

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 fourth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP), held at the World Conference Center Bonn (WCCB).

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

Reception

Monday, 10 March 2014 at 6 p.m.

(upon conclusion of the ADP meetings)

A welcome reception, hosted by the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) and the City of Bonn and open to all participants, will be held in the Behnisch building of the World Conference Center Bonn

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 World Conference Center Bonn (WCCB), at Platz der Vereinten Nationen 2, 53113 Bonn.

Delegates participating in the pre-session meetings of the regional groups on 7 and 8 April 2014 can register at the UN building Altes Abgeordneten Hochhaus (AHH), at Platz der Vereinten Nationen 1, 53113 Bonn. Please see the access guide and map on page 20.

Badges are issued to representatives of Parties or observer organizations duly registered in the online registration system (ORS), which is available for that purpose.

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).

Registration Counter opening hours:

LDCs and SIDS and African Group (AHH)

Friday, 7 March, and Saturday, 8 March, 8 a.m. to 5 p.m.

G77 and China pre-sessional and ADP 2.4 sessions (WCCB)

Sunday, 9 March: 9 a.m. to 5 p.m.

Monday, 10 March to Friday, 14 March: 8 a.m. to 5 p.m.

Registration contact for Parties, observer States and observer organizations:

Ms. Vera-Lynn Watson

Tel.: +49 152 016 84738/ +49 228 815 1244

vwatson@unfccc.int

Registration contact for press:

Ms. Carrie Assheuer

press@unfccc.int

You can use the UNFCCC lanyard to carry your badge. Please keep it for use at your next UNFCCC meeting.

If you would like to update your badge photo, please make a request at the Registration Counter.

Please note that access to the conference area is restricted to registered meeting 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 UNFCCC 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 level 0 of the WCCB, on the left hand side of the Plenary hall, provides information about the meetings and the venues.

Information Counter opening hours:

Sunday, 9 March, to Friday, 14 March 2014, 8 a.m. to 6 p.m.

Where can I get the Daily Programme and official documents?

Participants will be able to access and read documents prepared for and during the session in two ways:

Electronically

- Via the UNFCCC website: ALL official UNFCCC documents and the list of participants are available at unfccc.int/meetings/bonn_mar_2014/meeting/7979/php/view/documents.php or by e-mail upon request to secretariat@unfccc.int.
- Via the Negotiator App (download [here](#))

OR

Print

- By requesting printed copies from Document Services at the Information Counter (may entail print-on-demand).

Documents Services will also address delegates' queries on where and when documents will be available on the UNFCCC website.

The Daily Programme provides detailed information on all scheduled meetings of the ADP and other announcements. In line with the paper use reduction objectives of the UNFCCC secretariat, it will be made available in electronic form only, at

unfccc.int/meetings/bonn_mar_2014/meeting/7979/php/view/dailyprogramme.php.

Please note that information in the Daily Programme is subject to change. For the most recent information regarding meetings and rooms, please check CCTV monitors located inside the WCCB.

In order to reduce paper consumption, participants are kindly requested to retain hard copies of documents throughout the session.

Pigeon holes

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 emails or the Information desk available for that purpose.

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

Please address your comments and corrections to Ms. Vera-Lynn Watson (see page 4) at the Registration Counter.

Where can I book a meeting room?

Rooms at the site may be booked for closed meetings, availability permitting. To book a meeting room, please complete the Meeting Room Request form

and hand it in at the Meeting Room Assignment (MRA) counter at the Information Counter, on level 0 of the WCCB.

The MRA form can be downloaded at:

http://unfccc.int/files/logistics/application/msword/meetingroom_request_form.doc

Room assignment will be confirmed one hour before the requested meeting time. Rooms are booked free of charge for a maximum of one hour per organization per day. The rooms may have to be vacated at any time if the negotiation process so requires. Meeting room availability and contact persons:

Monday, 10 March, to Friday, 14 March, 8 a.m. to 6 p.m.

Mr. Bernardo Buechner

Mr. Paul Jimenez

Mr. Khalid Magzoub

meetingrequest@unfccc.int

Note that food and beverages are not permitted in the meeting rooms, and that the conference premises are a non-smoking environment. Smokers are encouraged to enjoy the fresh air around WCCB premises.

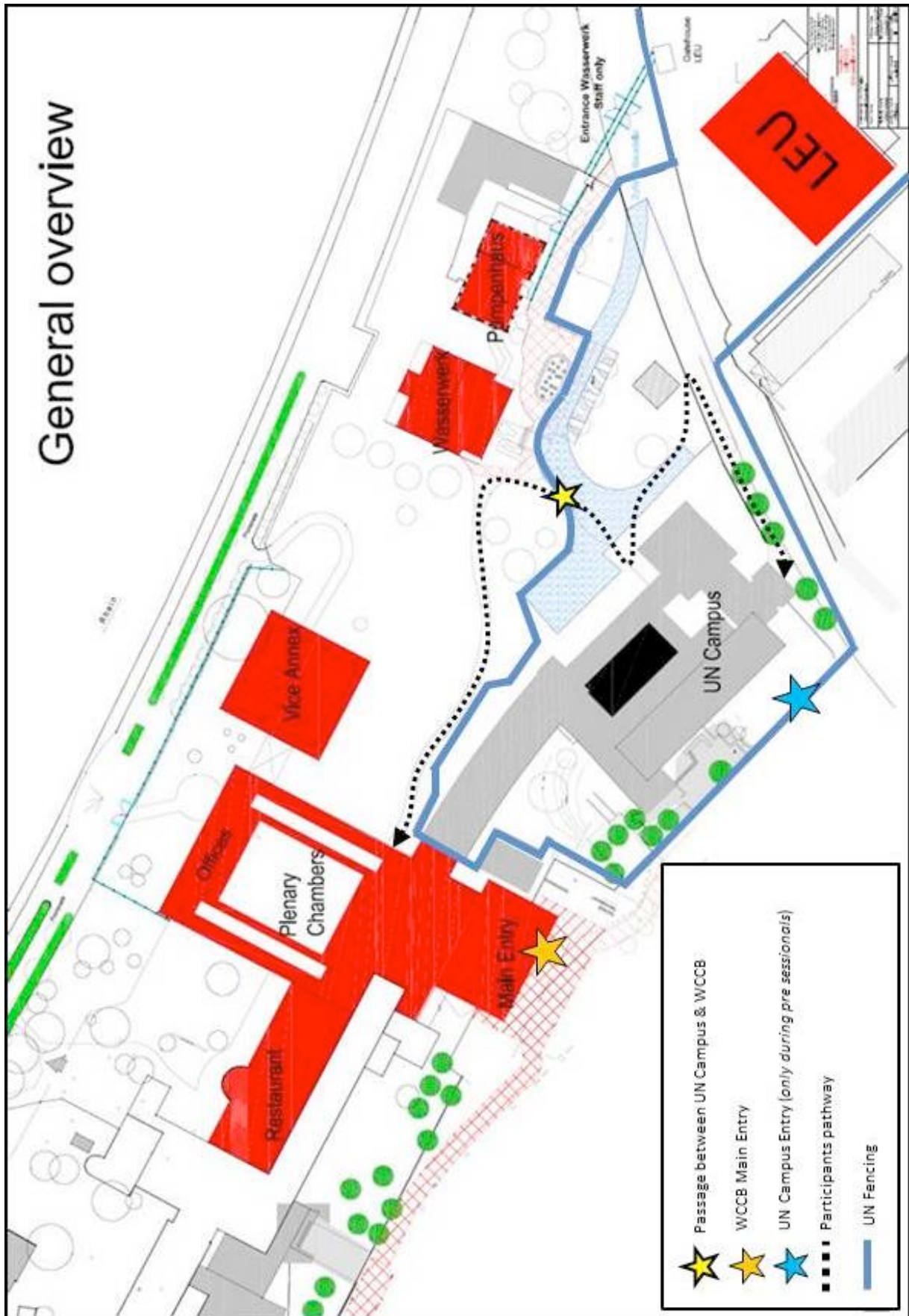
Participants are requested not to remove interpretation headsets from the foyers or meeting rooms.

Where are the conference and meeting rooms?

The Plenary and meeting rooms 1,2,3 and 4 are located on level 0 of the WCCB.

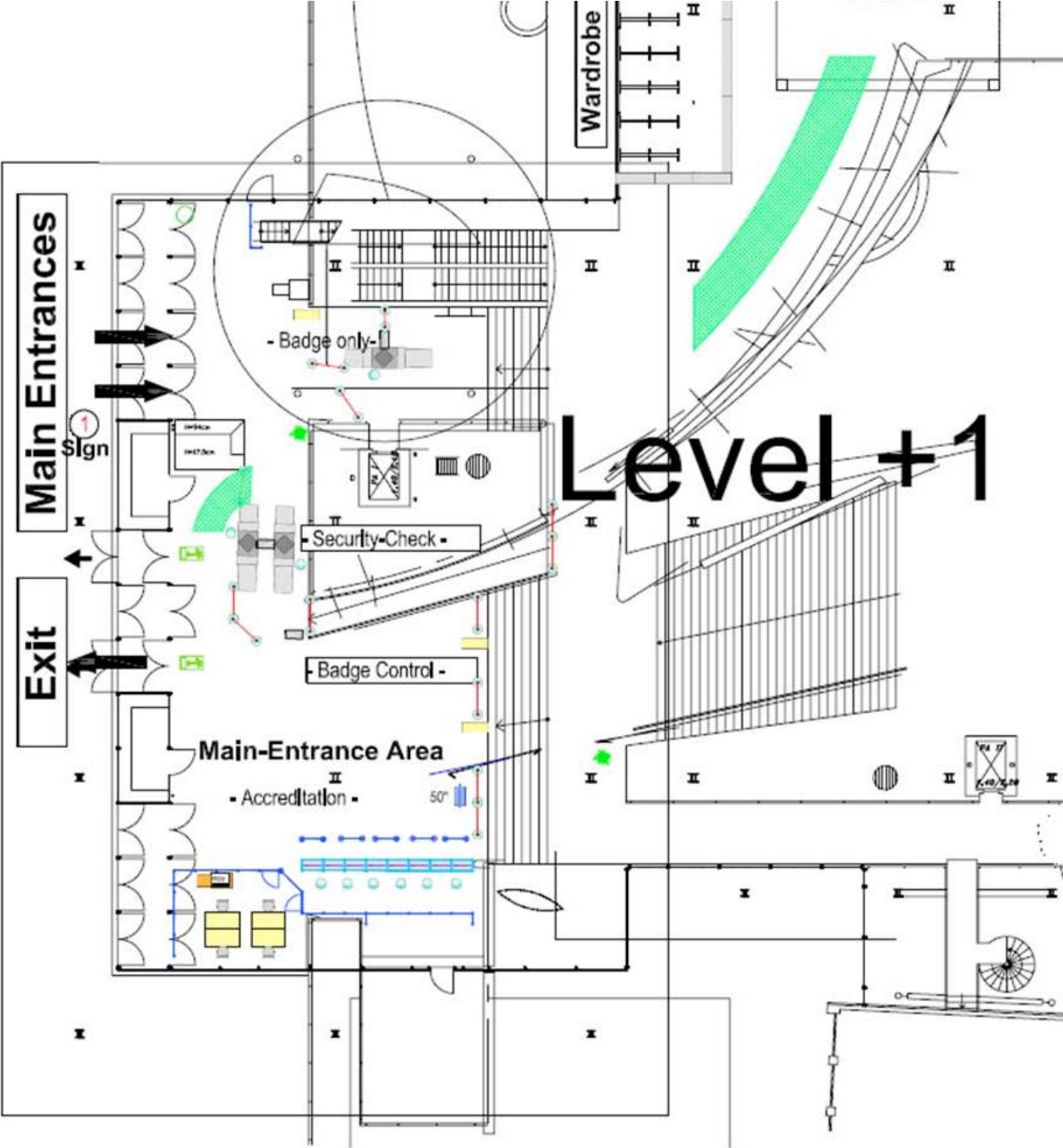
Large meeting rooms are available in the Wasserwerk building, adjacent to the WCCB, in addition to the rooms located on the 19th and 21st floors of the UN Langer Eugen building (LEU), as well as on levels UG and EG of the AHH building on the UN Campus.

Venue Maps

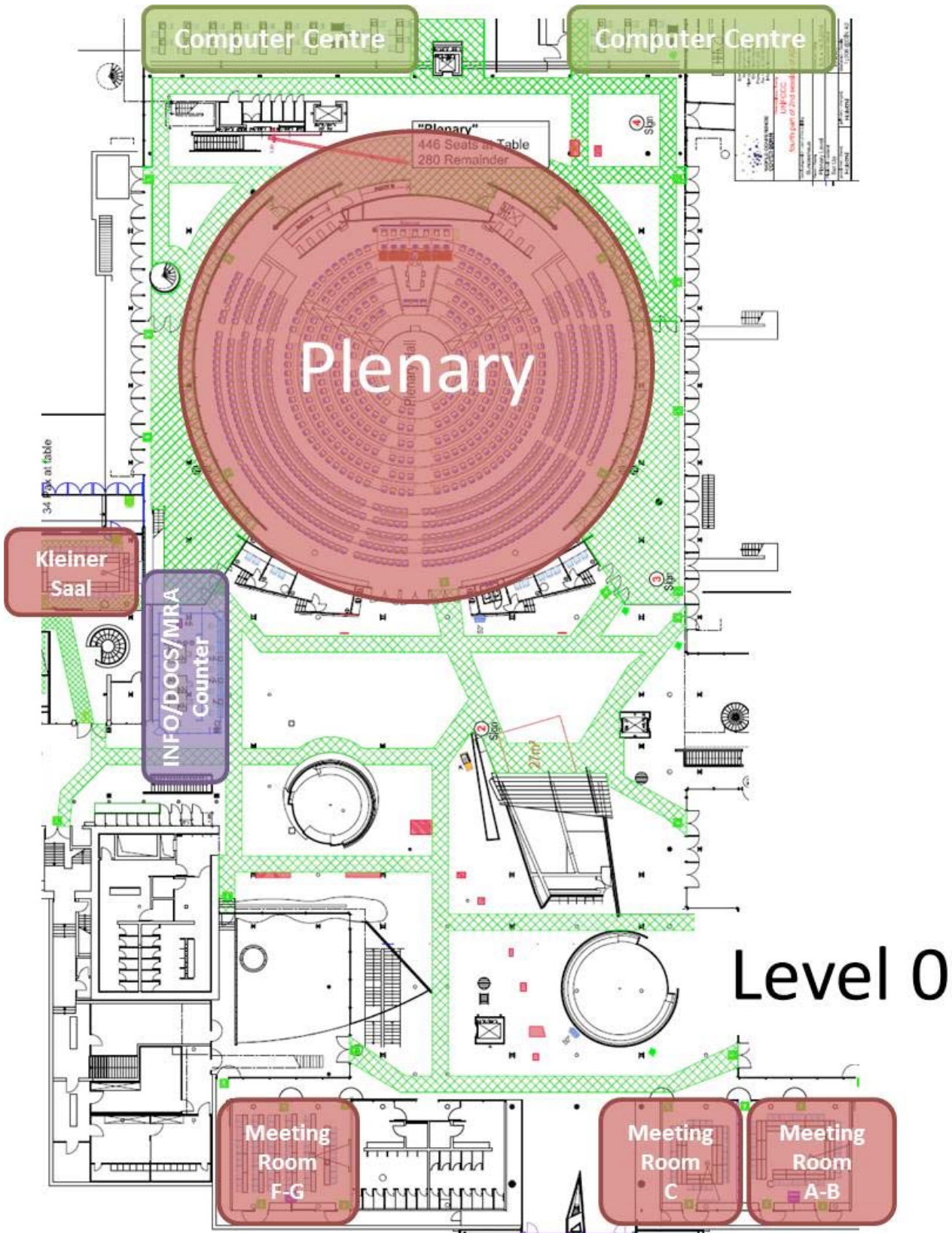


WCCB Main Entrance

Level + 1



WCCB
Level 0



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 for NGO constituencies:

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

DSA disbursement and travel

Delegates from Parties eligible for funding should contact the Administration Office located in office H 030 of the UN building AHH. A passport, the electronic flight ticket confirmation and boarding pass stubs will be required. After clearance through the Administration Office, delegates can proceed to the bank to collect the DSA.

Administration Office opening hours:

Friday, 7 March 2014

9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

Monday, 10 March, to Friday, 14 March 2014

9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

Travel and DSA contact:

Ms. Gloria Rutahakana
grutahakana@unfccc.int

Banking

Deutsche Bank services are available in the UN Building LEU, office 132. These include exchange services into or from euros. A cash machine (ATM) is available during working hours in the main lobby of the LEU building.

Bank opening hours:

Friday, 7 March 2014

11:00 a.m. to 2:00 p.m.

Monday, 10 March, and Tuesday, 11 March 2014

10:30 a.m. to 3:00 p.m.

Wednesday, 12 March 2014 – no bank services

Thursday, 13 March, and Friday, 14 March 2014

12:00 p.m. to 2:00 p.m.

Banking services are closed for lunch each day from 12.30 p.m. to 1:00 p.m.

There are no banking services over the weekend.

Media services

The Press Conference Room is located in the UN building AHH, in meeting room UG02. The Press Conference Room is available to Parties and observer organizations that wish to book a thirty-minute slot for a press briefing. Further information is available at: <http://unfccc.int/press/items/4862.php>

Additional general information for media is available at:
unfccc.int/meetings/bonn_mar_2014/meeting/7979/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 ADP meeting, 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 closing 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 called “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 its Facebook and Twitter channels.

Please note that Negotiator can be downloaded for free via iTunes through the link on the UNFCCC website: <http://unfccc.int/iphoneapp>

Social media

Community tools such as Facebook, Twitter, YouTube and Flickr will allow for virtual participation in 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

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 or 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.

Computers

The Computer Centre is located on level 0, behind the Plenary. 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 spreadsheet software.

Computer Centre opening hours:

Monday, 10 March, to Friday, 14 March

8 a.m. to 8 p.m.

Please be considerate and allow others who are waiting to use the equipment in periods of high demand. The equipment is intended for use by all participants.

Catering

Food and drink is not permitted inside the Plenary and meeting rooms. However, catering can be arranged outside the rooms, reception-style. If you wish to order catering, please liaise directly with the catering company servicing the venue of your event:

L&D GmbH & Co. KG
Event Catering Bonn

Ms. Anika Hentschel
Mobile +49-171-975 24 29

Ms. Katrin Schülers
Mobile + 49 - 175-5721773
e-mail: projektleitun@ld-catering.de

The organizer must coordinate with the caterer to ensure that all food and drink is served outside the meeting rooms. It is the responsibility of the organizer to ensure that meeting rooms and the surrounding areas are left in an orderly condition.

Your cooperation is appreciated.

Meditation Room

The Meditation Room is located at the Langer Eugen building in the UN campus, on the ground floor, room number 029.2.

Recycling

In order to respect current waste disposal regulations and help protect the environment, we ask all participants and colleagues to use the following system for using waste bins on the conference premises.

Blue bins	Paper
Black bins	Plastic packaging, tin cans, etc.
Light grey bins	Biodegradable waste

We appreciate all efforts by participants and staff to ensure a cleaner environment.

Emergencies and important telephone numbers in Bonn

For medical emergencies, please contact First Aid Services, located in the Annex, adjacent to the WCCB (behind Plenary).

On-site first aid tel.: +49 228 9267 513

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

On-site security duty officer:

Tel.: +49 152 904 08 22

Outside the WCCB, you can call the following emergency numbers for assistance:

Police:

Tel.: 110

Fire brigade:

Tel.: 112

Emergency doctor / ambulance:

Tel.: 112

Telephone information service:

Tel.: 11833 (national)

Tel.: 11834 (international)

Taxi service:

Tel.: +49 228 555 555

Lost and found

Items are kept in the Security Office, located at the entrance to the WCCB. For security reasons, unattended items found anywhere on the conference premises will be removed.

Consulates and embassies in and around Bonn

For further information, please refer to the German Foreign Office website:

www.auswaertiges-amt.de/EN/Startseite_node.html.

Where to eat in and around the Conference Center

WCCB canteen and cafeteria on level 0

*

UN building Langer Eugen rooftop canteen and cafeteria on the 29th floor

*

Café im Kunstmuseum: <http://www.cafekumu.de/>

*

Bundeskunsthalle: <http://www.speisesaal-bonn.de/>

Presseclub Bonn, Heinrich-Brüning-Straße 20

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

www.bahn.com

How to find WCCB and the UN Campus?

The following directions are intended to assist participants in finding their way to the conference venues.

From subway (U-Bahn) Heussallee/Museumsmeile going to LEU:

1. Arrive at subway station Heussallee/Museumsmeile
2. Take stairs to upper platform, exit direction UN-Campus/Platz der Vereinten Nationen/World Conference Center
3. Walk down Heussallee 400 meters to the end of the street

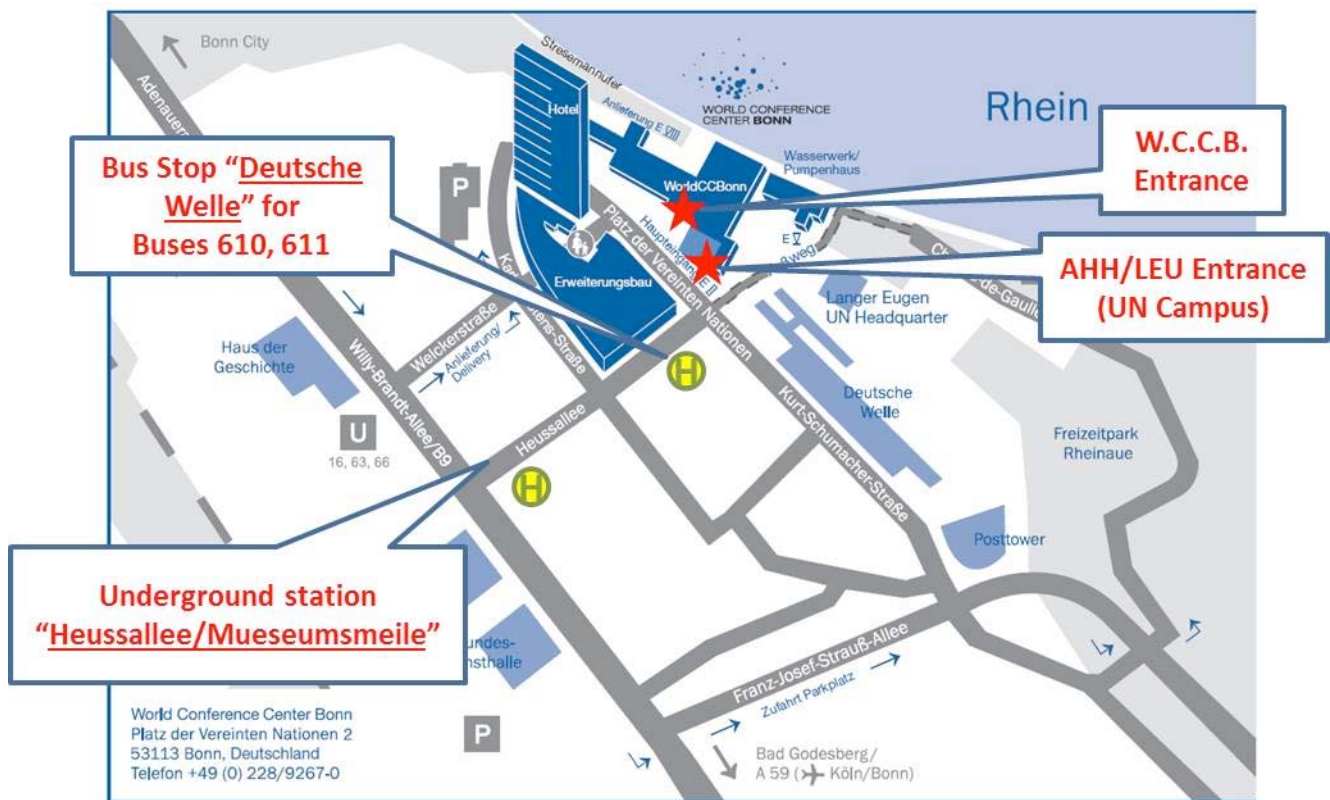
From subway Heussallee/Museumsmeile to WCCB:

1. Arrive at subway station Heussallee/Museumsmeile
2. Take stairs to upper platform, exit direction UN-Campus/Platz der Vereinten Nationen/World Conference Center
3. Walk down Heussallee 400 meters to the end of street

From bus stop (bus lines 610 and 611)

1. Exit at Deutsche Welle stop
2. Cross Kurt-Schumacher-Straße and walk about 100 meters to the main entrance building of the UN Campus, or walk past it for another 100 meters to the entrance of the WCCB.

(see map on next page)



Bus services

<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)

Tel.: +49 220 340 40012

For public transport services in and around Bonn, please use the automatic vending machines located at all stations or contact the local provider SWB at the Central Station in Bonn on Poststraße 2.

Note that hotel bookings made through www.BonnHotels.de (direct link: <http://www.bonn-region.de/3526>) include tickets for free local public transport, including to the 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 at +49 228 910 4133 or contact:

Or visit their Stand at the conference center

Monday 11th to Friday 14th of March

12:00 – 15:00 hours

Bonn tourism information

Bonn tourist information in the city centre:

Bonn-Information, Windeckstraße 1 (near Münsterplatz), 53111 Bonn

Tel.: +49 228 775 000

http://www.bonn.de/tourismus_kultur_sport_freizeit/tourist_information_aktuell/tourismus_un_d_hotels/index.html?lang=en

Opening hours:

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.

Postal services

Post office in the city centre:

Deutsche Post

Münsterplatz 17

53111 Bonn

Opening hours:

Monday to Friday: 9 a.m. to 8 p.m.

Saturday: 9 a.m. to 4 p.m.

Important Reminder

The secretariat would like to bring to the participants' attention the need to remain vigilant at the main transportation hubs (e.g. train and bus stations in Bonn, Siegburg and Düsseldorf, and Cologne/Bonn and Frankfurt airports) before, during and after the conference.

It is very important to be aware of your surroundings and belongings at all times, in particular when getting in and out of the trains.



For more information: surface@intc