

INFORMATION FOR PARTICIPANTS



United Nations
Climate Change Conference

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 May 2012, host to the 36th sessions of the SBSTA and the SBI, the 17th session of the AWG-KP, the 15th session of the AWG-LCA and the 1st session of the ADP, held at the Maritim Hotel.

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

Reception

Monday, 14 May 2012 at 7 p.m.

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

Kunst- und Ausstellungshalle der Bundesrepublik Deutschland
(Underground station: Heussallee/Museumsmeile)
Museumsmeile Bonn, Friederich-Ebert-Allee 4, 53113 Bonn

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).

Registration Counter opening hours:

Saturday, 12 May and Sunday, 13 May:	8 a.m. to 6 p.m.
Monday, 14 May to Saturday, 19 May:	8 a.m. to 7 p.m.
Monday, 21 May to Thursday, 24 May:	8 a.m. to 7 p.m.
Friday, 25 May:	8 a.m. to 6 p.m.

The conference venue will be closed on Sunday, 20 May.

Registration contact for Parties, observer States, observer organizations and press:

Ms. Vera-Lynn Watson

Tel: +49 152 016 84738 vwatson@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 it 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:
Monday, 14 May to Friday, 25 May
8 a.m. to 6 p.m. (except Sunday 20th May).

Where do I get the Daily Programme and official documents?

The Daily Programme is available at the Documents Counter, located in the foyer of the Maritim Hotel, and on the UNFCCC website at http://unfccc.int/meetings/bonn_may_2012/meeting/6599/php/view/dailyprogramme.php

Documents Counter opening hours and contact information:
Monday, 14 May to Friday, 25 May
8 a.m. to 8 p.m. (except Sunday 20 May)
Tel: +49 228 937 97209

The Daily Programme provides detailed information on all scheduled meetings of the Convention bodies, meetings of other groups, side events and other announcements relevant to the conference.

Information in the Daily Programme is subject to change. For the most up-to-date information regarding meetings and rooms, please check the CCTV monitors located throughout the Maritim Hotel. This information may also be found on the UNFCCC website, <http://www.unfccc.int>. In addition to the Daily Programme, all official documents and the list of participants are available at the Documents Counter. UNFCCC documents are also available on the UNFCCC website or by e-mail upon request to: secretariat@unfccc.int.

Where can I distribute documents?

Invitations, leaflets and other documents that are clearly attributed to a Party or an admitted observer organization can be authorized for distribution in the pigeonholes, located adjacent to the Documents Counter. Please contact the Observer Organizations Liaison Team located in the office of Conference Affairs Services in "La Marée" (Maritim Hotel foyer) for guidance and authorization.

For information on distributing documents at the Climate Change Publications Counter, please refer to the Side Events and Exhibits brochure (http://unfccc.int/meetings/bonn_may_2012/meeting/6599/php/view/logistics.php#logistics8) or contact:

Ms. Edith Kimotho
ekimotho@unfccc.int

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

Please take 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 either submit it to meetingrequest@unfccc.int or hand it to the Meeting Room Assignment (MRA) counter in the Services Area on the ground floor of the Maritim Hotel.

The MRA form can be downloaded at:

http://unfccc.int/meetings/bonn_may_2012/meeting/6599/php/view/logistics.php#logistics2

Room assignment will be confirmed one evening before the meeting date. 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, 14 May to Friday, 25 May

8 a.m. to 6 p.m.

Mr. Paul Jimenez

Mr. Arafat Sharifzahda

Ms. Sarah Yardley

meetingrequest@unfccc.int

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

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

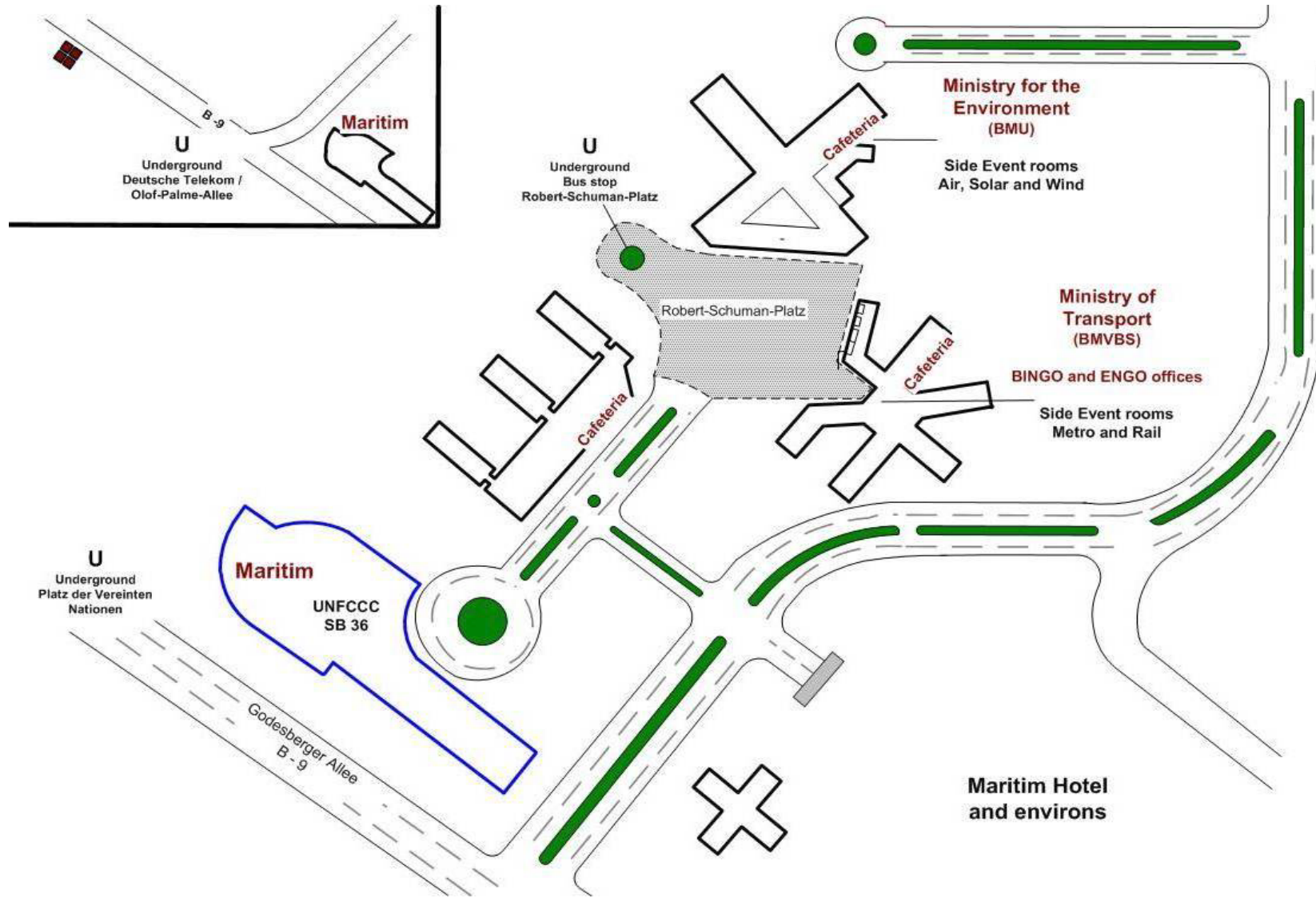
Where are the conference and meeting rooms?

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

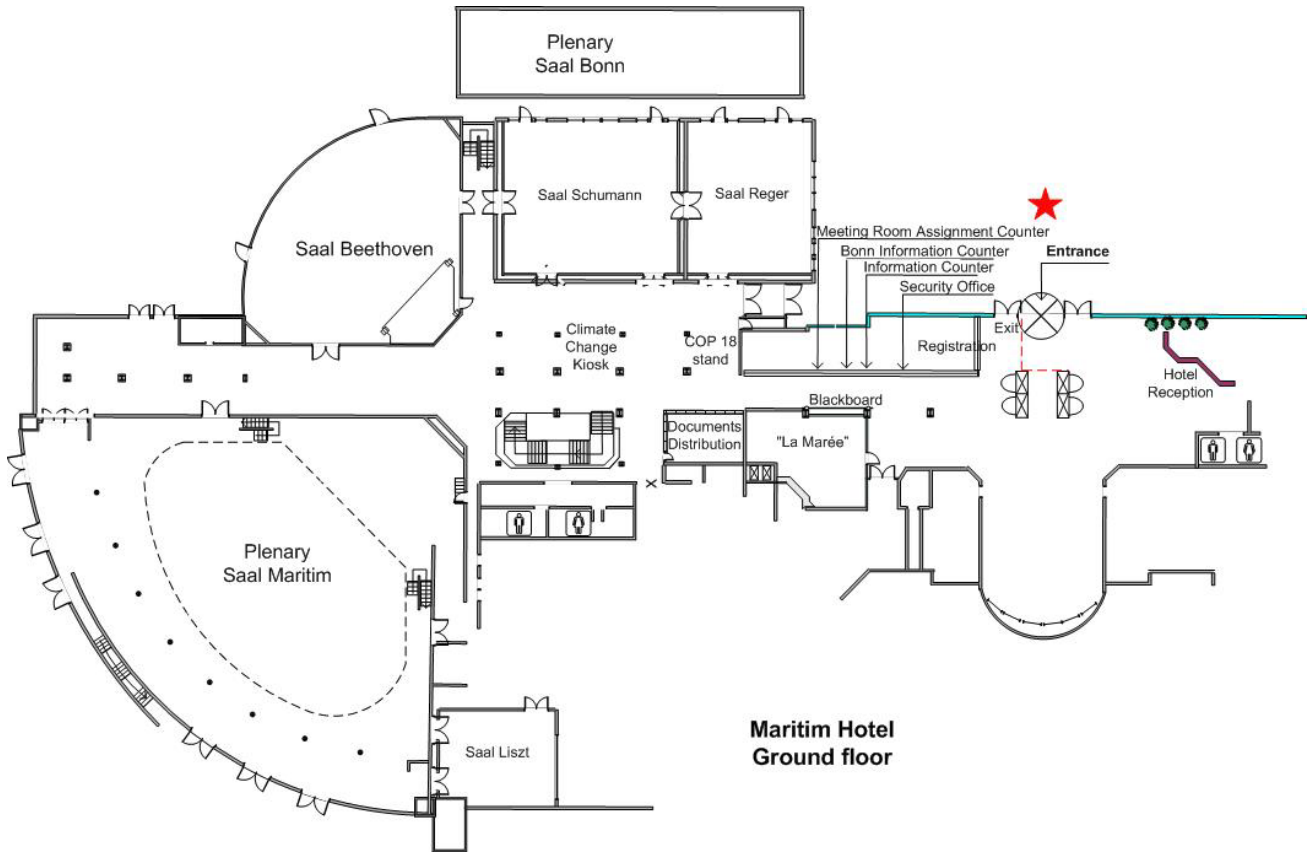
In addition to the meeting rooms on the ground floor, smaller meeting rooms are located on the first floor of the Maritim Hotel. Please refer to the floor plan on pages 8 and 9.

The majority of side events are held at the Ministry for the Environment (meeting rooms "Wind" and "Solar") and the Ministry of Transport (meeting rooms "Tram", "Metro" and "Rail"). Please refer to the maps on pages 11, 12 and 13. The exhibit area is located in the Maritim Hotel foyer (see map, page 10).

Venue maps

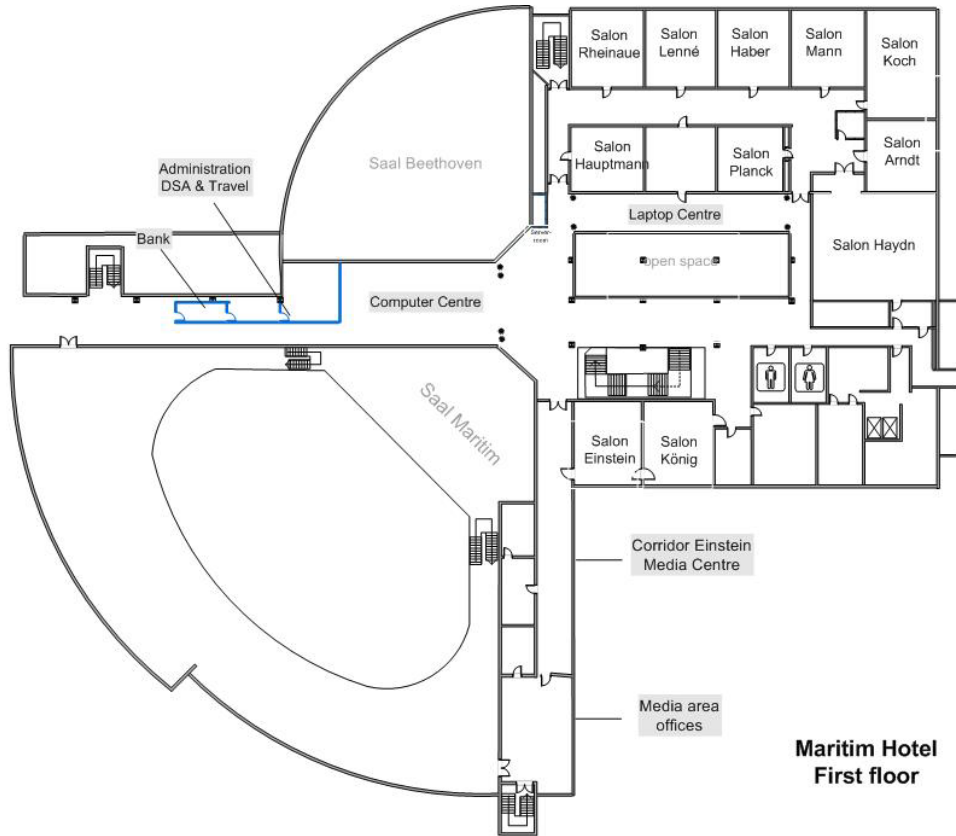


Maritim Hotel (ground floor)

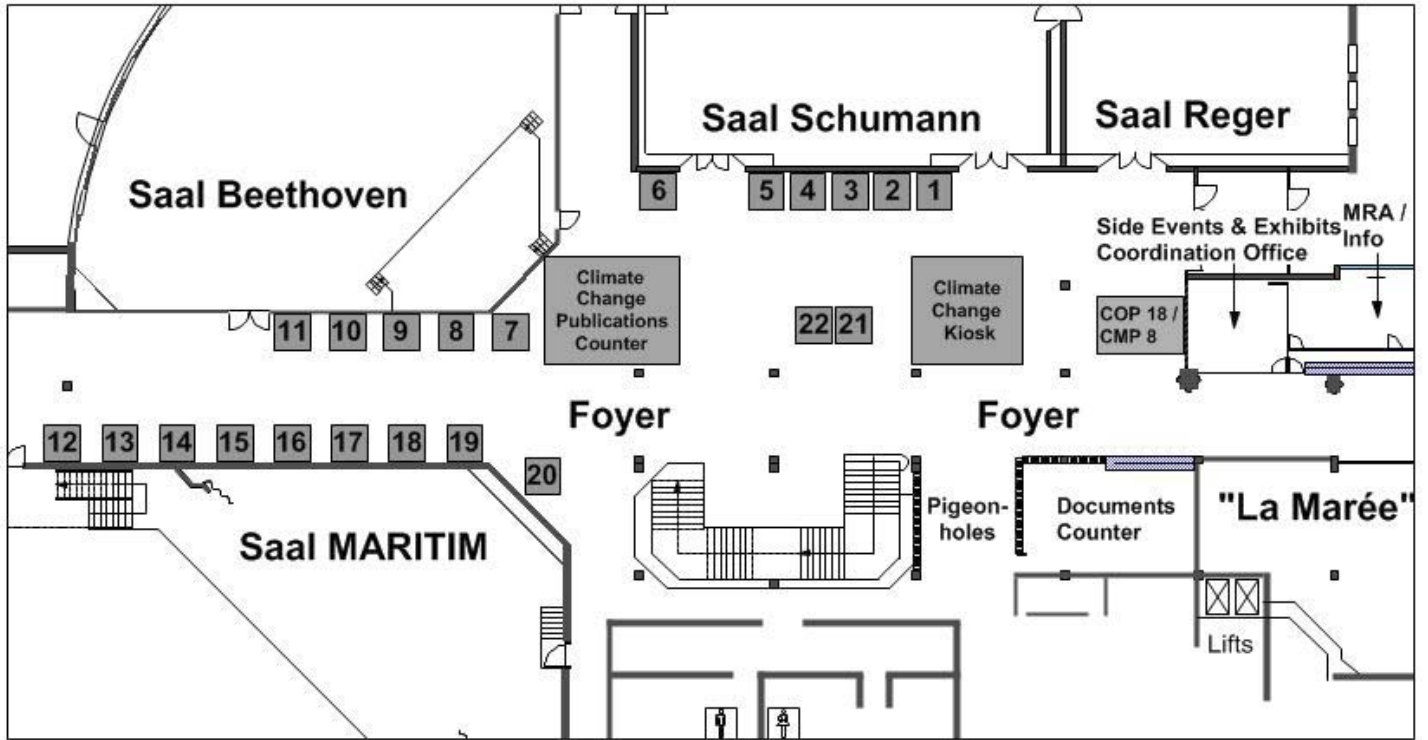


**Maritim Hotel
Ground floor**

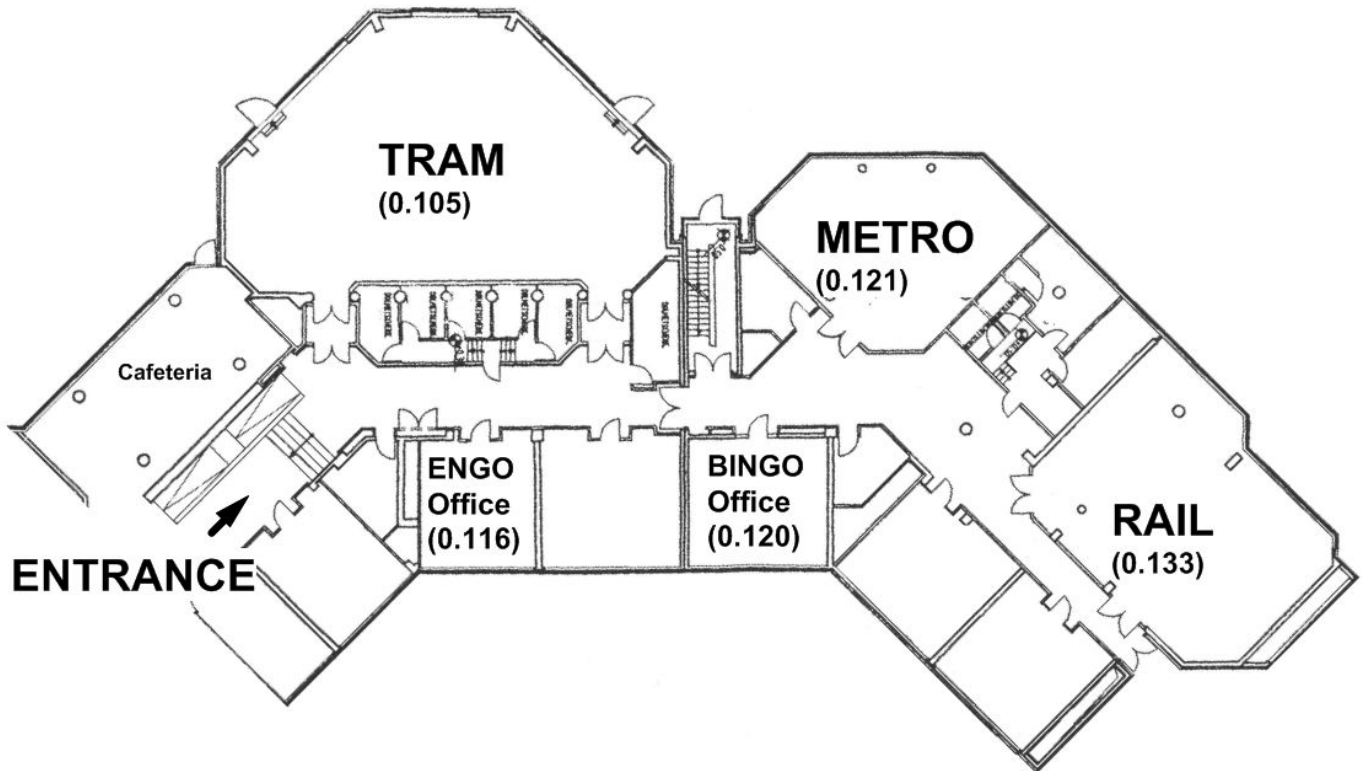
Maritim Hotel (first floor)



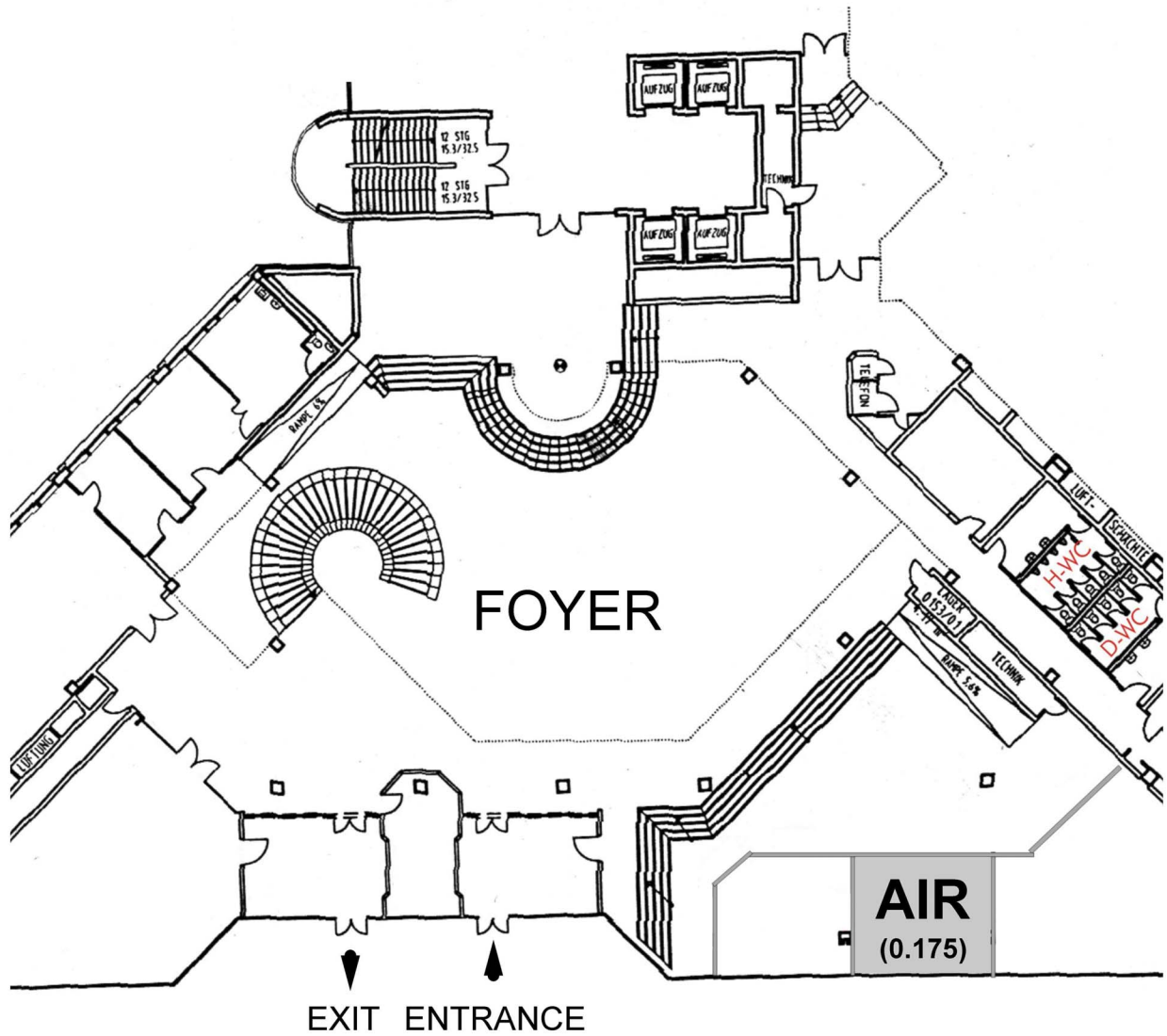
Exhibition Area (ground floor)



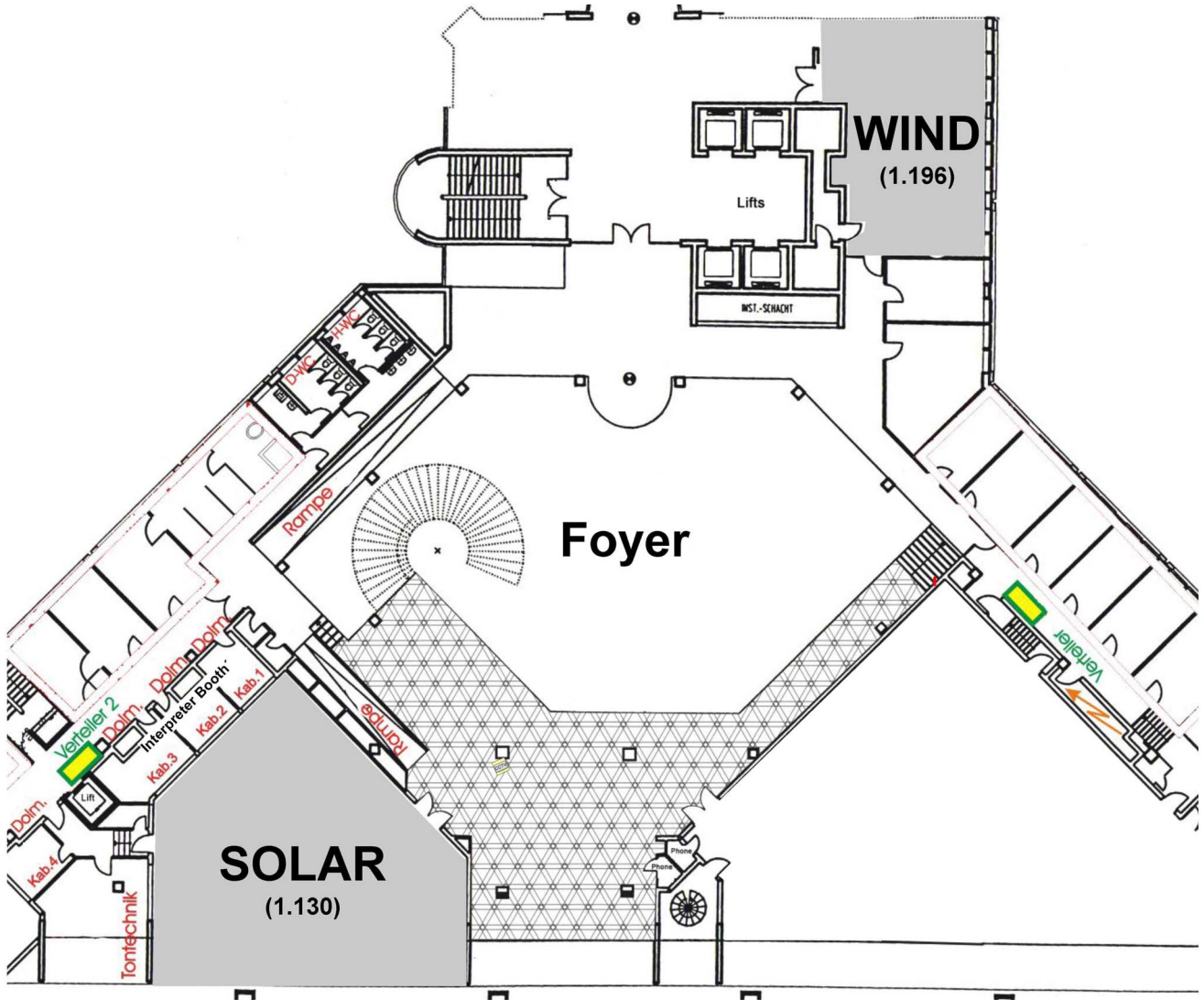
Ministry of Transport (ground floor)



Ministry for the Environment (ground floor)



Ministry for the Environment (first floor)



Where do I find information on side events and exhibits?

Please refer to the Side Events and Exhibits brochure

(http://unfccc.int/meetings/bonn_may_2012/meeting/6599/php/view/logistics.php#logistics8)

or contact:

Ms. Edith Kimotho
ekimotho@unfccc.int

DSA disbursement and travel

Delegates from Parties eligible for funding can collect their daily subsistence allowance (DSA) from the Administration Office located in the gallery on the first floor of the Maritim Hotel next to the Computer Centre. You will need your passport or other official identification (with photo ID), flight ticket and boarding pass stubs when claiming DSA.

Administration Office opening hours:

Monday, 14 May to Friday, 25 May

9 a.m. to 12 p.m.

1 p.m. to 5 p.m.

Travel and DSA contact:

Ms. Petra Meiranke

pmeiranke@unfccc.int

Travel contact:

Ms. Nadine Baldenbach von Broeche

nbaldenbachvonbroeche@unfccc.int

Media and press services

The UNFCCC media support staff have their offices on the first floor through corridor Einstein.

The Press Conference Room is located in Salon Haydn (Maritim Hotel, first floor). Staff in the media offices facilitate 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/press/items/4862.php> or from:

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

Mobile services, social media and webcasts

Apart from website information on <http://unfccc.int>, conference information is available from the mobile version of the UNFCCC website, <mobile.unfccc.int>, and the conference's official iPhone and iPad application, Negotiator.

Using the Negotiator application, 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.

Negotiator can be downloaded free of charge via iTunes at <http://unfccc.int/iphoneapp>.

Through community tools such as Facebook, Twitter and Flickr, those who are not present in Bonn can participate in the conference virtually and respond to events. All links can be found on the Virtual Participation page on <http://unfccc.int>.

Webcasts of the sessions

For the duration of the sessions, webcasts of all official meetings and press conferences will be available live from the secretariat website <http://unfccc.int>, with audio streams in English or the language used on the floor. On-demand files will be available from the website shortly after the close of each meeting.

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.

Computers 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 spreadsheet software.

Computer Centre opening hours:
Monday, 14 May to Friday, 25 May
8 a.m. to 9 p.m. (except Sunday, 20th May).

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

"PlugNPlay" wireless network service (WiFi hotspots) is available and open for participant in the meeting rooms including the Plenary 1 and 2 and in most open spaces at the conference venue. Participants are reminded to make sure the antivirus and security software, installed in their private computers, is up to date.

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.

Key contacts

Executive Secretary	Ms. Christiana Figueres
Conference of the Parties (COP)	Ms. June Budhooram
Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)	Ms. June Budhooram
Subsidiary Body for Implementation (SBI)	Mr. Youssef Nassef
Subsidiary Body for Scientific and Technological Advice (SBSTA)	Ms. Wanna Tanunchaiwatana
Director for Implementation Strategy	Mr. Halldór Thorgeirsson
Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP)	Mr. Sergey Kononov
Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA)	Ms. Olga Pilifosova
Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP)	Mr. Andrew Higham
Coordinator, Conference Affairs Services	Ms. Salwa Dallalah
Chief Legal Adviser	Mr. Dan Bondi Ogolla
Liaison with Government delegates and registration; funding for delegations	Mr. Horacio Peluffo
Liaison with observer organizations	Ms. Megumi Endo
Conference Spokesperson	Mr. Eric Hall

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.

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:

Monday, 14 May	10 a.m. to 4 p.m.
Tuesday, 15 May	10 a.m. to 3 p.m.
Wednesday, 16 May	10 a.m. to 3 p.m.
Thursday, 17 May	Bank holiday – no bank services
Friday, 18 May	10 a.m. to 2 p.m.
Monday, 21 May	10 a.m. to 4 p.m.
Tuesday, 22 May	10 a.m. to 3 p.m.
Wednesday, 23 May	10 a.m. to 3 p.m.
Thursday, 24 May	10 a.m. to 2 p.m.
Friday, 25 May	10 a.m. to 2 p.m.

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

Consignments

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

Contact information:

Mr. Arafat Sharifzahda

Tel: +49 173 202 3012

asharifzahda@unfccc.int

Catering

Food and drink is not permitted inside meeting and side-event rooms; however, catering can be arranged outside the 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 (rooms SOLAR and WIND):
Mr. Alfons Esser
a.esser@DeutschePost.de

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

Maritim Hotel:
Ms. Linda Beck
Tel: +49 228 810 8875
Fax: +49 228 810 8853
lbeck.bon@maritim.de

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. Your cooperation is appreciated.

Meditation Room

The Meditation Room is located on the first floor of the Maritim Hotel, 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), is offering '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

Recycling

To align ourselves with current waste regulations and to 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

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

Emergencies 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 1907

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: +49 151 623 78846

Outside the Maritim Hotel, 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 of the Maritim Hotel. For security reasons, unattended items found anywhere on the conference premises will be removed.

Contact information:

Tel: +49 228 8108 1948

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

Embassies and Consulates in and around Germany

For a list of all embassies and consulates in and around Germany, please refer to the following link.
Information on consulates and embassies in Bonn is included in the document.

http://www.auswaertiges-amt.de/EN/Laenderinformationen/VertretungenFremderStaatenUmleitung_node.html

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

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

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.

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

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 6.90. 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)

Tel: +49 220 340 40012

For public transport services in and around Bonn, the local provider SWB will be selling bus and tram tickets next to the Information Counter at the following times:

Monday, 14 May:	9 a.m. to 12 p.m.
Friday, 18 May:	9 a.m. to 12 p.m.
Tuesday, 22 May:	9 a.m. to 12 p.m.
Friday, 25 May:	9 a.m. to 12 p.m.

Note that hotel bookings made through www.BonnHotels.de (direct link: <http://www.bonn-region.de/3526>) 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 14, Friday 18, Tuesday 22 and Friday, 25 May
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.

Opening hours and contact information:

Monday, 14 May:	9 a.m. to 12 p.m.
Friday, 18 May:	9 a.m. to 12 p.m.
Tuesday, 22 May:	9 a.m. to 12 p.m.
Friday, 25 May:	9 a.m. to 12 p.m.

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_und_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.



For more information: <unfccc.int>