

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 sixth 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.

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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 17 and 18 October 2014 can register at the UN building Altes Abgeordnetes 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, 17 and Saturday, 18 October, 8 a.m. to 5 p.m.

G77 and China pre-sessional and ADP 2.6 sessions (WCCB)  
Sunday, 19 October: 9 a.m. to 5 p.m.  
Monday, 10 October to Saturday, 25 October: 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](mailto:vwatson@unfccc.int)

Registration contact for press:

[press@unfccc.int](mailto: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.

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### **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, 19 October, to Friday, 25 October 2014, 8 a.m. to 6 p.m.

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### **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 [http://unfccc.int/meetings/bonn\\_oct\\_2014/meeting/8418/php/view/documents.php](http://unfccc.int/meetings/bonn_oct_2014/meeting/8418/php/view/documents.php) or by e-mail upon request to [secretariat@unfccc.int](mailto: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

[http://unfccc.int/meetings/bonn\\_oct\\_2014/meeting/8418/php/view/dailyprogramme.php](http://unfccc.int/meetings/bonn_oct_2014/meeting/8418/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.

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#### **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.

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## **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](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:

Monday, 20 October, to Saturday, 25 October, 8 a.m. to 6 p.m.

MRA team:

[meetingrequest@unfccc.int](mailto: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.

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## **Where are the conference and meeting rooms?**

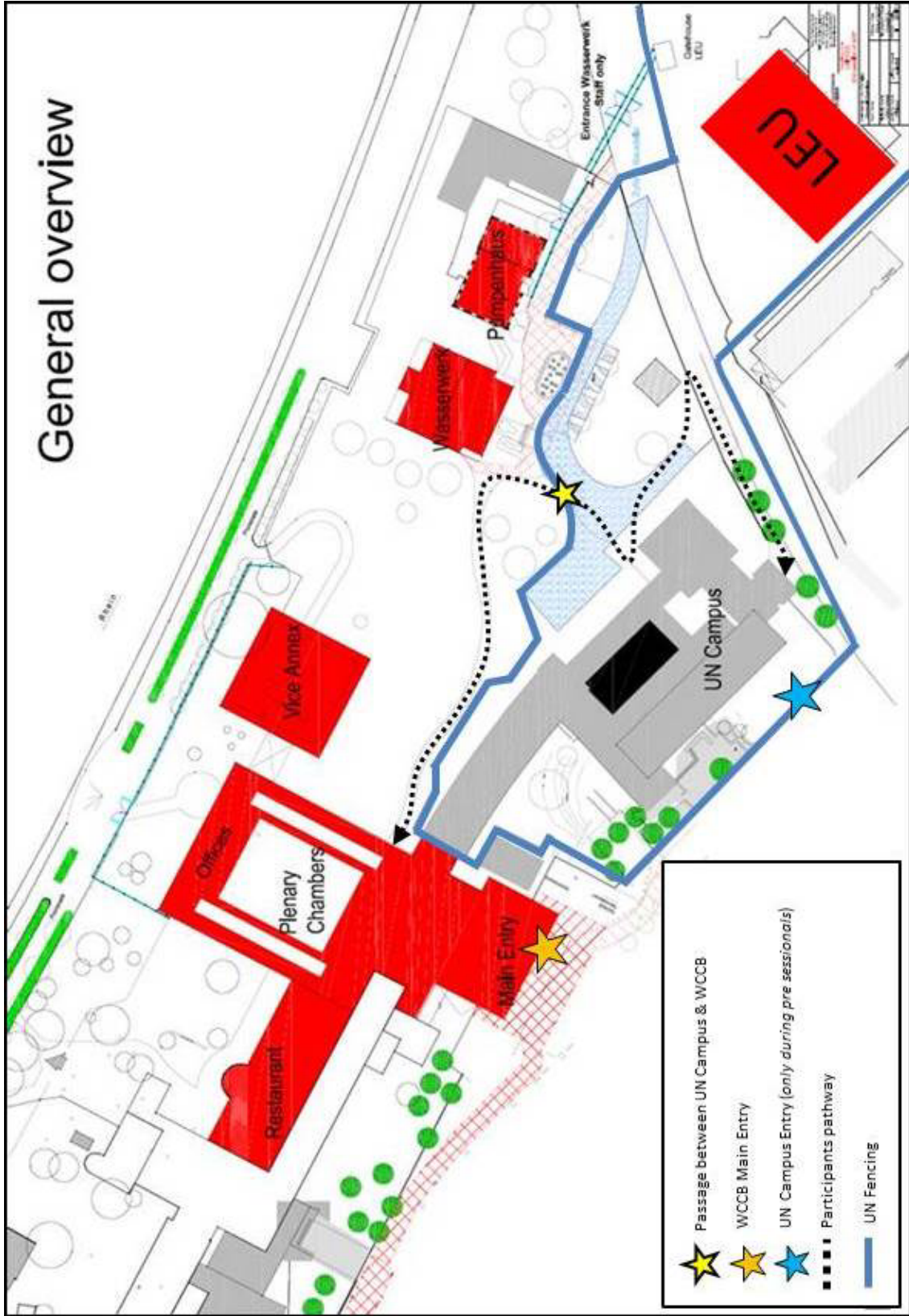
The Plenary and meeting rooms Bonn 1 (*former A-B*), Bonn 2 (*former C*), and Berlin (*former F-G*) and Kleiner Saal are located on level 0 of the WCCB.

Large meeting rooms are available in the Wasserwerk building, adjacent to the WCCB, in addition to the rooms located on the 19<sup>th</sup>, 21<sup>st</sup> and 27<sup>th</sup> floors of the UN Langer Eugen building (LEU), as well as on levels UG and EG of the AHH building on the UN Campus.



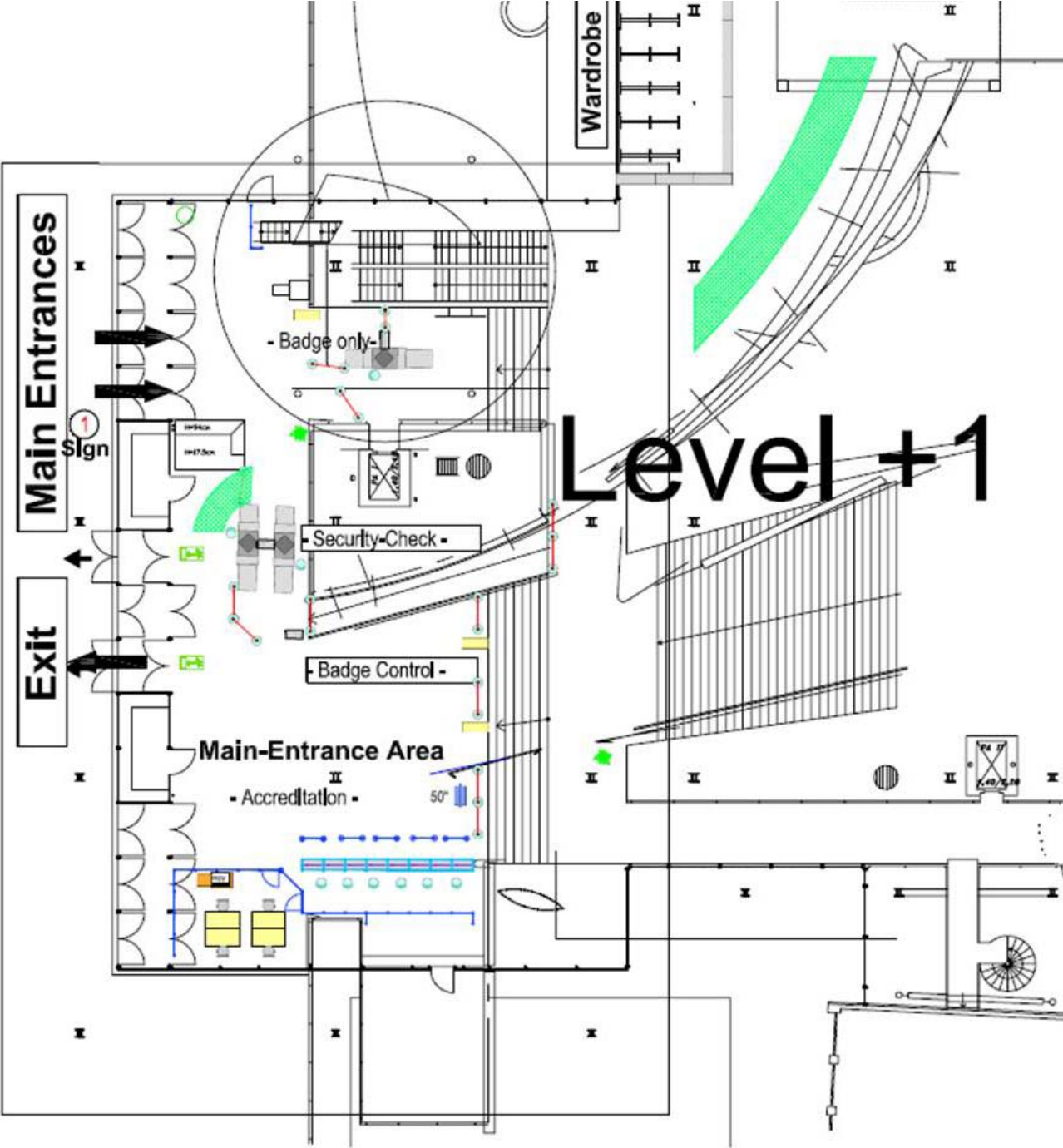


# Venue Maps



WCCB Main Entrance

Level + 1

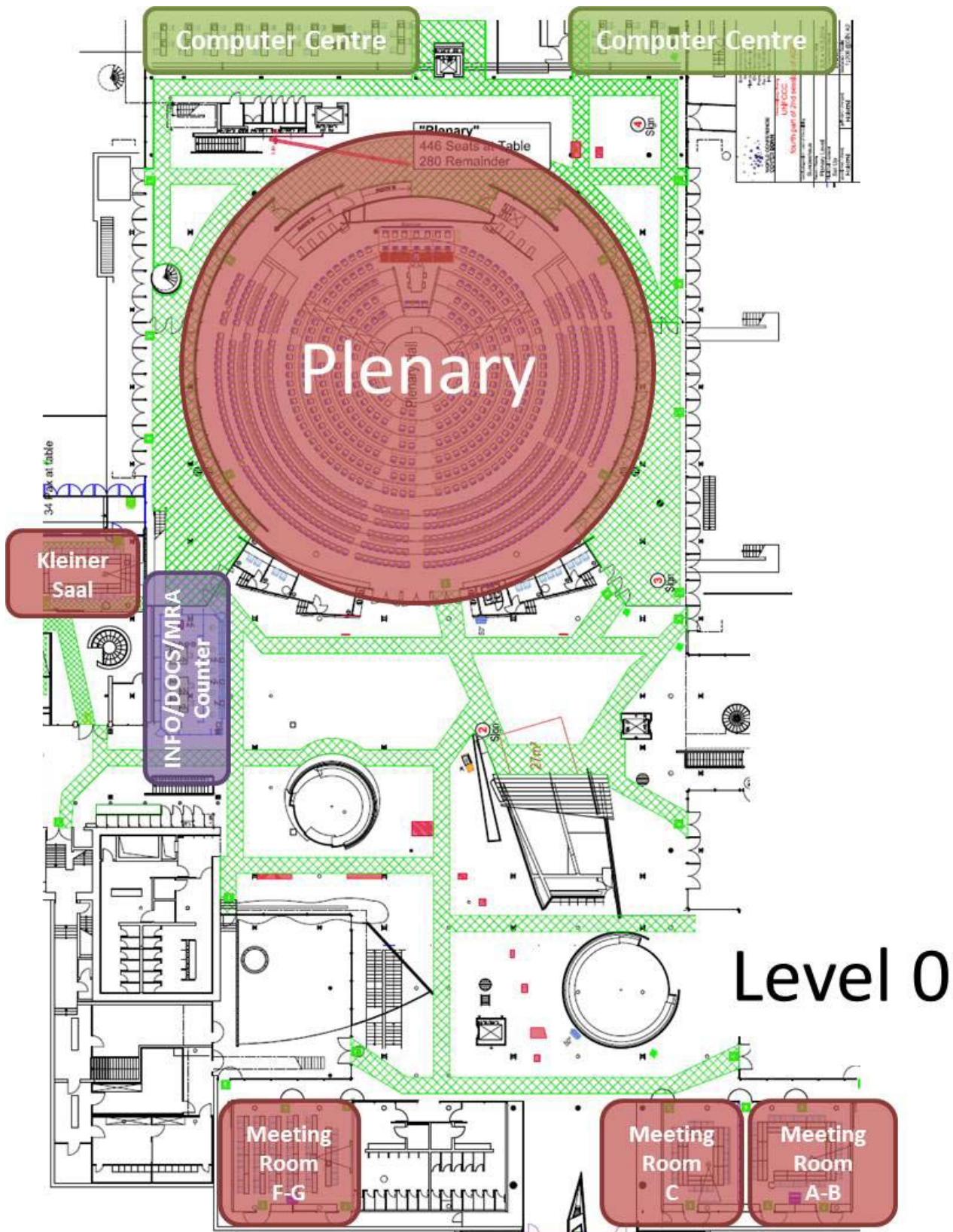


Level + 1



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](mailto:cool@unfccc.int)

Contact information for NGO constituencies:

[http://unfccc.int/files/parties\\_and\\_observers/ngo/application/pdf/constituency\\_focal\\_point\\_contact\\_details.pdf](http://unfccc.int/files/parties_and_observers/ngo/application/pdf/constituency_focal_point_contact_details.pdf)

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## **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, 17 October 2014

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

Monday, 20 October, to Friday, 24 October 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. Anja Lorenzini  
[alorenzini@unfccc.int](mailto:alorenzini@unfccc.int)

## Banking

Deutsche Bank services are available in the UN Building AHH, office 034. 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, 17 October 2014

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

Monday, 20 October, and Tuesday, 21 October 2014

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

Wednesday, 22 October 2014 to Friday, 24 October 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.

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## Media services

The Press Conference Room is located in the UN building LEU, in meeting room 2105. 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:  
[http://unfccc.int/meetings/bonn\\_oct\\_2014/meeting/8418/php/view/press.php](http://unfccc.int/meetings/bonn_oct_2014/meeting/8418/php/view/press.php)

Media contact:

[press@unfccc.int](mailto:press@unfccc.int)

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## 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](http://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](http://www.facebook.com/UNclimatechange)

YouTube: [www.youtube.com/climateconference](http://www.youtube.com/climateconference)

Flickr: [www.flickr.com/photos/unfccc](http://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, 20 October, to Saturday, 25 October

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.

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## **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](mailto: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.

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## **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.

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## **Emergencies and important telephone numbers in Bonn**

For medical emergencies, please contact First Aid Services, located across the garden, adjacent to the WCCB Canteen (left side of the 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.: +49 151-5726 65 65

**ADVISORY NOTE TO ALL UN VISITORS AND CONFERENCE/MEETING PARTICIPANTS EBOLA VIRUS DISEASE PROTOCOL BONN, GERMANY, 17 OCTOBER 2014**

Ebola virus disease (EVD) is a rare and severe viral disease. The virus can infect both humans and non-human primates (monkeys, gorillas, etc.). When infected, people can get very sick and experience fever, intense weakness, headache, sore throat and pains, and may bleed from different parts of the body (i.e., hemorrhage). There is currently no licensed vaccine or specific treatment for EVD.

The majority of cases in humans have occurred as a result of human-to-human transmission. Infection occurs by direct contact (through broken skin or mucous membranes) with the blood, secretions, organs or other body fluids of infected people, and with surfaces and materials (e.g. bedding, clothing) contaminated with these fluids. People become contagious only after they start to show symptoms.

While EVD has a high mortality rate and there is no preventive medication or specific cure available, visitors/participants should be aware that according to the World Health Organization, the risk of introducing EVD to and transmitting it at an international meeting is generally **very low**. There is **no evidence** of airborne transmission of EVD.

The purpose of this note is to provide the following essential information so that you are aware of the symptoms of EVD and know what to do in case you get sick during your visit or meeting, so that you may protect your own health and safety and that of other visitors/participants and of UN staff.

**Know the symptoms of EVD and see a health care provider immediately if you have any symptoms of the disease.**

The symptoms of EVD include:



Sudden onset of fever	Intense weakness
Muscle pain	Headache
Sore throat	

Vomiting	Diarrhea
Rash	Impaired kidney and liver function
In some cases, both internal and external bleeding	

If you are experiencing any of the above symptoms, please be sure to follow the steps below:

During working/meeting hours at UN premises:

- Immediately contact the First Aid staff present at the premises;
- In case your condition requires evaluation for possible EVD, an isolation room will be available and trained and equipped emergency medical staff with an ambulance will be called in to assist.

During non-working/meeting hours:

- If you are staying at a hotel, please do not approach the hotel reception or use public or private transport to get to a hospital or clinic;
- Please stay in your hotel room and call immediately the **UN Bonn Security Control Center at 0228-815-0911**, which will arrange for an ambulance with emergency medical staff to go to your hotel room and to provide the necessary medical care.

- <http://www.cdc.gov/vhf/ebola/pdf/west-africa-outbreak-infographic.pdf>

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

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**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.

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**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](http://www.auswaertiges-amt.de/EN/Startseite_node.html).

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## Where to eat in and around the Conference Center

WCCB canteen and cafeteria on level 0

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UN building Langer Eugen rooftop canteen and cafeteria on the 29<sup>th</sup> floor

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

\*

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

Presseclub Bonn, Heinrich-Brüning-Straße 20

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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

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

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## 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

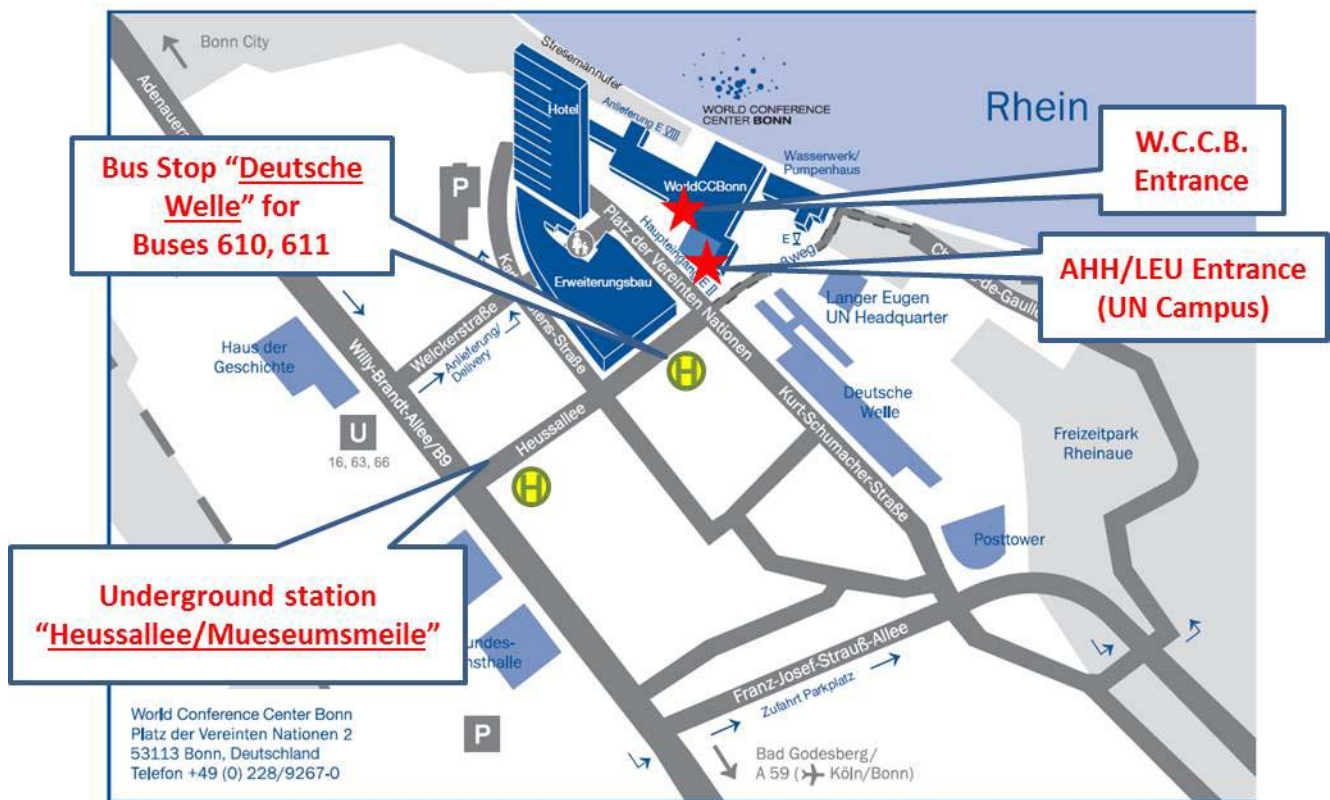
From subway Heussallee/Museumsmeile to WCCB:

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)



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## 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](http://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](http://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 11<sup>th</sup> to Friday 14<sup>th</sup> of March

12:00 – 15:00 hours

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## **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 und\\_hotels/index.html?lang=en](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.



## 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.

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