Figueres, will tweet from @CFigueres.
- Facebook: <www.facebook.com/UNclimatechange>
- YouTube: www.youtube.com/climateconference
- Google+: google.com/+UnfcccInt
- Flickr: <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 for open plenary meetings.

Computer and photocopiers

The Computer Centre is located on the first floor of the Maritim Hotel next to the Administration Office. Computers and high-speed printers are available for participants on a first come, first served basis. These computers provide Internet access and are equipped with word processing and spread sheet software.

Computer Centre opening hours:

Wednesday, 4 June to Sunday, 15 June: 8 a.m. to 9 p.m. (except Monday, 9 June).

Please be considerate and give up equipment to those waiting in periods of high demand. The equipment is intended for use by all participants.

Two card-operated photocopying machines are available on the ground floor of the Maritim Hotel next to the main staircase. Copy cards can be purchased from the Information Counter. In case of technical problems, please contact the staff at the Information Counter.

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Public telephones

Coin-operated telephones are available in the foyer of the Maritim Hotel. However, please note that the telephones belong to the Maritim Hotel and that calls made from them are charged at a higher rate.

Deutsche Telekom cards for use in public telephones can be purchased in and around Bonn but not in the Maritim Hotel. The closest purchase point is the Aral gas station on your left-hand side when crossing the main street (B9) behind the Maritim Hotel.

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Banking

Deutsche Bank services are available next to the Administration Office located in the gallery on the first floor of the Maritim Hotel. These include exchange services into or from euros. A cash machine (ATM) is available 24 hours a day opposite the hotel reception.

Banking opening hours:

Wednesday, 4 June	10.30 a.m. to 2 p.m.
Thursday, 5 June	10.30 a.m. to 2 p.m.
Friday, 6 June	10.30 a.m. to 2 p.m.
Saturday, 7 June	Closed
Sunday, 8 June	Closed
Monday, 9 June	Closed
Tuesday, 10 June	10 a.m. to 3 p.m.
Wednesday, 11 June	10.30 a.m. to 2 p.m.

Thursday, 12 June	10.30 a.m. to 2 p.m.
Friday, 13 June	10.30 a.m. to 2 p.m.
Saturday, 14 June	Closed
Sunday, 15 June	Closed

Banking services are closed for lunch each day from 12 p.m. to 12.30 p.m.

Consignments

To send or receive a consignment, please contact the consignment focal point, Mr. Paul Jimenez, or make your enquiries at the Information Counter.

Contact information:
Mr. Paul Jimenez
consignments@unfccc.int

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Catering

Food and beverages are not permitted inside any of the meeting rooms and side-event rooms; however, catering can be arranged outside adjacent to the meeting rooms, reception-style. If you wish to order catering for your side event, please directly liaise with the catering company that services the venue of your event:

Ministry of the Environment (Side events rooms SOLAR and WIND):
Mr. Alfons Esser
a.esser@DeutschePost.de

Ministry of Transport (Side events rooms RAIL, TRAM and METRO):
Ms. Monika Nipps
Tel: +49 228 300 8691
bmvbs@l-und-d.de

Maritim Hotel:
Ms. Amira Zouari
Tel: +49 228 810 8877
Fax: +49 228 810 8853
azouari.bon@maritim.de

The organizer must coordinate with the caterer to ensure that all food and beverages are served upon conclusion of the side events and are set up outside the meeting rooms. It is the responsibility of the organizer to ensure that side event rooms and their surrounding areas are left in good order for the next meeting. Your cooperation is appreciated.

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Meditation room

The Meditation Room is located on the first floor of the Hotel Maritim, behind "Salon Haydn", in the corridor leading to UNFCCC staff offices.

SPA services

The Wellness, Beauty and Nails area of the Maritim Hotel located on the ground floor (turn left at the entrance to the conference area) offers 'wellness specials' to participants at the sessions.

Opening hours:

Monday to Friday: 10 a.m. to 9 p.m.
Saturday: 9.30 a.m. to 5.00 p.m.
Sunday: Upon request.

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Sustainability measures

Please help to enhance the environmental sustainability of the conference with these suggestions:

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, webpages).
- 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 in your information products.

Recycling and energy use

Recycle your waste such as bottles, cans and paper. To align ourselves with current waste regulations and help protect the environment, we ask all participants and colleagues to use the following system for disposing rubbish in waste bins around the conference premises:

- **Blue bins:** » Paper
- **Black bins:** » Plastic packaging, tin, cans, etc.
- **Light grey bins:** » Biodegradable waste
- Turn off light 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 Maritim Hotel for this purpose.

Travel and transportation

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

We appreciate all the efforts made by participants and staff to achieve a cleaner 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, on the ground floor in the corridor next to the main staircase.

On-site Red Cross:
Tel: +49 228 810 1948

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

On-site Security Duty Officer:
Tel: +49 160 921 37 86 2

Outside the Maritim Hotel, 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 items are kept in the Security Office located at the entrance of the Maritim Hotel. For security reasons, unattended items found anywhere on the conference premises will be removed.

<p>Contact information for the Maritim Hotel: Maritim Hotel Bonn Godesberger Allee (Zufahrt/Access: Kurt-Georg-Kiesinger Allee 1) 53175 Bonn Tel: + 49 228 81080</p>

Consulates and embassies in Germany

For further information, please refer directly to the German Foreign Office website, [<www.auswaertiges-amt.de/EN/Startseite_node.html>](http://www.auswaertiges-amt.de/EN/Startseite_node.html).

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Where to eat in and around the Maritim Hotel

The “Rôtisserie” restaurant, “Brasserie” café and “Piano Bar” are all located near the Conference Affairs Services office in La Marée in the foyer of the Maritim Hotel. A coffee and snack bar is located next to Salon Beethoven. Cafeterias are also available in the Ministry for the Environment and the Ministry of Transport.

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 Maritim Hotel.

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Information about Bonn

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>](http://www.bahn.com) .

Bus services

Bus line “SB60” services the 25-kilometre stretch between Cologne/Bonn Airport and Bonn main 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 www.BonnHotels.de (direct link: <http://www.bonn-region.de/UNFCCC-2014>) provide free local public transport, including to Cologne/Bonn Airport.

Hotel reservations

Should you have questions regarding hotel reservations made through www.BonnHotels.de, please call the hotel reservation and troubleshooting hotline on +49 228 910 4133 or contact:

Ms. Annette Isengard

a.isengard@bonn-region.de

Monday, 2 June, Friday, 6 June, Tuesday, 10 June, and Friday, 13 June
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:

Wednesday, 4 June	9 a.m. to 6 p.m.
Thursday, 5 June	9 a.m. to 12 p.m.
Friday, 6 June	9 a.m. to 12 p.m.
Tuesday, 10 June	9 a.m. to 12 p.m.
Wednesday, 11 June	9 a.m. to 12 p.m.
Thursday, 12 June	9 a.m. to 12 p.m.
Friday, 13 June	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>