

Frequently asked questions on COP 23 logistics

As of 21 July 2017

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1. When and where will COP 23 take place?

The 2017 UN Climate Change Conference will take place from 6 to 17 November at the [World Conference Center Bonn](#) (WCCB) in Bonn, Germany, the seat of the UNFCCC secretariat.

2. Which bodies will be meeting?

The following bodies will be in session:

- *The Conference of the Parties (COP 23);*
- *The Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 13);*
- *The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 1.2);*
- *The Subsidiary Body for Implementation (SBI 47);*
- *The Subsidiary Body for Scientific and Technological Advice (SBSTA 47);*
- *The Ad Hoc Working Group on the Paris Agreement (APA 1.4).*

3. Why is COP 23 held in Bonn?

The COP Presidency rotates among the five UN regional groups. According to the established rhythm, the Presidency of COP 23 was to come from the Asia-Pacific States. At COP 22, held in Marrakech, the COP expressed its appreciation for the nomination received from the Asia-Pacific States of a representative of the Government of Fiji to serve as President, the first small island State that would ever do so. According to rule 3 of the draft rules of procedure, the sessions of the COP are to take place at the seat of the secretariat (Bonn), unless the COP decides otherwise. This principle was confirmed by the COP in Marrakech.

4. What is the division of roles between the Government of Fiji, the Government of Germany and the UNFCCC secretariat?

The conference will be convened under the [Presidency of Fiji](#), which will provide political leadership.

The Government of Germany, as the host country of the secretariat, provides valuable political and financial support to the organization of the sessions.

The UNFCCC secretariat, as the host of the conference, is working with the Government of Germany, the State of North Rhine-Westphalia and the [City of Bonn](#) to make all the necessary arrangements for the conference.

5. How can I support COP 23?

The UNFCCC secretariat is seeking to establish partnerships which will be formally recognized and given high visibility through the UNFCCC website and social media

channels, conference branding and media engagement activities. More information is available on the [UNFCCC website](#).

6. Where can I find the COP 23 logo?

The logo may be found here (link to be announced in due course).

Information on the design competition held in Fiji is available [here](#).

7. I heard the conference will take place in two different zones. What is the difference between them and how will they be connected?

COP 23 presents a unique opportunity for piloting a new setting for future climate conferences in which the showcasing of climate action by non-Party stakeholders complements the formal meetings.

A “One Conference, Two Zones” concept has been developed to manage the expected level of participation and events in an inclusive manner. The Bula Zone will encompass plenary halls, meeting rooms for negotiations, delegation offices and media facilities in the WCCB, as well as UN Campus facilities and temporary structures built in the immediate vicinity.

The Bonn Zone will be located in the adjacent Rheinaue Park and will accommodate climate action events, including high-level events, side events, exhibits and media activities, as well as delegation pavilions.

More information and preliminary overview maps are available [here](#).

8. What is the distance between the zones and how will they be connected?

The two zones, 1.4 km apart, will be well connected. Options for commuting between the two zones include:

- Regular bus lines with expanded service (estimated commuting time 5 minutes)*
- Special shuttle service (estimated commuting time 9 minutes)*
- Walking (estimated total travel time 15 minutes)*
- Using one of the bicycles that will be available free of charge (estimated total travel time 5 minutes).*

9. Do I need a visa and, if yes, how can I obtain it?

All foreign participants entering Germany must have a valid passport.

Participants requiring a visa should contact the appropriate consular authorities well in advance of the conference to ensure sufficient time for processing. The issuance of a Schengen visa may take up to two weeks from the date of submission of the visa application. To facilitate the issuance of a visa, a copy of the acknowledgement letter from the Online Registration System must be attached to the visa application.

For more information, please visit the English, French or Spanish language pages of the [German Federal Foreign Office](#) and the website of the German mission where you are planning to apply for your visa.

Participants are advised that obtaining a Schengen visa is contingent on the participant securing comprehensive insurance that covers the entire period or periods requested.

10. How will registration work?

The conference venue has [two zones](#), the Bula Zone and the Bonn Zone, connected by a 1.4 km corridor.

The concept of “One Conference - Two Zones” calls for a new approach to registration and badge issuance.

Who can register

[Parties to the Convention](#), [United Nations and related organizations and agencies](#), [media](#) and [non-profit observer organizations with observer status](#) may attend the sessions of the Convention, in accordance with Article 7, paragraph 6 of the Convention. All participants wishing to attend the conference have to be registered accordingly.

Non-admitted organizations, companies and general public

- Only Parties and organizations with observer status can register to enter the **Bula Zone**. More information on options for participation is available [here](#).
- For the **Bonn Zone**, participation will take place through nomination by a Party or an admitted organization via the Online Registration System (ORS). Please find the list of admitted organizations [here](#).

How to register

Parties (country delegations)

Registration for both zones is managed through the [ORS](#). Please review the following important information:

- [Notification to Parties - United Nations Climate Change Conference \(COP 23/CMP 13/CMA 1.2\), 6–17 November 2017, Bonn, Germany](#)
- [Information note to Parties and observer States - Opening of the Online Registration System – Bonn Zone, United Nations Climate Change Conference, 6–17 November 2017, Bonn, Germany](#)
- [Information note to Parties and observer States - Opening of the Online Registration System - United Nations Climate Change Conference, 6 - 17 November 2017, Bonn, Germany](#)

United Nations and related organizations and agencies

Please see the section "Attending sessions" [here](#).

IGOs and NGOs with observer status

Registration for both zones is managed through the [ORS](#). The zone for which a delegate is registered is determined by the badge type which is chosen from the drop-down box in the ORS.

<i>If you choose:</i>	"Bonn Zone only"	Any other badge type
<i>Prior registration required?</i>	Yes	Yes
<i>Access</i>	<i>Bonn Zone only</i>	<i>Bula Zone and Bonn Zone</i>
<i>List of participants</i>	<i>Not included</i>	<i>Included</i>
<i>Name of Party or observer organization</i>	<i>Does not appear on badge</i>	<i>Appears on badge</i>
<i>Category of participation</i>	<i>Not indicated</i>	<i>Indicated (Party, observer, media, etc.)</i>
<i>Visa support letter</i>	<i>Yes, download in ORS</i>	<i>Yes, download in ORS</i>

Please consult [this website](#) for further information, including on **applicable deadlines**.

11. Will there be a high-level segment?

- *The high-level segment will be held from the afternoon of 15 November until 16 November 2017.*
- *Each Party will have only one opportunity to deliver a national statement.*
- *Statements must not exceed three minutes.*
- *Statements on behalf of groups where other members of the group do not speak are strongly encouraged and will be accorded additional time.*
- *Parties are encouraged to take advantage of the opportunity to have their statements posted on the UNFCCC website in lieu of making a verbal delivery.*
- *There will be one list of speakers for Parties to the Convention, the Kyoto Protocol and the Paris Agreement.*
- *The list of speakers will be open for registration until Friday, 27 October 2017.*
- *The registration form included in the [notification posted on 10 July](#) should be sent to the External Relations Officer, Conference Affairs Services, by email at sessions@unfccc.int.*

- Parties are reminded to register their speakers in the ORS to ensure that the speakers have access to the conference premises.
- The credentials of representatives of Parties shall be submitted to the secretariat no later than 24 hours after the opening of COP 23.

More information, including on credentials, is contained in Annex I of this [notification](#) to Parties.

12. Where can I access information on the participation of observer organizations?

Please see question 10 for information on the registration of delegates from observer organizations.

Information on side events and exhibits is available [here](#).

Further information on the participation of observer organizations is available on [this website](#).

13. Where can I find information on commercially rented delegation offices and pavilions?

Similarly to previous UNFCCC sessions, COP 23 offers the possibility for Parties and admitted observer organizations to rent delegation offices (located in the venue's Bula Zone) and pavilions (located in the venue's Bonn Zone) on a commercial basis.

The application period for requesting space on a commercial basis through the [website of the general contractor for COP 23](#) ended on 9 June 2017. Questions may be sent to the COP 23 Commercial Services Team via email at mail@cop23-service.de.

Additional details can be found in [this information note to Parties](#).

Organizers, speakers and other participants must be registered for the conference as representatives of Parties or admitted observer organizations to access the conference venue. Information on participation and registration is available [here](#).

Information on events and exhibitions is available [here](#).

14. How will official side events and exhibits be organized?

COP 23 will host many side events and exhibits by Parties, non-Party stakeholders and the UNFCCC secretariat. These events and exhibits will take place in the Bonn Zone of the official conference venue, making it the conference hub for showcasing climate action, knowledge-sharing, capacity-building and networking.

As per past practice, it is planned that side events will be clustered around major themes, to be announced at a later stage, with specific days being dedicated to different clusters.

For more information on the application procedure please click [here](#).

For assistance in promoting an activity related to the conference outside the official conference venue, please consult [this website by the City of Bonn](#).

15. How can I reserve a meeting room?

Meeting rooms may be booked free of charge, availability permitting, for a maximum duration of one hour per Party, regional group or observer organization (UN, IGO, NGO). Meetings booked through the Meeting Room Assignment (MRA) team are categorized as closed, and no side events (which are open to the public) can be organized in any of these rooms. Meeting rooms are available every day from 8 a.m. to 9 p.m.

Completed MRA forms (to be provided [here](#) in due course) may be sent via e-mail to meetingrequest@unfccc.int.

The MRA team will track your request and issue notifications/ confirmations by the last week of October 2017.

As of Monday, 6 November (the official start of COP 23), MRA forms will no longer be accepted by email. As of that date they must be delivered in hard copy, by hand, to the Information and MRA counter, located on the ground floor of the WCCB (Bula Zone), past the security check, on the left-hand side. The meeting room name will be confirmed the evening (Bonn time) before your requested meeting date at the Information and MRA counter. Once confirmed, it is advisable to frequently check your email inbox for potential changes to your confirmed meeting booking (see the MRA guidelines below).

A list of meeting rooms will be provided [here](#) in due course.

MRA guidelines

- *Rooms are assigned for a maximum of **one hour only** per Party/ organization, free of charge;*
- *As meetings are booked back to back, please ensure that your meeting concludes on time;*
- *Meeting room reservations are made on a provisional basis and their final confirmation depends on the demands of the negotiating process, which takes priority;*
- *If all meeting rooms are in use for a closed daily meeting and the size and layout of the meeting room you have booked match the requirements for informal consultations, a meeting of a contact group or other negotiation meeting that urgently need to take place, the secretariat may request that you vacate the room*

in which you are holding your meeting at short notice. Therefore please indicate on the request form clearly your contact details, including an email address and mobile telephone number, so that the MRA team may contact you right away and assist in finding an alternative solution;

- *By signing the MRA form you are confirming that you have read, understood and agreed to the conditions set out in these guidelines;*
- *Please inform us immediately if your meeting is cancelled as the number of meeting rooms is limited and they are in high demand;*
- *Food and beverages are not permitted inside the meeting rooms.*

16. Where can I find information on accommodation?

The [UNFCCC website](#) includes comprehensive information on accommodation options.

Bonn and the surrounding region offer a wide variety of accommodation, from five star hotels to bed-and-breakfast lodging and homestay opportunities. A total of 9,000 hotel beds exist within Bonn city limits, and neighboring counties and cities between Cologne to the north and Koblenz to the south offer another 56,000 beds within a radius of 50 km.

Participants who have not yet booked for COP 23 may wish to note that the November sessions are expected to attract much larger numbers than the SBs. In addition, lodging could be further limited due to a number of other events that will be held in the region. Therefore, all participants are encouraged to make their arrangements as early as possible.

Accommodation can be booked directly with hotels and other providers or through travel agencies and online services. Participants seeking personal advice and assistance are invited to contact [Tourismus & Congress](#), Bonn and the region's tourism agency, which is helping coordinate the distribution of accommodation. Tourismus & Congress also establishes contacts between participants and Bonn residents who are offering [free-of-charge homestay opportunities](#).

17. How about travel and transportation?

Long-distance travel: Most participants from outside Germany and the neighbouring countries will likely travel to Bonn by airplane, arriving at Cologne/ Bonn, Dusseldorf or Frankfurt airports. From Cologne/ Bonn airport (Terminal 1), an express bus leaves for Bonn Hauptbahnhof/ Central Station every 30 – 60 minutes (30 min. travel time). Fast and high-speed long-distance trains (ICE, EC, IC) take less than 60 minutes from Dusseldorf and Frankfurt airports to Bonn Hauptbahnhof/ Central Station or Siegburg/ Bonn, respectively. From these train stations, as well as Bonn-Beuel station, local trains, metros, trams or buses take travellers to their hotels in Bonn and its surroundings as well as the conference venue. Often, hotels offer pick-up services, too – ask when booking.

It is planned to deploy volunteers at the main points of entry (airports, train stations) who will welcome COP participants and provide directions.

Local transportation: The [UNFCCC website](#) features detailed information on local transportation in Bonn and the region. Trains, metros/ trams and buses will be running at short intervals. From most hotels/ places in the region, no more than one change of vehicle needs to be made to arrive at the conference venue.

In addition to an already well-functioning and integrated public transportation system, [Stadtwerke Bonn](#) and the [regional network VRS](#) will increase their capacities to accommodate access to the COP venue. Dedicated electric shuttles will connect the Bula and Bonn Zones with each other, with the closest metro stop (“Heussallee”) and the newly built nearby local train station (“UN Campus”). Bicycles will also be offered on loan at the conference venue.

All local transportation within the VRS network will be free of charge for conference participants during the two-week sessions, courtesy of the State of North Rhine-Westphalia and the Government of Germany. It is planned to include the area south of Bonn, too.

For a map of the region and directions to the UN Campus and the WCCB please see the [Maps and Directions page](#) on the UNFCCC website. The “Directions” and the “Schedule Explorer” tools in the map entitled “World Conference Center Bonn” are most useful to learn about routes, commuting times and time schedules between the conference venue and any place in the region.

18. Will Wi-Fi services be available inside the conference venue?

Yes, both conference zones will be covered.

19. What actions are planned to increase the sustainability of the conference?

To achieve the goal of climate neutrality for the conference, the amount of greenhouse gas emissions generated in connection with the conference will be reduced to the extent possible. Unavoidable emissions (such as those associated with travel, which is responsible for the lion’s share of the overall footprint) will be offset.

Information on planned sustainability actions and the ten focus areas is available on [this website](#).

20. May I distribute publications related to other meetings?

With a view to further reducing paper usage and wastage at the conference, participants are asked to refrain from distributing any printed material, such as publications and information related to other meetings or future conferences. Please note that the secretariat strongly encourages the electronic dissemination of information.

21. I am a representative of a media organization. Where can I find information on how to participate?

Information for members of the press is available [here](#) and [here](#).

22. What are the options for virtual participation?

All available options for virtual participation are summarized on [this website](#).

23. What is the website of the COP 23 Presidency?

The link to the incoming Presidency's website is <http://cop23.com.fj/>.

24. What is the website of the City of Bonn?

The link to the City of Bonn's website is <http://www.bonn-international.org/>.

25. What are the most important UNFCCC websites I should be aware of?

[Newsroom](#)

[Session website for COP 23](#)

[Bonn Information Hub](#)

[Practical information for participants](#)