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## Registration

Parties and observers can register and have their photos taken at the **Registration and Press Accreditation Counters** located at the registration entrance on **Level 1** (Groundfloor).

Only registered participants wearing badges are allowed access to the conference area.

Badges are issued to representatives of Parties or observer organizations on the basis of a letter of nomination from Parties or observer organizations. Staff badges from other United Nations bodies, including those in Geneva, Nairobi, New York and Vienna, are recognized.

Press badges are issued to previously accredited press based on the presentation of a valid national press card and two photo identification documents (e.g. passport, driver's licence, national ID card, work identity cards) or a photo press card from the United Nations in New York, Geneva, Vienna or Nairobi. Press badges allow access to all public meetings and sessions unless otherwise indicated for security reasons.

Double registration for the sessions is not permitted (e.g. simultaneously as nominee of a Party and of an observer organization, or simultaneously as a Party nominee and press/media representative).

### Hours and contact information

Saturday, 26 November – Sunday, 27 November  
9 a.m. – 6 p.m.

Monday, 28 November – Friday, 9 December  
8 a.m. – 7 p.m.

For Parties, observer states and observer organizations:

Hedwig Sandoval  
Tel.: +1 514 787 6002  
Fax: +1 514 787 6003

For media:

Carrie Assheuer  
Tel.: +1 514 787 6001  
Fax: +1 514 787 6003

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 can be incurred during travel time or the period of participation. In this context, it is strongly recommended to obtain international medical insurance for the period of participation.

Enjoy using the UNFCCC lanyard and please keep it for use at your next UNFCCC meeting. If you would like to update your photo on your badge please ask at the Registration Counter.

Please note that access to the conference area is restricted to registered participants to 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. Lost badges should be reported to the Registration Counter immediately.

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## General information

The Information Counter, in **Viger Hall on Level 2**, provides information about the conference and the venue.

### Hours and contact information

Monday, 28 November – Friday, 9 December  
8 a.m. – 7 p.m.

Kanwarjit Sachdeva  
Tel.: +1 514 787 6012

\*\*\*

## Documents

### Where do I get the Daily Programme and official documents?

The Daily Programme is available at the **Documents Counter, on Level 2**, and on the UNFCCC web site <[http://unfccc.int/meetings/cop\\_11/items/3394.php](http://unfccc.int/meetings/cop_11/items/3394.php)>. 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 recent information regarding meetings and rooms, please check the **CCTV monitors** inside the Palais des congrés. This information can also be found on the UNFCCC web site.

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 web site <[http://unfccc.int/meetings/cop\\_11/items/3394.php](http://unfccc.int/meetings/cop_11/items/3394.php)> or by e-mail upon request to: [secretariat@unfccc.int](mailto:secretariat@unfccc.int).

Pigeonholes for Parties and intergovernmental organizations (IGOs) are located adjacent to the Documents Counter.

### Hours and contact information

Monday, 28 November – Friday, 9 December  
8 a.m. – 7 p.m.  
Tel.: +1 514 787 6014

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### **Where can I distribute documents?**

Documents, posters and flyers, clearly attributed to a Party or an admitted organization, can be distributed and displayed at the “...inSide Climate Change” **Publications Counter**, located inside the side events & exhibits area on **Level 2**. Please provide a sample to the staff at the counter or to the External Relations/NGO Liaison team whose offices are found on **Level 4**. The counter cannot manage large volumes but will assist in arranging a rotating range of documents. Organizers of exhibits may display and distribute documents in their own exhibition area.

### Contact information

For Parties and observer states:  
Horacio Peluffo  
Tel.: +1 514 787 6043

For observer organizations:  
Barbara Black  
Tel.: +1 514 787 6044 or 6045

**Documents deposited elsewhere or not attributed will be removed.**

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

Please take your comments and corrections to Hedwig Sandoval at the Registration Counter.

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## **Meeting rooms**

### **Where can I book a meeting room?**

Meeting rooms can be reserved at the **Meeting Room Assignment Counter**, in **Viger Hall on Level 2**. Meeting rooms are **free of charge!** Location and time may change depending on the necessities of the negotiation process. It is therefore advisable to reconfirm your bookings at least two hours before the meeting.

### Hours and contact information

Monday, 28 November – Friday, 9 December

4

8 a.m. – 7 p.m.

Bernardo Buechner  
Paul Jimenez  
Simone Swidersky  
Tel.: +1 514 787 6011

## Where are the meeting rooms?

Plenary 1, Plenary 2 and other meeting rooms are located on **Level 5**. Side events, ENGO, BINGO and NGO Press Briefing rooms are located on **Level 2**. Please see plans available in the COP 11 website. **All meetings of the Convention bodies and UNFCCC events are held inside the Palais the congrés.**

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## Observer organizations

### Where are the observer organizations?

The business and industry non-governmental organizations (BINGO), the environmental non-governmental organizations (ENGO) the research and independent non-governmental organizations (RINGO), indigenous peoples organizations (IPO), local government and municipal authorities, (LGMA), and the local non-governmental organization, Équiterre, will have offices on **Level 2**.

#### Contact information

BINGO office  
Michael Kelly  
[mkelly@iccwbo.org](mailto:mkelly@iccwbo.org)  
+1 514 787 6031

\*

ENGO office  
Sanjay Vashist  
[sanjay@climatenetwork.org](mailto:sanjay@climatenetwork.org)  
+1 514 787 6028

\*

RINGO office  
Axel Michaelowa  
[a-michaelowa@hwwa.de](mailto:a-michaelowa@hwwa.de)  
+1 514 787 6032

\*

IPO office  
Parshuram Tamang  
[prtamang@yahoo.co.uk](mailto:prtamang@yahoo.co.uk) or [ps@tamang.w.link.com.np](mailto:ps@tamang.w.link.com.np)  
+1 514 787 6029

\*

LGMA office  
Michelle Wyman  
nucgekke.wyman@iclei.org  
+1 514 787 6033

\*

Équiterre (local NGO)  
Hugo Séguin  
hseguin@equiterre.qc.ca  
+1 514 787 6030

## Meetings

### Daily

9–10 a.m.	BINGO	Margaree River
2–3 p.m.	ENGO	Miramichi River

### As scheduled

	IPO	CCTV
	LGMA	CCTV
10–11 a.m.	RINGO	CCTV

on 30 November, and 2, 5 and 7 December

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## Side events and exhibits

“...inSide Climate Change”, a brochure containing the schedule of side events and list of exhibits is available at the Information Counter and at the ...inSide Climate Change Publications Counter in the side events and exhibits area on **Level 2**. The schedule for side events is also in the Daily Programme and displayed on CCTV monitors inside the Palais des congrés. Poster boards are available on Level 2 for posting flyers or posters relating to side events.

### Contact information

Barbara Black  
Anne Lutz  
Tel.: +1 514 787 6044

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## Climate Change Kiosk

The Climate Change Kiosk is located in the **side events and exhibits area on Level 2**. It is staffed daily between 9 a.m. and 7 p.m. The Climate Change Kiosk provides information about climate change and the secretariat. It is a resource for anyone interested in:

- Information on climate change information sources
- Background information on the climate change process and the secretariat
- Who's doing what in the process
- Who's doing what in the secretariat
- How to contact members of the secretariat
- How to obtain access to or copies of secretariat information products or services

The Climate Change Kiosk includes display panels as well as a computer with an Internet connection, which will be used to:

- Find relevant climate change information using the UNFCCC library online
- Search and retrieve climate change related information from the internet
- Evaluate the quality of web-based information
- Locate other sources of climate change information

### **Climate talks @ the kiosk**

This year's theme for climate talk is "Time for Action". Invited representatives of IGOs, NGOs, business and industry and Governments will give 15 minute presentations relating to success stories under this year's theme. The focus will be on positive outcomes and forward movement – demonstrating wins in the climate change process.

Presentations will take place between 4 and 6 p.m. on Tuesday, 29 November; Thursday, 1 December; Saturday, 3 December; Monday, 5 December; Thursday, 8 December and Friday 9 December.

The webcast of these series and other information materials will be posted on the UNFCCC web site.

### **Rio Conventions @ the kiosk**

A special feature this year will be three "pillars of action" displaying publications from the other Rio Conventions: the Convention on Biological Diversity (CBD) and the United Nations Convention to Combat Desertification (UNCCD)

### **Michael Martin @ the kiosk**

This kiosk will exhibit the photographs of the well known German photographer Michael Martin. Michael Martin's photographs depict the history, wildlife and vegetation of the arid regions of Africa, Asia, North and South America and Australia. They serve as a means of raising awareness about the vulnerability of people living in arid and semi-arid areas. The artist will present his works on Wednesday, 7 December at the kiosk.

### Contact information

Sharon Taylor  
staylor@unfccc.int

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## Services to participants

### Where do I get my DSA?

Delegates from Parties eligible for funding can collect their daily subsistence allowance (DSA) from the **DSA/Travel Office** located in the **Business Centre** behind the Documents Counter on **Level 2**. You will need your passport or other official identification (photo ID), flight ticket and boarding pass stubs when claiming DSA.

### Hours and contact information

Monday, 28 November – Friday, 9 December  
8 a.m. – noon and 1 – 5 p.m.

Saturday, 3 December  
8 a.m. – noon

(CLOSED on Sunday, 4 December)

DSA payments  
Steven Moore

Travel  
Karen Milka  
Sascha Strobel

Tel.: +1 514 787 6015

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## Media Centre

The Media Centre is located on **Level 2**. It offers various services to accredited press and media representatives, including an international broadcasting centre for TV and radio, a documents counter and work facilities for the print media with computer and telecommunication facilities.

The **Media Information Counter** is located in the Media Centre. Staff at the counter facilitate booking of the **Press Conference Room** and interviews with United Nations officials or delegates.



1

LEVEL

VIGER AVENUE WEST

SUBWAY STATION

MAIN  
ENTRANCE

REGISTRATION UN SECURITY

COMMERCIAL ZONE

COMMERCIAL ZONE

COMMERCIAL ZONE

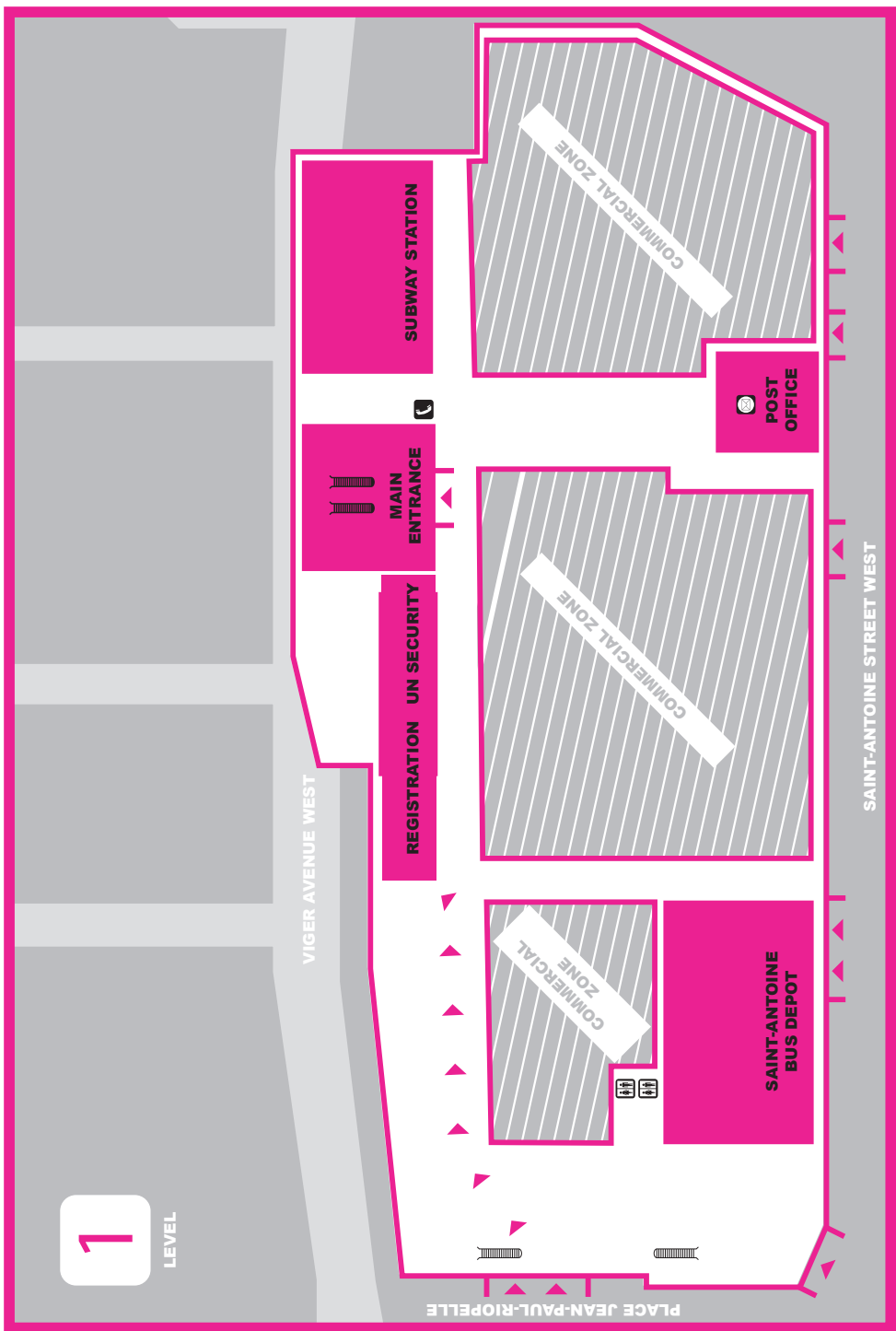
POST  
OFFICE

SAINT-ANTOINE  
BUS DEPOT

SAINT-ANTOINE  
BUS DEPOT

SAINT-ANTOINE STREET WEST

PLACE JEAN-PAUL-RIOPELLE

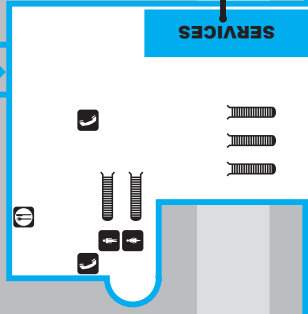


2

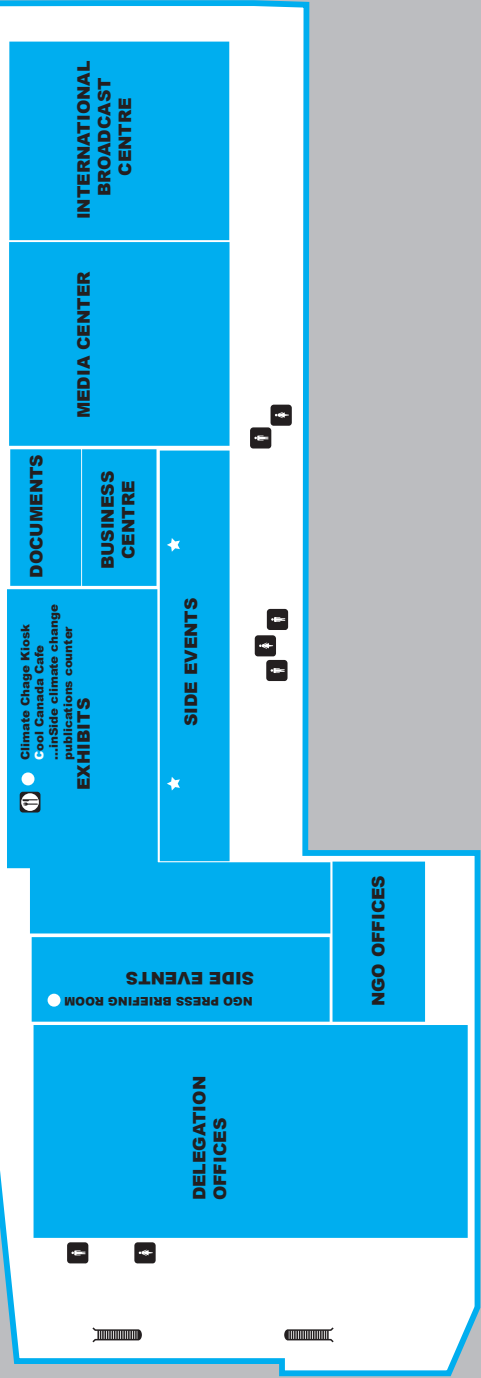
LEVEL

VIGER AVENUE WEST

Entrance  
Viger Hall



Bank  
information desk  
meeting room assignment



Climate Change Kiosk  
Cool Canada Cafe  
...InSide climate change  
publications counter  
**EXHIBITS**

**DOCUMENTS**  
**BUSINESS  
CENTRE**

**MEDIA CENTER**  
**INTERNATIONAL  
BROADCAST  
CENTRE**

**SIDE EVENTS** ★

**DELEGATION  
OFFICES**

**NGO PRESS BRIEFING ROOM** ●

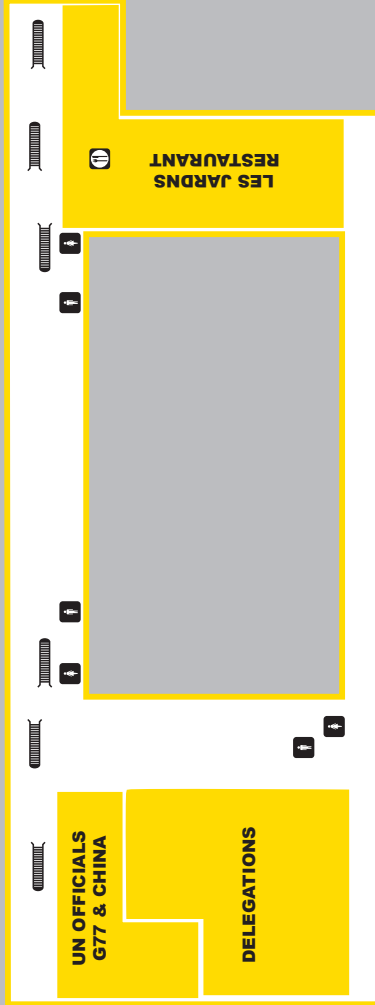
**SIDE EVENTS**

**NGO OFFICES**

7

LEVEL

VIGER AVENUE WEST



5

LEVEL

VIGER AVENUE WEST












































































































































































































































































































































































### Hours and contact information

Monday, 28 November – Friday, 9 December  
8 a.m. – 7 p.m.  
Catherina Denoo  
Tel.: +1 514 787 6020

During the conference, the Media Centre is operational 24 hours a day, with limited services between midnight and 7 a.m.

The Media Coordinator, the Conference Spokesperson, the TV/Radio Liaison Officer and the Government Press Liaison Officer have their offices in the Media Centre.

### Contact information

Axel Wuestenhagen  
Media Coordinator  
Mobile: +1 514 238 0360

John Hay  
Conference Spokesperson  
Mobile: +1 514 209 9045

Joyce Hannah  
TV/Radio Liaison Officer  
Mobile: +1 514 209 9672

Media Office  
Tel.: +1 514 787 6023

## **Computers and photocopiers**

The **Computer Centre** is located on **Level 2** next to the Documents Counter and the Business Centre. Computers and high-speed printers are available for participants on a first come, first served basis. These computers allow Internet access and are equipped with word processing and spreadsheet software.

### Hours

Monday, 28 November – Friday, 9 December  
8 a.m. – 9 p.m.

Please be considerate and do not monopolize the equipment. It is intended for use by all participants.

Coin and card-operated **photocopiers** are available to participants at the Business Centre, located behind the Documents Counter on Level 2. Additional copiers are located in the Media Centre, for the use of media representatives and NGOs.

The Computer Centre and the writing corner of the Media Centre offer plug and

play desks to connect laptops to the Internet. Instructions for use are posted on the desks, and computer support staff can give assistance.

### **Public phones and fax machines**

Coin- and card-operated telephones and card-operated fax machines are available in the Business Centre. Telephone cards and wireless PCMCIA cards can also be bought in the same place. Additional coin- and credit-card-operated telephone booths can be found in Viger Hall on Level 2 and opposite to the escalators on Level 5.

### **Mobile phone rental**

Participants can rent mobile phones at the Mobile Phone Counter in the Business Centre. Please refer to the staff at the desk for additional information.

#### Hours

Monday, 28 November – Friday, 9 December  
9 a.m. – 6 p.m.

Montreal has many public telephone booths. Public phones operate with: 5, 10, 25 cent and 1 dollar coins. The charge for a local call is 25 cents. Phone cards can be bought at almost all convenience stores, news stands and pharmacies. Urban, national and international calls can be made from public phones. In addition to public phones, there are many communication centres (*internet cafes*) offering telephone, fax, and internet services.

### **Banking**

**Royal Bank of Canada** can be found in **Viger Hall**. Bank services include cashing of traveller cheques and exchange to or from Canadian dollars. Two cash machines/ATMs are also available on a 24-hour basis on **Level 2**, in Viger Hall next to the Documents Counter.

#### Hours

Monday, 28 November – Friday, 9 December  
12 a.m. – 4 p.m.

(CLOSED on Sunday, 4 December)

### **Consignments**

Please contact shipment focal points or visit them at the Information Counter.

### Contact information

Shipment 1  
Mobile: +1 514 209 9736

Shipment 2  
Mobile: +1 514 951 1927

Shipment 3  
Mobile: +1 514 951 1427

### **Catering**

The restaurant and cafeteria are located on **Level 7**. **Snack bars** can be found near the NGO offices on **Level 2** and in the **Foyer de Bleury on Level 5**. The **Café Express** can be found in **Viger Hall on Level 2**. There is a 24-hour service.

### **Meditation room**

A meditation room is available on demand, please contact staff at the information counter in **Viger Hall, Level 2**.

### **Transportation**

Radio taxis are available for all conference participants at two permanent taxi stands outside the premises on **Place Jean-Paul Riopelle** (in front of Intercontinental Hotel) and on **Viger Avenue West** (in front of Holiday Inn Select Hotel).

Free public transport passes will be distributed to delegates and observers at the Montreal information counters located in **Atrium of Jean-Paul Riopelle on Level 1** and at the entrance to **Viger Hall on Level 2** upon presentation of a conference access badge.

### **Lost and found**

Lost and found items are kept in the **Security Office**, in the registration area on **Level 1**. For security reasons unattended items anywhere in the conference premises will be removed.

### **Emergencies**

For medical emergencies, please contact the medical staff in the **First Aid Room** either on **Level 4** or in **Viger Hall next to the elevator on Level 2**.

Tel.: +1 514 787 6013

For other emergencies, please contact any security official (look for staff wearing a United Nations uniform or United Nations security badges). **The United Nations security office is located in the registration area on Level 1.**

Tel.: +1 514 787 6007 or +1 514 787 6013

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 can be incurred during travel time or the period of participation. In this context, it is strongly recommended to obtain international medical insurance for the period of participation.

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## **Social events**

The Government of Canada warmly invites all participants to the vernissage of the exhibition North-South-East-West on Monday, 28 November at 6:30 p.m. in the Atrium of the Palais des congrés, entrance Jean-Paul Riopelle, Level 1.

The traditional NGO party will be held on Saturday, 3 December from 9 p.m. Please refer to the Daily Programme and the CCTV monitors for venue information.

The host country will be hosting a cultural evening on Tuesday, 6 December at 8 p.m. in the Montréal Biodôme. Invitations will be distributed.

More information will be made available through the CCTV monitors and the Daily Programme.

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## **Anything else I should know about “Montreal 2005: United Nations Climate Change Conference”?**

Food and drinks are not permitted in the meeting rooms.

Please help keep the conference premises a non-smoking environment. Smokers are encouraged to enjoy the fresh air around the Palais des congrés.

In the interest of conserving resources, please keep your documents and dispose of those no longer needed in the environment-friendly paper bins near the Documents Counter.

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## **Information about Montreal**

The **Montreal Tourism Counter is located in Viger Hall on Level 2.** The counter has information on hotel reservations, local transport and train and air travel, as well as tourist information on Canada.



## Practical guide to Montreal

### Tourist and hotel information

Tourist information centres (Centres Infotouriste) are located in different districts of Montreal. These centres provide brochures, maps and guidebooks as well as information on hotels.

#### Hours and contact information

Monday – Friday, 11 a.m. – 6 p.m.  
Saturday – Sunday, 11 a.m. – 7 p.m.

Tourist Welcome  
Office Old Montreal  
174 Notre-Dame Street East  
Tel.: 1 877 266 5687  
[www.vieux-montreal.qc.ca](http://www.vieux-montreal.qc.ca)

Centre Infotouriste  
1255 Peel Street  
Tel.: 514 873 2015

### Public transport

Montreal is served by four subway lines (métro) and several bus lines. Taxis and private car services (limousines) are safe and very popular.

AIRPORT Montréal- Pierre Elliot Trudeau Internacional Airport	Tel.: +1 514 394 733 or 1 800 465 1213 <a href="http://www.admtl.com">www.admtl.com</a>
SUBWAY and BUS Société de transport de Montréal (STM)	Tel.: +1 514 280 5507 <a href="http://www.stm.info">www.stm.info</a>
Taxi Coop Montréal	Tel.: +1 514 725 2667 <a href="http://www.taxi-coop.com">www.taxi-coop.com</a>
Radio Taxi Premium	Tel.: +1 514 273 6331 <a href="http://www.taxidiamond.com">www.taxidiamond.com</a>
Albee Limousines Melrose	Tel.: +1 514 594 4114 <a href="mailto:LimoAlbee@aol.com">LimoAlbee@aol.com</a>
Limousine Montréal	Tel.: +1 514 333 5466 <a href="http://www.limousinemontreal.qc.ca">www.limousinemontreal.qc.ca</a>
Phénix Limousine	Tel.: 514 875 8715 <a href="http://www.limotour.ca">www.limotour.ca</a>

<http://www.tourisme-montreal.org>

**Mail and courier**

Canada Post  
BP Montreal Place  
d'Armes  
157 rue Saint-Antoine  
Ouest  
Montreal, QC H2Y 1L0

Tel.: 1 800 267 1177

Monday – Friday  
8:30 a.m. – 5:30 p.m.

Closed on Saturday  
and Sunday

DHL  
1805 chemin St-Francois  
Montreal  
Quebec H9P 2S1

Monday – Friday  
8 a.m. – 5 p.m.

Closed on Saturday  
and Sunday

FedEx  
1 Place Ville Marie, Suite  
11027(Shopping  
Promenade)  
Montreal, Quebec  
H3B 3Y1

Monday – Friday  
8 a.m. – 7 p.m.

Closed on Saturday  
and Sunday

UPS  
1241 McGill College  
Avenue  
Montreal, PQ H3B 2Y4

Tel.: 1 800 742 5877

Monday – Friday  
8 a.m. – 7 p.m.

Closed on Saturday  
and Sunday

Mendelssohn Customs  
and Transportation  
services  
276 St-Jacques St. West,  
Suite 818  
Montreal, QC H2Y 2G4

Tel.: 1 514 987 2700  
Fax: 1 514 849 3446

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

**Shopping and sales tax refund service**

Non-residents can obtain a federal sales tax (GST = 7%) rebate on most products purchased for use outside Canada, as well as on short-term accomodation.

Canada Revenue Agency  
Tel.: 1 800 668 4748 within Canada  
Tel.: 902 432 5608 from abroad Canada  
[www.cra-arc.gc.ca/visitors](http://www.cra-arc.gc.ca/visitors)

Be aware of prices in the shops; these do not include taxes. Taxes will be added at the cashier.

Note: The UNFCCC provides this information to assist conference participants and in no way endorses or advertises the establishments included above.

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## **Important telephone numbers in Montreal**

**Police 911**

**Fire 911**

**Medical and ambulance emergency service 514 723 5600**

**Tourist information 1 877 266 5687 or 514 873 2015**

**Tourist police station 514 280 2222**

**Tourist ombudsman/Tourist abuse or discrimination 1 800 482 2433**

**Telephone information 411**

**National and international operator 0**