



# United Nations Climate Change Conference

Poznań, Poland, 1 - 12 December 2008

# COP 14



## Hall 15 - Level A

### 101 Registration

Representatives of Parties and observers can register and have their photographs taken at the Registration and Press Accreditation Counters located in Hall 15, Level A, at the entrance to the Poznan International Fair Limited.

*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 are recognized.*

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

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

#### Hours and contact information

Saturday, 29 November

9 a.m. to 6 p.m.

Sunday, 30 November to Friday, 12 December

8 a.m. to 6 p.m.

#### For Parties, observer states and observer organizations:

Hedwig Sandoval

Tel: +48 723 976 393

Fax: +48 61 668 8306

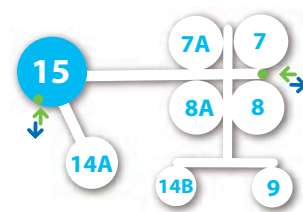
hsandoval@unfccc.int



For press and media: Veronika Crowe-Mayerhofer Tel: +48 723 979 494  
Sebastian Lauer Tel: +48 723 979 496

Enjoy using the UNFCCC lanyard and please keep it for use at your next UNFCCC meeting. If you would like to update the photograph 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.



**101** Registration Counter/Press accreditation

**102** Transportation services

**103** Photo badge area

**104** Post Office

**105** Tourist Office

**106** Courier Office

**107** Rental of Equipment

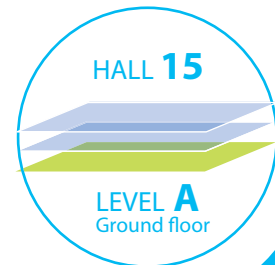
**108** City Hall information

**109** Cloakroom

**110** United Nations Security Office

**111** Host Country Security Office

9 December In observance of **Eid Al-Adha**,  
the conference will be closed for official business.



# Hall 15 - Level B

201

## Daily Programme and official documents

Monday, 1 December to Friday, 12 December 8 a.m. to 6.30 p.m.

The Daily Programme is available at the Documents Distribution Counter, and on the UNFCCC website <<http://unfccc.int>>. 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.

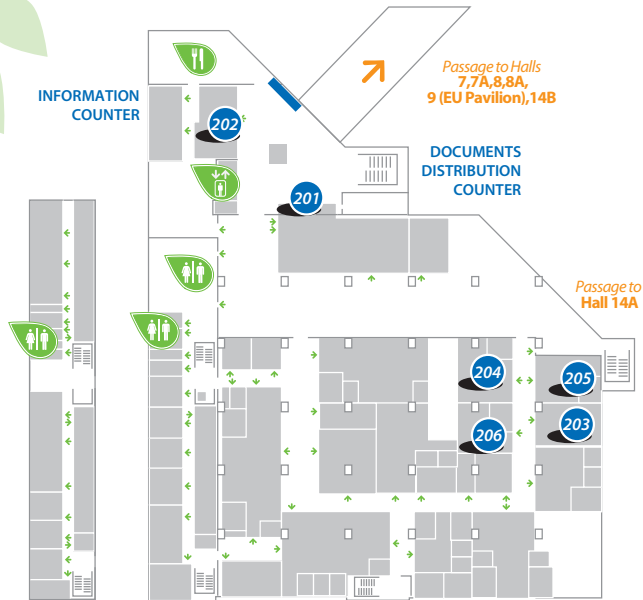
Information in the Daily Programme is subject to change. For the most recent information about meetings and rooms, please check the CCTV monitors at the conference venue. This information is also available on the UNFCCC website.

All official documents and the list of participants are available at the Documents Distribution Counter. UNFCCC documents are also available on the UNFCCC website at: <[http://unfccc.int/meetings/cop\\_14/daily\\_programme/items/4556.php](http://unfccc.int/meetings/cop_14/daily_programme/items/4556.php)> or by e-mail upon request to: [secretariat@unfccc.int](mailto:secretariat@unfccc.int)

Pigeonholes for Parties and intergovernmental organizations (IGOs) are located around the Documents Distribution Counter.

### List of participants

For any corrections and comments regarding the list of participants, please contact Hedwig Sandoval at the Registration Counter.



## 202 General Information

The Information Counter, located on the first floor in Hall 15, Level B, provides information about the conference and the venue.

Sunday , 30 November to Friday, 12 December  
8 a.m. to 6.30 p.m.

Jovencio Abellar  
Tel: +48 723 979 470

Manuel Bartz  
Tel: +48 723 979 471

### Booking of meeting rooms

**Meeting rooms** can be reserved at the Meeting Room Assignment Counter. Meeting rooms are available free of charge! The Location and time of a meeting may change depending on the necessities of the negotiation process. It is therefore advisable to reconfirm your booking at least two hours before the meeting.

### Hours and contact information

Monday, 1 December to Friday, 12 December  
8 a.m. to 6.30 p.m. Tel: +48 61 668 8340

Maria Garcia [mgarcia@unfccc.int](mailto:mgarcia@unfccc.int)  
Paul Jimenez [pjimenez@unfccc.int](mailto:pjimenez@unfccc.int)  
Peter Kakucska [pkakucska@unfccc.int](mailto:pkakucska@unfccc.int)

Bernardo Buechner [bbuechner@unfccc.int](mailto:bbuechner@unfccc.int)  
Sanjai Padmanabhan [spadmanabhan@unfccc.int](mailto:spadmanabhan@unfccc.int)

## 203 ENB/ENBOTS

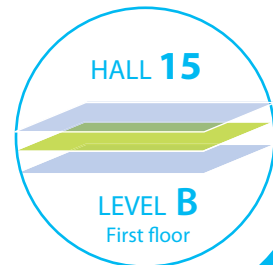
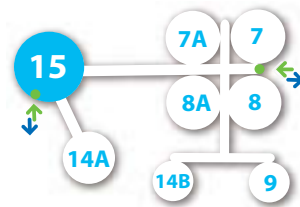
## 204 CAS - Conference Affairs Services

## Exhibits

## 205 IS - Information Services

## 206 COP 14 Host Country Logistics Team

Joanna Binder  
Tel: +48 695 102 389  
[info@cop14.gov.pl](mailto:info@cop14.gov.pl)



Food and drinks are not permitted in the meeting rooms.  
Smoking is not permitted anywhere in the conference premises.

# Hall 15 - Level C

**301** Computers and Photocopiers Monday, 1 December to Friday, 12 December

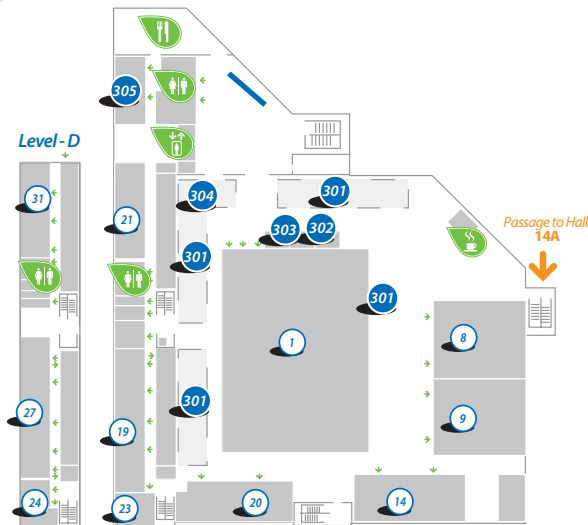
The **Computer Centre** provides computers and high-speed printers for participants on a first come, first served basis. These computers allow Internet access and are equipped with word processing and spreadsheet software.

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

In addition, **plug and play desks** to connect laptops to the Internet are also available there, and in the Media Centre. Instructions regarding connection and use are posted on the desks. Technical assistance will be provided by the computer support staff.

## Meeting Rooms:

- |                           |                 |                          |                      |
|---------------------------|-----------------|--------------------------|----------------------|
| <b>1</b> Raven            | <b>14</b> Lynx  | <b>21</b> Deer           | <b>27</b> Grouse     |
| <b>8</b> Bear             | <b>19</b> Crane | <b>23</b> Otter          | <b>31</b> Wild Sheep |
| <b>9</b> Apollo Butterfly | <b>20</b> Elk   | <b>24</b> European Bison | <b>Exhibits</b>      |



### 302 Photocopy and fax services

**Photocopy and fax services** are available on a commercial basis to participants at the **copy/fax counter**. Additionally, a copy center is located in the passageway between Hall 7 and Hall 7A.

#### Hours:

8 a.m. to 7 p.m.

### 303 Mobile phones and SIM card purchase service

Sets of mobile phone (Nokia 2626) and prepaid SIM card (SIMPLUS) provided by PLUS GSM (Polkomtel S.A.) are available for purchase at the **Mobile phone counter**, at a price of 279 Polish Złoty (PLN).

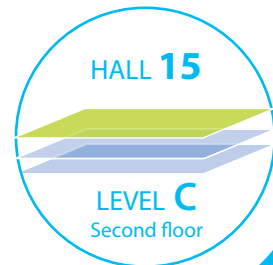
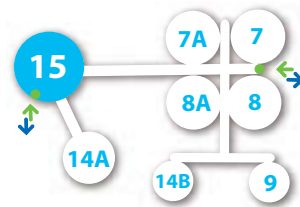
*SIMPLUS cards are also available separately at a rate of PLN 9.*

*Also available (for free) is a special programme for mobiles phones containing an agenda, city guide, audio dictionary and other useful information.*

30 November to 14 December  
8 a.m. to 7 p.m.

Tel: +48 61 869 2500  
[cop14@plus.pl](mailto:cop14@plus.pl)

### 304 Computer support team



## Public telephones

Public telephones are available on the second floor in Hall 15, Level C, at the coffee corner.

## 305 Disbursement of daily subsistence allowance (DSA)

Delegates from Parties eligible for funding should clear their travel documentation at the **DSA/Travel Office** located on the second floor in Hall 15, Level C. You will need your passport or other official identification (photo ID), flight ticket and boarding pass stubs when claiming DSA.

### Hours and contact information

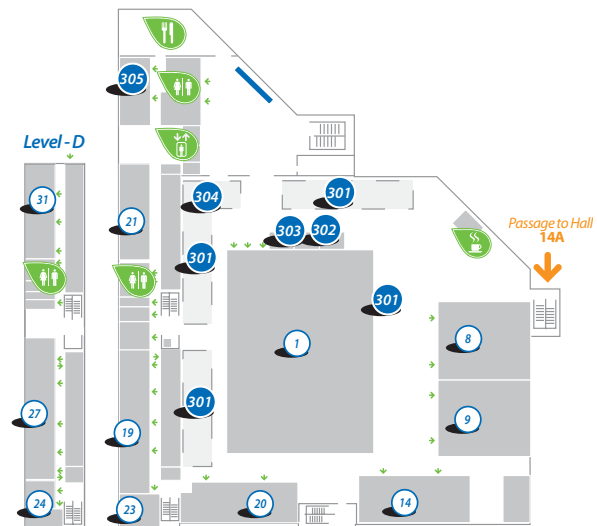
Monday, 1 December to Friday, 12 December  
9 a.m. to 12 noon  
1 p.m. to 5 p.m.

Saturday, 6 December  
9 a.m. to 12 noon

Petra Meiranke  
Tel: +48 723 979 721  
pmeiranke@unfccc.int

Sana Lingorsky  
Tel: +48 723 979 720  
slingorsky@unfccc.int

Mary Jean Abrazado  
Tel: +48 723 979 722



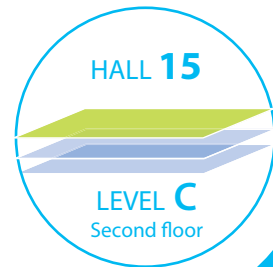
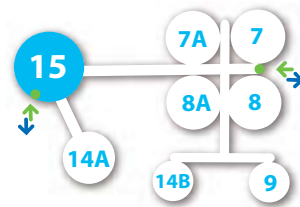


## Location of meeting rooms

All meetings of the Convention bodies and UNFCCC events are held at the Poznan International Fair Limited. Plenary **The Stork** is located in Hall 7A, accessible from Hall 15, first floor, through a passageway located next to the staircases. Plenary **Alpine Accentor** is located in Hall 8, diagonally opposite Plenary **The Stork**.

Meeting rooms are located in Hall 15, Level C and Level D, in Hall 8A (first floor), in Hall 14A (ground, first and second floor) and in Hall 7 (ground and first floor). There are further meeting rooms for observer organizations in Hall 14B (first, second and third floors) and in Hall 15, Level D. The EU Pavilion is located in Hall 9.

For the location of meeting rooms please see table on pages 25-26.



## Hall 14A - Ground floor

10 Meeting Room - Crayfish

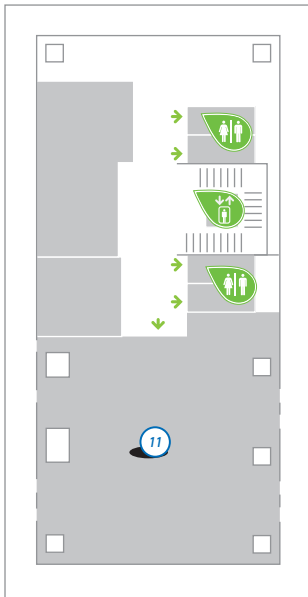
## Hall 14A - First floor

11 Meeting Room - Black - Headed Gull

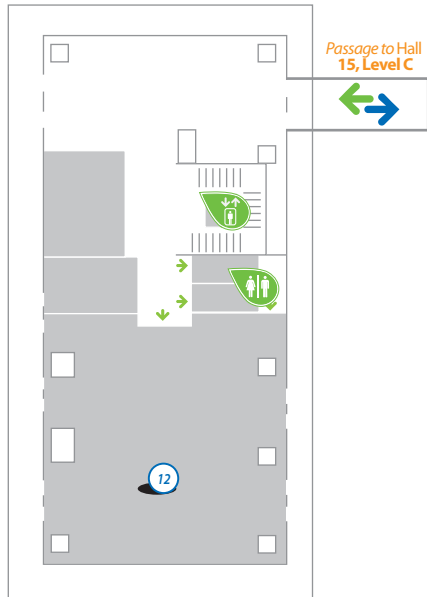
## Hall 14A - Second floor

12 Meeting Room - Wolf

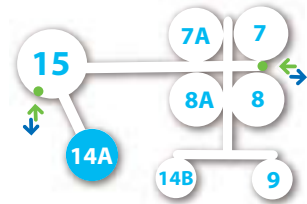




**First** floor



**Second** floor



# Passageways between the Plenary Halls

## 101 Climate Change Kiosk

The **Climate Change Kiosk** is the central point for information on climate change, the secretariat and its work, available in hard copy and electronic form.

The following *new publications* will be launched in Poznań:

- **Kyoto Protocol Reference Manual** - *Reference tool to assist Annex I Parties in the implementation of their commitments*
- **Nairobi Work Programme brochure** - *Update on the implementation of the Nairobi Work Programme*
- **Nairobi Work Programme Call for Action leaflets** (*update*)
- **Resource Guide for Preparing the National Communications of non-Annex I Parties**
- **Capacity-Building in Developing Countries**

### Contact information

Monday, 1 December to Friday, 12 December

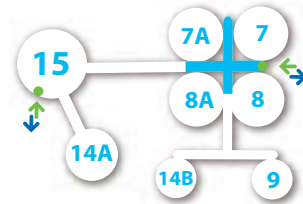
Alexander Saier  
Tel: +48 723 976 387  
asaier@unfccc.int





102 EU stand

Exhibits

103 Interview corner

104 Copy center



-  Plenary The Stork, Hall 7A
-  Plenary Alpine Accentor, Hall 8
-  Passage to Halls: 15 A, B, C, 14A
-  Exhibits

# passageways between the Plenary Halls

## Hall 8A - Ground floor

### 101 Media Centre / IBC

The Media Centre 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 **Press Conference Room** is located on the first floor in Hall 8A.

**Monday, 1 December to Friday,  
12 December 24 hours**  
(with limited services between 10 p.m. and 8 a.m.)

### 102 Media Information Counter

Elke Hoekstra  
Tel: +48 723 979 492  
ehoekstra@unfccc.int

Press Conference Room booking  
Annetta Dunn  
Tel: +48 723 979 493  
adunn@unfccc.int

### 103 Headphones distribution

### 104 Host Country Media Liaison

### 105 Radio and Television Cubicles

### 106 UNFCCC Media Coordinator

Axel Wuestenhagen  
Tel: +48 723 979 489  
awuestenhagen@unfccc.int

### 108 Conference Spokesman

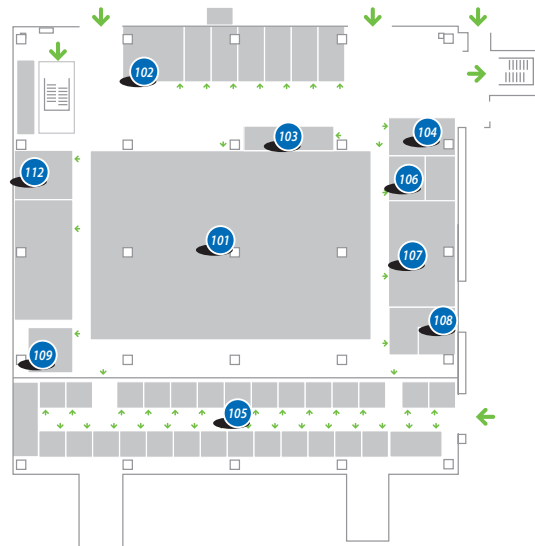
Spokesperson Tel: +48 723 979 497  
Eric Hall ehall@unfccc.int

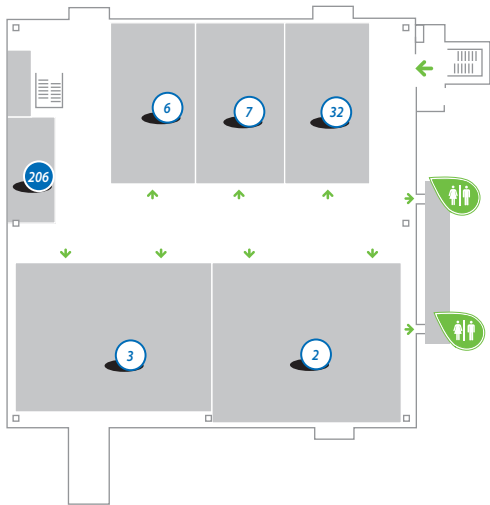
### 107 Media Liaison Office

UNFCCC Interview Requests  
Carrie Assheuer  
Tel: +48 723 979 703  
cassheuer@unfccc.int

Online services  
Alexander Saier  
Tel: +48 723 976 387  
asaier@unfccc.int

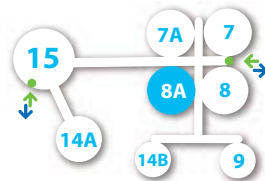
### 109 Radio studio





## Hall 8A - First floor

-  **2** Press Conference Room
-  **3** Meeting Room - Chamois
-  **6** Meeting Room - Kite
-  **7** Meeting Room - Wild Boar
-  **32** Meeting Room - Ermine
-  **206** Webcast



## Hall 7 - Ground floor

### 101 FIRST AID

### 102 Banking

The DSA disbursing currency is United States dollars. The bank also provides currency exchange services to and from Polish Złoty.

#### Hours

8.30 a.m. to 5 p.m.

### ATM machines

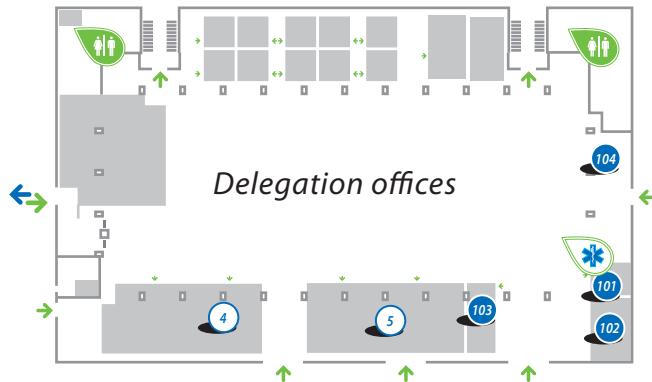
In addition to the bank services, **ATMs** are available in Hall 7, next to the bank office, and on the first floor in Hall 15, Level B, next to the passageway to the plenaries.

### 103 G77 and China Offices

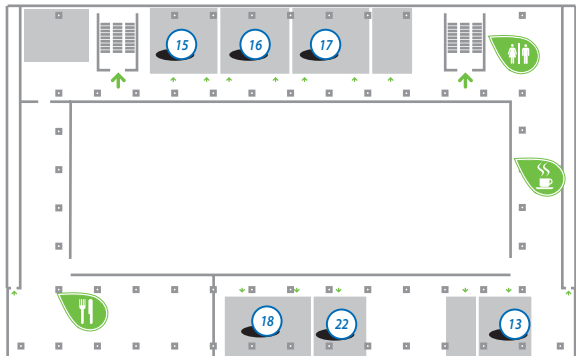
### 104 LDCs / SIDSs Office

### 4 Meeting Room - Seal

### 5 Meeting Room - Spider

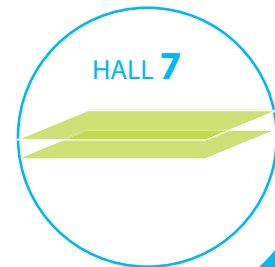
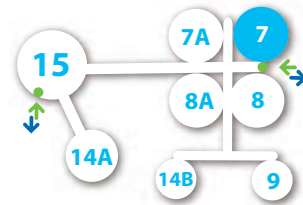






## Hall 7 - First floor

- 13 Meeting Room - Bat
- 15 Meeting Room - Kestrel
- 16 Meeting Room - Kingfisher
- 17 Meeting Room - Woodpecker
- 18 Meeting Room - Buzzard
- 22 Meeting Room - Ruff



## Hall 14B - First floor

- 25 Meeting Room - Aesculapian Snake
- 202 NGO Offices

## Hall 14B - Second floor

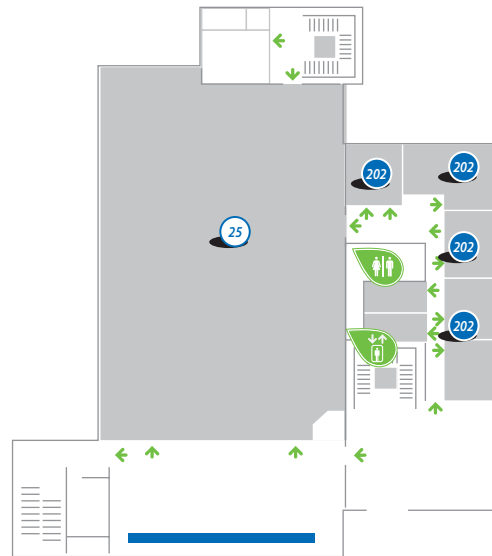
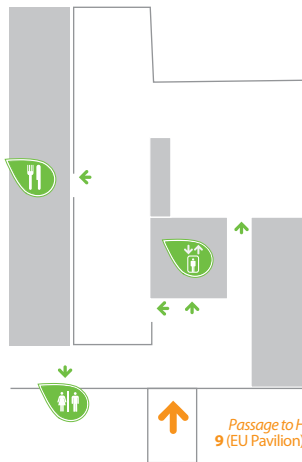
- 26 Meeting Room - Swan
- 302 Interpreters Lounge

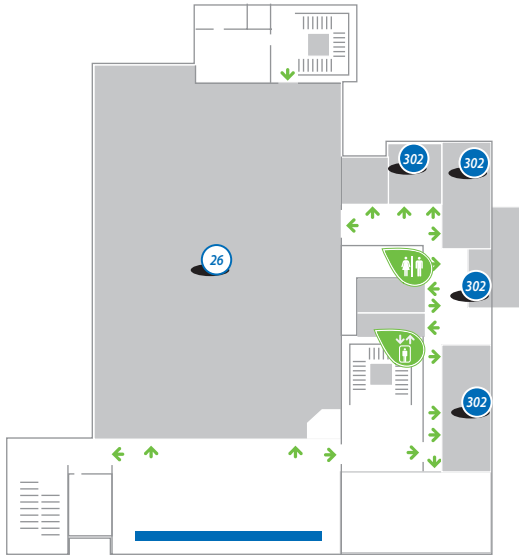
## Hall 14B - Third floor

- 28 Meeting Room - Grebe
- 29 Meeting Room - Fox
- 30 Meeting Room - White-Tailed Eagle

- 404 Side Events and Exhibits Coordination Office

 Exhibits

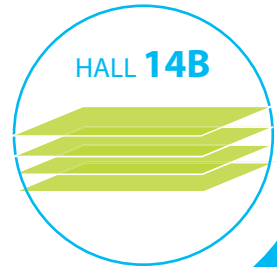
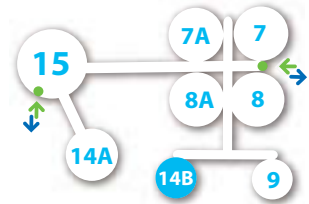




**Second** floor



**Third** floor





## *Civil society observer organizations*

All constituencies (business and industry non-governmental organizations (BINGO), environmental non-governmental organizations (ENGO), indigenous peoples organizations (IPO), local non-governmental organizations (LGMA), research and independent organizations (RINGO) and trade unions organizations (TUNGO)) have their offices located on the first floor in Hall 14B.

### **BINGO**

Carlos Busquets (ICC)  
Tel: +48 61 668 8370  
cbs@iccwbo.org

### **RINGO**

Monica Alessi (CEPS)  
Tel: +32 472 721 868  
monica.alessi@ceps.be

### **ENGO**

David Turnbull (CAN International)  
Tel: +48 61 668 8371  
dturnbull@climatenetwork.org

### **TUNGO**

Anabella Rosemberg (ITUC)  
Tel.: +33 677 699 429  
rosemberg@tuac.org

### **IPO**

Parshuram Tamang (IAIP)  
Tel: +48 61 668 8372  
ps@tamang.wlink.com.np

### **LGMA**

Ruud Schuthof  
Tel: +48 61 668 8374  
secretary.general@iclei.org

## Distribution of other documents and materials

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 on the first floor in Hall 15, Level B, in front of the Information Counter. Please provide a sample to the Observer Organizations Liaison team, located on the first floor in Hall 15, Level B, behind the Documents Distribution Counter. The “...inSide Climate Change” Publications Counter cannot manage large volumes, but will assist in rotating the range of documents. Organizers of exhibits are requested to display and distribute documents in their own exhibition area.

### Contact information:

Megumi Endo  
Observer Organizations Liaison  
Officer  
Tel: +48 723 976 396

Susan Brandmeir  
Observer Organizations Liaison  
Assistant  
Tel: +48 723 976 397

Sharon Taylor  
Observer Organizations Liaison  
Assistant  
Tel: +48 723 979 481

Alternatively, send e-mails to:  
[cool@unfccc.int](mailto:cool@unfccc.int)

Please keep your documents and dispose of those no longer needed in the recycling paper bins near the Documents Distribution Counter.  
Documents deposited elsewhere or not attributed will be removed.

## Side events and exhibits

Side events will take place in rooms located on the first, second and third floor in Hall 14B. Exhibitions are located along the passageways between Plenary The Stork, Plenary Alpine Accentor, Hall 7 and Hall 8A, in the Hall 14B and in Hall 15, Level C. “...inSide Climate Change”, a brochure containing the schedule of side events and a list of exhibits is available at the Information Counter and at the “...inSide Climate Change” Publication Counter located on the first floor in Hall 15, Level B. The schedule for side events is also included in the Daily Programme and displayed on the CCTV monitors in the conference venue. Poster boards are available at prominent locations for posting flyers or posters relating to side events.

### Contact information:

Megumi Endo  
Observer Organizations Liaison Officer  
Tel: +48 723 976 396

Anne Lutz  
Side Events and Exhibits Assistant  
Tel: +48 723 979 479

Moritz Weigel  
Side Events and Exhibits Assistant  
Tel: +48 723 979 480

Sharon Taylor  
Observer Organizations Liaison Assistant  
Tel: +48 723 979 481

Alternatively, send e-mails to: [cool@unfccc.int](mailto:cool@unfccc.int)

## Catering

Coffee corners and snack bars are located throughout the conference premises. Restaurants are located in the following areas:

*Hall 15, Level C / Second floor*

*Hall 15 B, Level B / First floor*

*Hall 7 First floor*

*Hall 8 / 8A First / Second floor*

*Hall 14B First floor*

*De Varsovie*

*Smaki i Aromaty\**

*Adria*

*To-Duo*

*Bankietowa*

*\* Open on a 24 hours basis*

**Please note that all catering must take place outside the conference rooms.**

### Catering and service providers

#### Contact information

Catering Serwiss GSS

Tel.: +48 61 826 39 74

Fax: +48 61 820 61 13

handlowy@spolem-gss.com.pl

www.spolem-gss.com.pl

(Hall 7, 8A and passageway)

#### Koneser Catering

Tel.: +48 61 877 07 00

Fax: +48 61 877 07 00

koneser@konesercatering.pl

www.konesercatering.pl

(Hall 15, 14A)

#### Taspol S.C.

Tel.: +48 61 869 23 07

Fax: +48 61 877 23 28

taspol@taspol.pzn.pl

www.taspol.poznan.pl

(Hall 14B, 9)

For rental of equipment:

#### Front Office of COP14 at Poznan International Fair

phone: +48 61 869 2111

fax: +48 61 869 2211

skype: cop14-poznan

cop14@mtp.pl

## *Meditation room*

The **meditation room** is located on the second floor in Hall 14B.

## *Transportation*

Conference participants may use public transport free of charge by presenting their conference identification badge.

**Taxi services** - Taxis are available at the taxi stands at the access points to the conference venue. The rate for a ride from the conference venue to the city center is about PLN 15.

## *Lost and found*

Lost and found items are kept in the Security Office located in Hall 15, Level A, at the main entrance to the PIF. For security reasons unattended items anywhere in the conference premises will be removed. **Tel: +48 61 668 8301**

## *Social events*

A welcoming reception hosted by the Government of Poland will take place on Monday, 1 December, at 8 p.m.

**A traditional Christmas market will take place in the old town of Poznań during the time of the conference.**

Further information on social events hosted by the Government of Poland during the high-level segment will be made available on the CCTV monitors and in the Daily Programme.



## *Information about Poznań*

The **Tourist Information** counter is located in Hall 15, Level A, at the main entrance of the Poznań International Fair Limited. It provides information about the city of Poznań and the region, information brochures, city plans and maps. Tickets for cultural events and sightseeing tours taking place during the conference are also available at the Tourist Information counter.

### **Hours**

8 a.m. to 7 p.m.

## *Consignments*

Please contact the shipment focal points or visit them at the Information Counter on the first floor in Hall 15.

### **Contact information:**

Tel.: +48 723 976 407

Tel.: +48 723 976 408

Tel.: +48 723 976 423

Tel.: +48 723 976 424

Tel.: +48 723 976 425

Tel.: +48 723 976 426

### **Hours**

8 a.m. to 7 p.m.



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## Important telephone numbers in Poznań

<i>European emergency number</i>	<b>112</b>
<i>Police</i>	<b>997</b>
<i>Fire brigade</i>	<b>998</b>
<i>Medical and ambulance emergency service</i>	<b>999</b>
<i>Tourist information</i>	<b>+48 61 851 9645, 9431</b>
<i>Telephone information</i>	<b>991</b>

**First Aid** is located on the ground floor in Hall 7. In the event of a medical emergency, please contact the medical staff.

**Tel.: +48 61 668 8599**

For other emergencies, please contact any security official.  
The Security Office is located in Hall 15, Level A, at the main entrance to the PIF.

**Tel.: +48 61 668 8300**

## Room Name

## Location

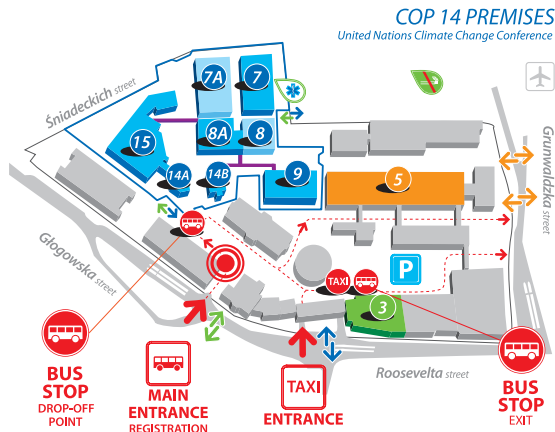
Plenary THE STORK	Hall 7A
Plenary ALPINE ACCENTOR	Hall 8
AESCULAPIAN SNAKE	Hall 14B, 1st floor
APOLLO BUTTERFLY	Hall 15C, 2nd floor
BAT	Hall 7, 1st floor
BEAR	Hall 15C, 2nd floor
BLACK-HEADED GULL	Hall 14A, 1st floor
BUZZARD	Hall 7, 1st floor
CHAMOIS	Hall 8A, 1st floor
CRANE	Hall 15C, 2nd floor
CRAYFISH	Hall 14A, ground floor
DEER	Hall 15C, 2nd floor
ELK	Hall 15C, 2nd floor
ERMINE	Hall 8A, 1st floor
EUROPEAN BISON	Hall 15D, 3rd floor
FOX	Hall 14B, 3rd floor
GREBE	Hall 14B, 3rd floor
GROUSE	Hall 15D, 3rd floor
KESTREL	Hall 7, 1st floor
KINGFISHER	Hall 7, 1st floor
KITE	Hall 8A, 1st floor
LYNX	Hall 15C, 2nd floor
OTTER	Hall 15C, 2nd floor
PRESS CONFERENCE ROOM	Hall 8A, 1st floor

## Room Name

RAVEN  
RUFF  
SEAL  
SPIDER  
SWAN  
WHITE-TAILED EAGLE  
WILD BOAR  
WILD SHEEP  
WOLF  
WOODPECKER

## Location

Hall 15C, 2nd floor  
Hall 7, 1st floor  
Hall 7, ground floor  
Hall 7, ground floor  
Hall 14B, 2nd floor  
Hall 14B, 3rd floor  
Hall 8A, 1st floor  
Hall 15D, 3rd floor  
Hall 14A, 2nd floor  
Hall 7, 1st floor



Main entrance for buses and shuttles



Drop-off point for buses and pick-up point for shuttles



Routes for buses and taxis



Entrance/exit for pedestrians „green”



Entrance/exit for pedestrians „orange”



Entrance/exit for pedestrians „blue”



„Blue zone” - for participants only



„Orange zone” - place of exhibition



Please note that the entire COP 14 premises is a non-smoking area. Thank you.



Parking zone

