VI.   Available Services and Specifications

A.   Side Event and Exhibit Specifications

All **side event** rooms are equipped with a PC with internet access, a projector, a screen, a sound system, microphones at the podium and a wireless microphone for Q&A sessions.

Presentations and publications concerning side events and exhibits in past sessions can be freely consulted or downloaded by following this link: https://seors.unfccc.int/seors/reports/archive.html

The exact location of each **exhibit booth** will be indicated on the floor plans on site (ground floor notice board, close to the Side Events and Exhibits Coordination Office).

A table (160cm long x 80cm wide x 70cm high), a free standing display board (150cm long x 180cm high), a chair, a power outlet and wireless internet access will be available in each exhibit booth. Organizers who wish to rent additional technical equipment on a commercial basis other than those provided free of charge by the host Government as mentioned above, may contact the official service provider:

<div align="center">

BRAEHLER ICS
Mr. Tobias Meier
tma@braehler.com
+49 2244 930 228

</div>

For additional clarifications, please contact see@unfccc.int

B.   Catering

If you wish to order catering for your side event, please directly liaise with the catering company servicing the venue of your event.

Contact details and catering menus in both Ministries are available here (scroll down to the catering section).

The organizer must coordinate with the caterer to ensure that all food and drink is served after side events and is set up outside the rooms. It is the responsibility of the organizer to ensure that side event rooms and their surrounding areas are left in an appropriate state for the next meeting. Food and drink is not permitted in the side event rooms.

There will be no catering at exhibit stands.

C.   Wi-Fi access

Wireless Wi-Fi Internet access is available for all participants in the common areas at the Hotel Maritim, the Ministry for the Environment and the Ministry of Transport. Please find the log-in details below:

UNFCCC SB 40 - Side Events and Exhibits Brochure
Available Services and Specifications – 1st edition
19 May 2014
The secretariat will update this brochure as more information becomes available.

Hotel Maritim
Network: plugNplay
Password: none

Ministry for the Environment
Side Event rooms SOLAR and WIND
Network: bmu_dsl
Password: Klima2014

Ministry of Transport
Side Event rooms RAIL, METRO and TRAM
Network: UNFCCC
Password: Bonn2014

Due to budgetary constraints, Wi-Fi will not be provided within the side event rooms.

D.   Skype facilities

The use of skype (person to person session between the facilitator/Chair and guest speaker) will be possible in each side event room through a secured external webcam and a headset available for the facilitator/Chair of each side event.

SB 40 participants in Bonn will be able to see (guest speaker projected onto the screen) and hear what is said but may only communicate with the guest speaker through the available headset on the head table. The facilitator/Chair must speak into the head set`s microphone for the guest speaker to hear his/her comment.

Side event organizers are welcome to use such a facility during their side event by logging in through their own personal account.

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