



MEETING ROOM ASSIGNMENT REQUEST FORM



Negotiation Group:
 Party:
 UN:
 IGO:

NGO:
 ENGO
 (please specify) Other NGO

DELEGATION of:

DATE of Meeting (DD | MM | YY):

Daily! from _____ 2015 to _____ 2015

TIME of Meeting (HH:MM):

** from _____ : _____ Hrs. to _____ : _____ Hrs.

NUMBER of Participants:

Meeting Room **LAYOUT**:

Classroom **Square**

Meeting to be:

Open **Closed**

Meeting to be announced:

Yes **No**

TITLE to be announced:

EQUIPMENT needed:

Beamer

CONTACT Person:

*Name:

**Please use print letters!*

*E-mail:

Phone/Mobile No.:

DATE of submission (DD | MM | YY):

_____ 2015

SIGNATURE:

Meeting Room Assignment (MRA) Policy:

- **Rooms are assigned for a maximum of **1 hour ONLY** per Party/Organization, free of charge;
- Meeting room reservations are made on a provisional basis and their final confirmation depends on the needs and demands of the negotiating process, which shall supersede the needs and demands of others.
- It would be advisable that you reconfirm your reservation with our staff at the MRA/Information counter, within the conference venue, at least two hours before the meeting start, in case there are any last minute changes to your booked/confirmed meeting room allocation;
- If all meeting rooms are in use and meetings of the Convention and the Kyoto Protocol require other rooms, the secretariat may request you to vacate the room in which you are holding your meeting, if the specifications of your meeting room coincide with the requirements of these meetings, on a short notice basis. Hence, please clearly indicate your contact details on this form and the MRA team will assist in finding an alternative solution;
- With your signature on this form you have read, understand and agreed to this MRA policy.
- **Food and beverages are not permitted** inside the **meeting rooms**.

To be completed by the MRA team at the MRA office

NAME of Meeting Room assigned:

Processed by: