

United Nations Climate Change Conference 2012
Doha, Qatar

INFORMATION FOR PARTICIPANTS

COP18/CMP 8

26 November to 7 December 2012



United Nations
Framework Convention on
Climate Change

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.

Contents

I. Welcome	5
II. General information	5
A. Visas	5
B. Access to the conference premises.....	5
C. Information Counter	5
D. Climate Change Studio.....	5
E. Consignments and shipping	6
F. Social events	7
Welcome reception on the occasion of COP 18/CMP 8	
G. High-level segment.....	8
H. Information about Qatar and Doha	8
Currency	
Weather	
Electricity	
I. Guidance for participants.....	8
Delegation nameplates	
Use of audio and video recording devices	
Environmental considerations	
III. Registration	9
A. Nominations	9
B. Credentials	9
C. Registering at the conference	9
D. Corrections to the list of participants	10
IV. Where to find what you need	11
Where do I get my conference badge?	11
Where are the pigeonholes for delegates?.....	11
Where do I get the Daily Programme?	11
Where are the conference and meeting rooms?	12
Where can I book a conference room or meeting room?	13
Where can I collect my daily subsistence allowance (DSA)?	13
Where do I find information on side events and exhibits?	14
Where do I find information on the UNFCCC process and the secretariat?	14

Where is the Lost and Found Office?	14
Where is the Prayer and Meditation Room?.....	15
Where can I get something to eat at the QNCC?	15
V. Services	15
A. Accommodation	15
B. Banking.....	15
C. Bloggers' Loft.....	15
D. Business Centre	15
E. Computer workstations	15
F. Consignment pick-up.....	16
G. Documentation and PaperSmart services	16
H. Media services.....	17
Media Centre and press facilities	
Communications and Media Team	
I. Medical services	18
J. Multimedia services	18
Webcasts	
Accessing multimedia content	
Social media	
K. Press briefings.....	19
L. Transportation	19
Arrival and departure	
Official conference shuttle	
Getting around the QNCC	
VI. Key contacts	19
A. Emergencies (Security)	19
B. Key secretariat contacts	20
VII. Final disclaimer	20

I. Welcome

Welcome to the United Nations Climate Change Conference 2012, host to the eighteenth session of the Conference of the Parties (COP) and the eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), held at the **Qatar National Convention Centre (QNCC)** in Doha, Qatar.

This document answers frequently asked questions and provides a range of information to facilitate your participation and stay during the conference. Additional information is available on the following websites:

UNFCCC website for COP 18/CMP 8: <<http://unfccc.int/2860.php>>.

Host country website: <<http://www.cop18.qa/en-us/homepage.aspx>>.

II. General information

A. Visas

All foreign delegates entering the State of Qatar must have a valid passport and visa. The Government of the State of Qatar has implemented an eVisa system to process the issuance of visas for conference participants. **Please note that the eVisa system is completely separate from the UNFCCC Online Registration System for Parties and Observers.** Visas to attend COP 18/CMP 8 will be provided online by the State of Qatar upon confirmation of the nomination of the participant. In order to confirm nomination, it is essential to indicate clearly the passport number and date of birth of participants when applying for the eVisa. For more information on the issuance of visas and for eVisa application, please visit:

<<http://www.cop18.qa/en-us/delegateinformation/obtainingvisa.aspx>>.

B. Access to the conference premises

Please note that access to the conference area is restricted to registered participants of the sessions. In order to comply with the security requirements of the secretariat, participants are expected to wear their badges visibly at all times and in all areas. If you lose your badge, please report it to the Registration Counter immediately.

C. Information Counter

The **Information Counter, located on Level 1 of the QNCC**, provides information about the conference and venue.

Information Counter opening hours:

Sunday, 25 November to Friday, 7 December

8 a.m. to 7 p.m.

D. Climate Change Studio

The Climate Change Studio, a collaboration between the UNFCCC secretariat and Climate Change TV, provides a space for one-on-one interviews with a wide array of stakeholders from businesses and NGOs as well as Party delegates, to discuss the effects of climate change, causes of global warming and possible solutions.

All interviews at the Studio are video recorded and posted to the Climate Change TV website: <<http://www.climate-change.tv/cctv-videos/unfccc-inside>>.

Videos from this and previous conferences are listed on the website by first name and by meeting, and may be found using the search tool.

To book an interview at the Studio, please contact the UNFCCC secretariat at: cool@unfccc.int.

E. Consignments and shipping

Consignments to Doha will be handled by DB Schenker South Africa, in association with Overseas Cargo. Consignments may be received at the main warehouse from 1 November onwards at the following address:

Micco Warehouse Qatar
DB Schenker Cargo Section
Alsailyah Industrial Area
Salwa Road Ext 17
Doha, Qatar
Contact: Mr. Brett Language, Senior Operations Coordinator
Tel: +974 771 07444

DB Schenker South Africa has been appointed as the sole official warehousing and distribution services provider contracted by the Government of Qatar. This company has also been appointed by the Government of Qatar as preferred clearing agent for import/export, customs clearing, freight forwarding and warehousing and distribution logistics on behalf of the delegates and exhibitors (via its Doha office). In conjunction with the Doha Customs Office, DB Schenker has been given special permission pertaining to customs clearing matters. The Government of Qatar therefore strongly recommends consigning all COP 18/CMP 8 materials to DB Schenker.

Please note that all transactions will be handled on a strict cash in advance or cash on delivery basis, before delivery can be effected to the QNCC. No other freight forwarding or clearing company is permitted to deliver any freight to the QNCC after lock-down and therefore all freight must be delivered to the DB Schenker warehouse facility. For further information on customs clearance matters, please contact:

Mr. Mohammad Matalka
E-mail: matalka@overseas-cargo.com

Mr. Deno Moodlayiar
E-mail: deno.moodlayiar@dbschenker.com
or
Mr. Alan Harris
E-mail: alan.harris@dbschenker.com

The handling tariff for customs clearance, warehousing and transportation to the QNCC is available from DB Schenker's Doha office. Please contact:

Ms. Emma Smith

E-mail: emma.smith@schenker.co.za

or

Mr. Henning Zimmermann

E-mail: henning.zimmermann@dbschenker.com

For more information on consignments and shipments, please refer to the official shipping guidelines available on the UNFCCC website.

To facilitate customs clearance, all consignments sent to COP 18/CMP 8 that are part of the exhibition material should be clearly labelled as '**No commercial value, goods for exhibition purposes only**'. All consignments labelled as such are duty free and can be imported into Qatar on a temporary import basis without import tax duties.

To facilitate the tracking of the consignee, **the sender, organization, recipient or responsible person, and telephone number or e-mail address should be clearly visible on the consignment label**. The total number of pieces should be clearly marked on each parcel, for example 1/10, 2/10, etc.

Labels for consignments to exhibits, side events and delegations are different with regard to storage; therefore please mark them accordingly.

How to obtain the consignment labels:

Side events and exhibits: the consignment labels will be sent to official organizers that have accounts in the side events and exhibits online registration system (SEORS).

Delegations: the consignment labels may be obtained upon request by e-mail from consignments@unfccc.int.

You are requested to send your **tracking number** as well as your **air waybill number** to consignments@unfccc.int, in order to facilitate tracking and customs clearing formalities.

The above information may also be found at:

<http://unfccc.int/meetings/doha_nov_2012/meeting/6815/php/view/logistics.php>.

F. Social events

Welcome reception on the occasion of COP 18/CMP 8

A reception to inaugurate the Qatar Sustainability Expo and welcome participants of COP 18/CMP 8 will take place on Monday, 26 November. The reception is open to all participants.

Further information will be made available in due course and will also be available on the CCTV monitors and in the Daily Programme for Monday, 26 November. Participants are reminded that in order to enter the reception venue they will need to be registered and to show their conference badges.

G. High-level segment

The high-level segment of the conference, to be attended by ministers and other senior officials, will be inaugurated during the afternoon of Tuesday, 4 December. Statements by ministers and other heads of delegation will be heard in joint meetings of the COP and the CMP on 5 and 6 December. The high-level segment will conclude on Friday, 7 December.

Given the number of Parties and the limited amount of time available for statements, it will be necessary to limit the duration of each statement. The recommended time limit is three minutes. Statements on behalf of groups, where the other members of the group do not speak, are strongly encouraged and additional time will be provided for these.

Official statements will not be circulated in hard-copy form during the high-level segment. For further information concerning distribution of documents and statements, please see 'Documentation and PaperSmart services'.

The completed registration form for inclusion in the list of speakers for the high-level segment should be addressed to:

External Relations Officer, Conference Affairs Services

Tel: +49 228 815 1611 or +49 228 815 1306

Fax: +49 228 815 1999

E-mail: sessions@unfccc.int.

H. Information about Qatar and Doha

Information on visiting Qatar is provided by the Host Government on the website it has established for the conference: <<http://www.cop18.qa/en-us/exploreqatar.aspx>>.

Currency

The currency in Qatar is the riyal. 1 USD = 3.64 Qatar riyals.

All credit cards are used and accepted for withdrawing money and commercial transactions. Check with your bank if charges and commission fees apply.

Weather

The temperature in Doha ranges from 20 °C to 29 °C in November, and from 15 °C to 25 °C in December.

Electricity

The electricity supply in Qatar is 220/230 volts AC 50 Hz. Most plugs are three-pin or two-pin. Adapters can be purchased but may be in short supply. US-made appliances may need a transformer. Most hotel rooms have 110 volt outlets for electric shavers and other appliances.

I. Guidance for participants

Delegation nameplates

Delegates are requested not to remove country nameplates from the meeting rooms. The secretariat is unable to replace these at short notice, and this can lead to serious disruptions at meetings.

Use of audio and video recording devices

The making of audio and video recordings, including any external transmission, by Party or observer organization delegations during open and closed official meetings and in designated security zones is not permitted. The secretariat provides audio recordings of official meetings, as required by Parties. Webcasts are provided for open plenary meetings.

Environmental considerations

Please help to enhance the environmental sustainability of the conference with these suggestions:

- Recycle your waste such as bottles, cans and paper.
- Re-use paper that has print on one side only.
- Print and photocopy on both sides and keep the font size to a legible minimum.
- Turn off room lights and IT equipment when not in use and enable energy-saving features.
- Keep your lanyard for use at your next UNFCCC meeting or, alternatively, return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of the QNCC for this purpose.

III. Registration

A. Nominations

Online registration for Parties and observer States to nominate their representatives is currently open. Please confirm your delegation as soon as possible and prior to the sessions.

Online registration for IGOs and NGOs to confirm their representatives is open from Monday, 15 October at midnight CET until Thursday, 22 November at midnight CET.

B. Credentials

Credentials must be issued by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. Representatives, alternate representatives and advisers are requested to deposit the corresponding letters of credentials in the **External Relations Office**, located in the Conference Affairs Services offices on the Ground Floor Level of the QNCC near the Theatre. No other office of the secretariat or of the Host Government is designated to receive credentials.

C. Registering at the conference

All participants are requested upon arrival at the QNCC to go to the **Registration Counter**, which will be open from Saturday, 24 November to Friday, 7 December (with the exception of Sunday, 2 December), in order to collect their conference badges. You will need an official badge to gain access to the premises.

Representatives of Parties and observer organizations should present registration staff with a valid photo ID and their nomination acknowledgement letter generated from the UNFCCC Online Registration System.

Press badges are issued to accredited press representatives on presentation of a valid press card, a letter of assignment and an identification document (e.g. a passport). Press badges, unless indicated otherwise, allow access to all public meetings and sessions. Please go to <https://onlinereg.unfccc.int/> to apply for media accreditation.

Please be aware that 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:

Saturday, 24 November and Sunday, 25 November: 9 a.m. to 6 p.m.

Monday, 26 November to Saturday, 1 December: 8 a.m. to 7 p.m.

Sunday, 2 December: Registration will be closed.

Monday, 3 December to Thursday, 6 December: 8 a.m. to 7 p.m.

Friday, 7 December: 8 a.m. to 6 p.m.

To avoid delays, it is highly recommended that Party delegates register on Saturday, 24 November, while IGO and NGO representatives are encouraged to register on Sunday, 25 November.

Registration for IGOs and NGOs will be closed from 8 a.m. to 12 p.m. on Monday, 26 November.

Please be aware that you can register only once for the sessions.

Registration contacts:

For Parties, observer States and observer organizations:

Ms. Vera-Lynn Watson

Tel.: +974 33030755

E-mail: sessions@unfccc.int

or vwatson@unfccc.int

For press and media:

Tel.: +974 33361217

or

Ms. Maria Garcia

Tel.: +974 33361218

E-mail: pressreg@unfccc.int

Enjoy using the UNFCCC lanyard. Please keep it for use at your next UNFCCC meeting or, alternatively, return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of the QNCC for this purpose.

If you would like to update your badge photo, please ask at the Registration Counter.

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 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.

D. Corrections to the list of participants

A list of participants at the conference is produced by the secretariat. If you would like to make a correction, please notify Ms. Vera-Lynn Watson at the Registration Counter.

IV. Where to find what you need

Where do I get my conference badge?

Parties and press as well as IGO and NGO representatives duly nominated and confirmed through the Online Registration System can register and have their photograph taken at the **Registration Counter** located at the entrance of the QNCC.

Where are the pigeonholes for delegates?

Pigeonholes for the distribution of official documents and messages are located on the Ground Floor Level near the main PaperSmart desks beyond the Registration area and through the underpass connection to the QNCC. Delegates are requested to check their pigeonholes at regular intervals.

Participants are requested to refrain from distributing non-official material, such as information related to other meetings, future conferences or publicity material, via the pigeonholes. Flyer leaflets for side events will not be authorized. On an exceptional basis, personalized invitations, publications or documents relevant to the climate change negotiations that are clearly attributed to a Party or an admitted observer organization may be authorized for distribution through the pigeonholes. Parties requiring such authorization are requested to provide a sample of the item for distribution to the External Relations Team. IGOs and NGOs are requested to provide a sample to the Observer Organizations Liaison Team. The teams are based at the UNFCCC Conference Affairs Services office on the Ground Floor Level of the QNCC, at the end of the hall coming from the car park next to the Theatre.

Publications that are clearly attributed to a Party or an admitted observer organization that is not exhibiting may be distributed and displayed at the **Climate Change Publications Counter/s**, after approval. Please provide a sample to the staff at the counter or contact the Side Events and Exhibits Coordination Office located in Hall 4.

Documents that are deposited elsewhere or not attributed to the conference will be removed.

For further information on distributing documents at the Climate Change Publications Counter/s, please refer to the Side Events and Exhibits brochure (see http://unfccc.int/meetings/doha_nov_2012/meeting/6815/php/view/seors.php) or contact:

Ms. Lindita Xhaferi-Salihu
Tel: +974 33049403
E-mail: see@unfccc.int

Where do I get the Daily Programme?

In line with the objectives of the United Nations PaperSmart initiative, the Daily Programme for the conference will be made available in electronic form only. A PDF version will be made available each morning on the UNFCCC conference website at http://unfccc.int/meetings/doha_nov_2012/meeting/6815/php/view/dailyprogramme.php and the PaperSmart portal papersmart.un.org/unfccc/cop18. The version of the Daily Programme that is accessible via the PaperSmart portal will provide additional features and links to other conference-related pages, thus serving as a fast locator of the information needed for the day's meetings.

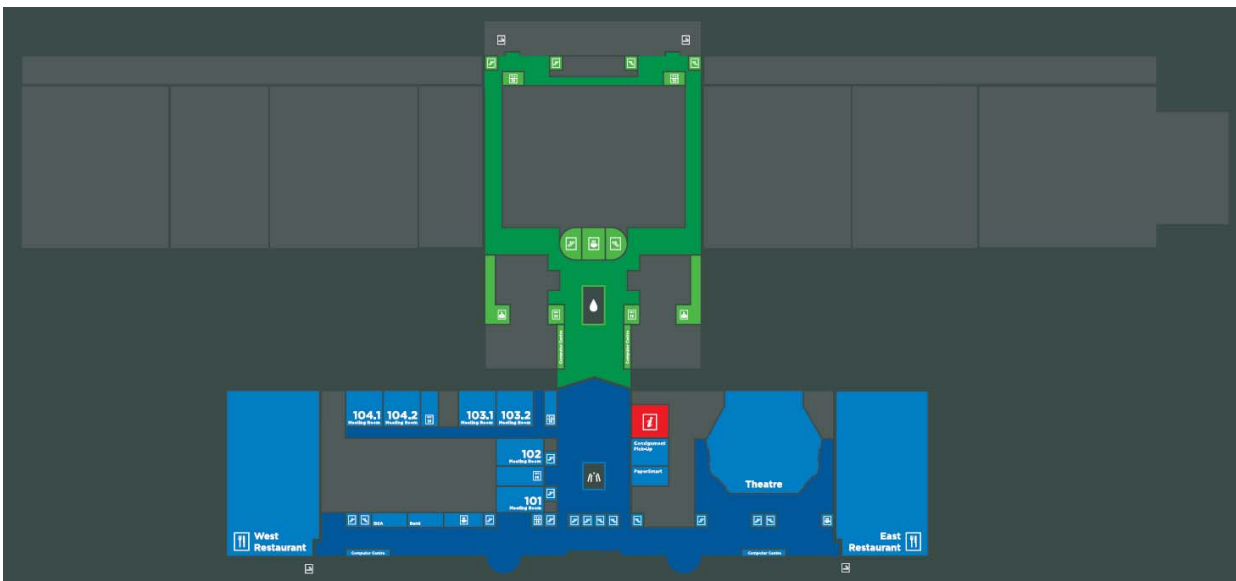
Please see 'Documentation and PaperSmart services' for more information on official documents.

Where are the conference and meeting rooms?

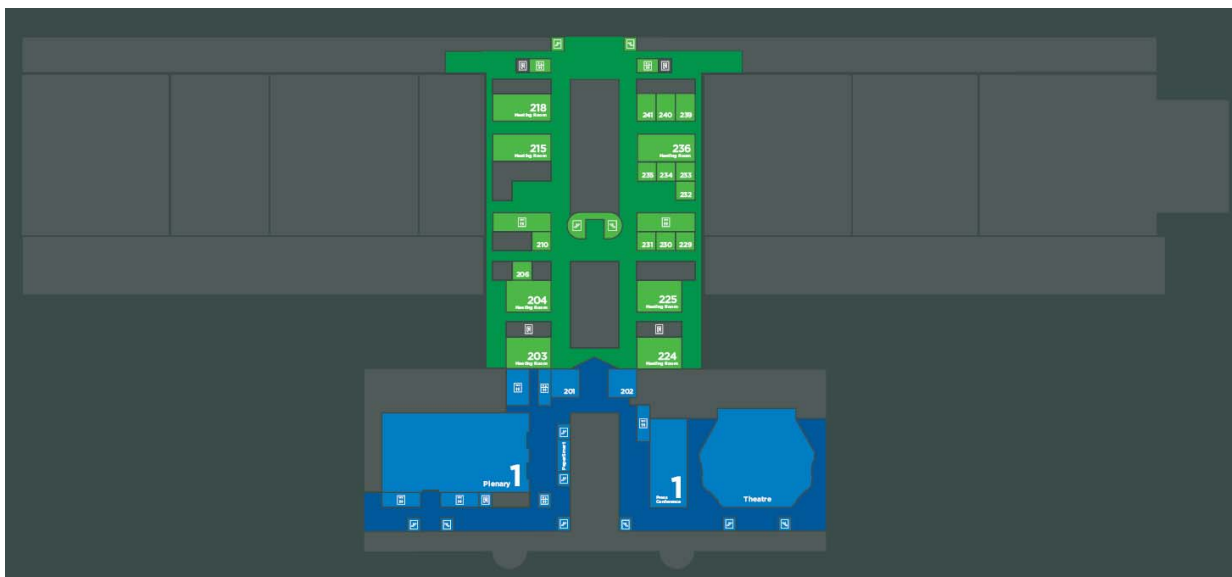
QNCC Ground Floor Level



QNCC Level 1



QNCC Level 2



Where can I book a conference room or meeting room?

Meeting rooms on site may be booked for closed meetings, availability permitting. To book a meeting room, please complete a Meeting Room Request form, which can be downloaded from http://unfccc.int/files/logistics/application/msword/meetingroom_request_form.doc.

Before Monday, 26 November, a completed form can be submitted to meetingrequest@unfccc.int. As of Monday, 26 November, forms must be handed in at the **Information Counter located on Level 1 of the QNCC close to the area with the Spider.**

Room assignment will be confirmed on the evening before the meeting date. Rooms are booked free of charge for a maximum of one hour per Party or organization per day. The rooms may have to be vacated at any time if the negotiation process so requires.

Meeting room availability and contact information:

Monday, 26 November to Friday, 7 December: 8 a.m. to 6 p.m.

E-mail: meetingrequest@unfccc.int

Please note that food and drink is 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 the QNCC.

Participants are requested not to remove interpretation headsets from the foyers or meeting rooms.

Where can I collect my daily subsistence allowance (DSA)?

Delegates from Parties eligible for funding can collect their DSA from the **Administration Office located at the Sheraton Doha Resort & Convention Hotel** during the pre-sessionals.

Opening hours of the Administration Office at the Sheraton Doha Resort & Convention Hotel:
Monday, 19 November to Saturday, 24 November
9 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

For the duration of the conference, DSA may be collected from the **Administration Office located on Level 1 of the QNCC after passing the underpass connection towards QNCC.**

Opening hours of the Administration Office at the QNCC:
Monday, 26 November to Friday, 7 December: 9 a.m. to 12 p.m. and 1 p.m. to 5 p.m.
The office will be closed on Sunday, 2 December.

A passport or other official identification (with photo ID), flight ticket and boarding pass stubs are required when claiming DSA.

Contacts:

Ms. Petra Meiranke
Tel.: +974 33351986

E-mail: pmeiranke@unfccc.int

or

Ms. Anja Lorenzini
Tel.: +974 33351987

E-mail: alorenzini@unfccc.int

Where do I find information on side events and exhibits?

Side event web schedules are available at:

<http://regserver.unfccc.int/seors/reports/events_list.html?session_id=COP18/CMP8>.

The exhibit list is available at:

<http://regserver.unfccc.int/seors/reports/exhibits_list.html?session_id=COP18/CMP8>.

For any other information, please refer to the Side Events and Exhibits brochure, which will be available at <http://unfccc.int/meetings/doha_nov_2012/meeting/6815/php/view/seors.php>, or contact staff at the Side Events and Exhibits Coordination Office located in Hall 4.

Information on side events is also displayed on the **CCTV monitors**.

Where do I find information on the UNFCCC process and the secretariat?

The central point for information on climate change, the secretariat and its work is the secretariat's website, <<http://unfccc.int>>, where publications, information and data may be downloaded free of charge. In addition, the Climate Change Kiosk in the exhibition area offers electronic publications on the secretariat and its streams of activities.

Where is the Lost and Found Office?

Lost and found items can be reported and collected at the **Security Office/Lost and Found Office** on the Ground Floor Level of the QNCC. For security reasons, unattended items found anywhere on the conference premises will be removed by security.

Where is the Prayer and Meditation Room?

The Prayer and Meditation Room is located on Level 1 of the QNCC. Two rooms, one for women and one for men, are available.

Where can I get something to eat at the QNCC?

A variety of food options is available throughout the conference venue.

V. Services

A. Accommodation

Participants can enquire with Qatar Airways Holidays – the official booking partner of COP 18/ CMP 8 – for assistance with making travel and accommodation arrangements:

<<http://www.cop18.qa/en-us/participantinfo/accommodation.aspx>>.

B. Banking

Banking services are available at the following QNB bank branches:

Sheraton Doha Resort & Convention Hotel branch

Tuesday, 20 to Thursday, 22 November and Sunday, 25 November: 9 a.m. to 3 p.m.

QNCC First Floor Cash Office

Monday, 26 November to Friday, 7 December: 9 a.m. to 5 p.m.

C. Bloggers' Loft

The Bloggers' Loft is an online work area for bloggers and online communicators from the observer community. The Loft offers 50 work spaces; each equipped with table work space, chair, electrical power connection and a hard-wired Internet connection (RJ45) to the "participants" branch of the conference IT network. In addition, an open wireless network is available.

Use of the Bloggers' Loft is prioritized for designated online communications professionals, such as bloggers from admitted observer organizations. All others may use the computer centres. Special secondary badges will be issued to up to 100 prioritized users. Requests for these badges should be made to see@unfccc.int.

D. Business Centre

Photocopying, printing and fax services, pre-paid phone cards, mobile phones and SIM cards are available on a commercial basis in the **Business Centre** located on the Ground Floor Level of the QNCC near the Exhibition Halls.

E. Computer workstations

Computer workstations are available in various areas on each level of the conference centre. The equipment is intended for use by all participants, except in the **Written Press Computer Centre** in Hall 9 (Ground Floor Level) of the QNCC, which is reserved for the exclusive use of members of the media. Computers are available for participants on a first come, first served basis. These

workstations provide Internet access and are equipped with word processing and spreadsheet software.

Computer workstation availability:

Monday, 26 November to Friday, 7 December: 9 a.m. to 9 p.m.

Please be considerate and allow those waiting to use the equipment during periods of high demand. Instructions regarding connection and dial-up numbers are available on the desks.

Please note that in support of the PaperSmart initiative, printing facilities will be available only on a commercial basis at the Business Centre, at a reasonable cost.

F. Consignment pick-up

To send or receive a consignment, please contact our consignment focal point, Mr. Arafat Sharifzahda, or make your enquiries at the **Information Counter** (see 'Information Counter').

Contact information:

Mr. Arafat Sharifzahda

E-mail: consignments@unfccc.int

G. Documentation and PaperSmart services

The UNFCCC secretariat is committed to enhancing the environmental sustainability of its operations and of UNFCCC conferences and meetings. The reduction of paper usage is one step in this direction. In order to achieve this goal for COP 18/CMP 8 and beyond, and to enhance the electronic availability of documentation and other information, the United Nations PaperSmart initiative will be implemented at these sessions.

Official documents can be accessed in two ways at the conference:

- **From computers and other mobile devices**, for viewing and downloading via the PaperSmart portal <papersmart.un.org/unfccc/cop18>. Documents will also be made available on the free iPhone and iPad application 'Negotiator' (see 'Multimedia services') and, as usual, on the UNFCCC website.
- **At PaperSmart desks** located throughout the conference centre, where assistance with downloading electronic documents will be available. Hard-copy versions of documents may be ordered in advance in limited quantities at the desks or via the PaperSmart portal, for collection at the desks.

This system will replace the traditional 'Documents Counter' at COP 18/CMP 8. The service covers all pre-session and in-session documentation, including all language versions, as well as an improved Daily Programme.

Participants are encouraged to carry their laptops or mobile devices so as to make maximum use of electronic versions of documents. Ways to enhance access to recharging facilities are being investigated.

While this new, more sustainable, mode of work is being introduced, every effort will be made to ensure the smooth progress of the sessions. Special attention will be paid to ensuring that key documents for adoption at the conclusion of the sessions are available to delegates for consideration. Further information on the PaperSmart initiative can be found in the [secretariat's note](#)

[on PaperSmart services at COP 18/CMP 8](#), and at papersmart.un.org. Please also visit our [PaperSmart FAQ page](#).

H. Media services

Media Centre and press facilities

Press and media facilities in Hall 9 will be available for set-up on Saturday, 24 November, and will be fully operational from Sunday, 25 November to Friday, 7 December. The **Media Centre** will be equipped with computers, printers, electrical power outlets for laptops, and closed-circuit television to follow the meetings.

The secretariat's Media and Communications team will be available to provide information and respond to queries and interview requests. There may be limited seating available for print media in the plenary hall, as well as limited space for television staff, photographers and official delegation media representatives. The main meetings, press conferences and other activities will be broadcast live into the Media Centre. There will also be overflow rooms when certain meetings reach full capacity.

The secretariat provides a special online reporting service to the media. Every day, an online video will be made available at <http://unfccc.int>, summarizing the secretariat's press briefings. The videos can be viewed and downloaded for podcast. The secretariat encourages online media to link to the videos. All videos can also be found on www.youtube.com/climateconference and on iTunes.

Audio-visual and sound feeds of the main meetings, press conferences and other events will be provided to broadcasters by the host broadcaster Qatar Television (QTV).

Communications and Media Team

Members of the secretariat's Communications and Media Team may be contacted in person or by e-mail. Additional general information is available in the press section of <<http://unfccc.int>>.

Communications and Media Team	
Mr. Eric Hall Spokesperson E-mail: ehall@unfccc.int	Mr. Alexander Saier Media Coordinator E-mail: asaier@unfccc.int
Ms. Carrie Assheuer Press accreditation and registration Web: < https://onlinereg.unfccc.int >	Mr. John Hay Media Liaison Officer Booking of interviews with the UNFCCC Executive Secretary E-mail: press@unfccc.int
Ms. Elke Hoekstra Media Information Desk E-mail: ehoekstra@unfccc.int	Ms. Annetta Dunn Booking of press conferences E-mail: pressconf@unfccc.int
Mr. Tim Davis Manager, International Broadcast Centre E-mail: davis.tim52@gmail.com	Ms. Lucy Waruingi Media Training Workshop E-mail: lwaruingi@unfccc.int
Mr. Bahaa Elkoussy Director UNIC Beirut E-mail: elkoussy@un.org	
Mr. Jamil Mroue Chief Spokesperson for the Government of Qatar E-mail: j-mroue@cop18.qa	Ms. Raghida Haddad Media Liaison for the Government of Qatar E-mail: r-haddad@cop18.qa

I. Medical services

First-aid professionals will be available at all times at the conference venue and a range of high-quality medical facilities are available in Doha.

J. Multimedia services

Webcasts

For the duration of the sessions, 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. The key plenary meetings will also be streamed in Arabic. On-demand files of the webcasts will be available shortly after the close of each meeting.

Accessing multimedia content

Multi-media coverage and webcasts will be posted on the official conference website at <<http://unfccc.int>>. This website is complemented by the host country website at <<http://www.cop18.qa/>>.

In addition, the secretariat offers a mobile version of the UNFCCC website, <mobile.unfccc.int>, and the official iPhone and iPad application, '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 the Facebook and Twitter channels.

Please note that Negotiator can be downloaded for free via iTunes: <<http://unfccc.int/iphoneapp>>.

Social media

Community tools such as Facebook, Twitter and Flickr will allow participation in and response to the conference in Doha. 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>
- YouTube: <www.youtube.com/climateconference>
- Flickr: <www.flickr.com/photos/unfccc>

K. Press briefings

Delegations, IGOs and United Nations agencies will hold press conferences in **Press Conference Room 1**, located on Level 2 (Auditorium 3) of the QNCC, and NGOs will speak to the press in **Press Conference Room 2**, located on the Ground Floor Level (Auditorium 1) of the QNCC. The live schedule of press conferences may be accessed at <<http://unfccc.int>> and on the iPhone and iPad application 'Negotiator' (see 'Multimedia services').

L. Transportation

Arrival and departure

Prior to or upon arrival at Doha International Airport, we encourage you to contact your hotel for airport transfer arrangements. There will also be a COP 18/CMP 8 booth providing assistance at the airport.

Official conference shuttle

A complimentary transport service will be provided between selected conference shuttle hubs and the QNCC. Full services will operate from 26 November to 7 December. The hub locations and further information are available at:

<<http://www.cop18.qa/en-us/participantinfo/transport.aspx>>.

Getting around the QNCC

Please be advised that the QNCC is a large venue which requires a lot of walking. Comfortable footwear is advised.

VI. Key contacts

A. Emergencies (Security)

For medical emergencies, please contact one of the two medical clinics, located on the Ground Floor of the QNCC in Room G325 and on Level 1 of the QNCC near the Pool Café.

For other emergencies, please contact United Nations security staff (wearing a United Nations uniform) deployed throughout the premises, or call the On-site Security Duty Officer (QNCC/ UN Control Centre): Tel: +974 44707911

Outside the QNCC, you may call the following emergency numbers for assistance:

Emergency Services (Fire and Metro Police): Tel: +974 44707999

Medical Emergencies: Tel: + 974 44708080

B. Key secretariat contacts

Area of responsibility	Name
Executive Secretary	Ms. Christiana Figueres
Deputy Executive Secretary	Mr. Richard Kinley
Coordinator & Principal Legal Adviser	Mr. Dan Bondi Ogolla
Coordinator, Conference Affairs Services	Ms. Salwa Dallalah
Conference of the Parties (COP)	Ms. June Budhooram
Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)	Ms. June Budhooram
Subsidiary Body for Implementation (SBI)	Mr. Youssef Nassef
Subsidiary Body for Scientific and Technological Advice (SBSTA)	Ms. Wanna Tanunchaiwatana
Director for Implementation Strategy	Mr. Halldór Thorgeirsson
Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP)	Mr. Sergey Kononov
Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA)	Ms. Olga Pilifosova
Liaison with Government delegates and registration; funding for delegations	Mr. Horacio Peluffo
Liaison with observer organizations	Ms. Megumi Endo
Conference Spokesperson	Mr. Eric Hall

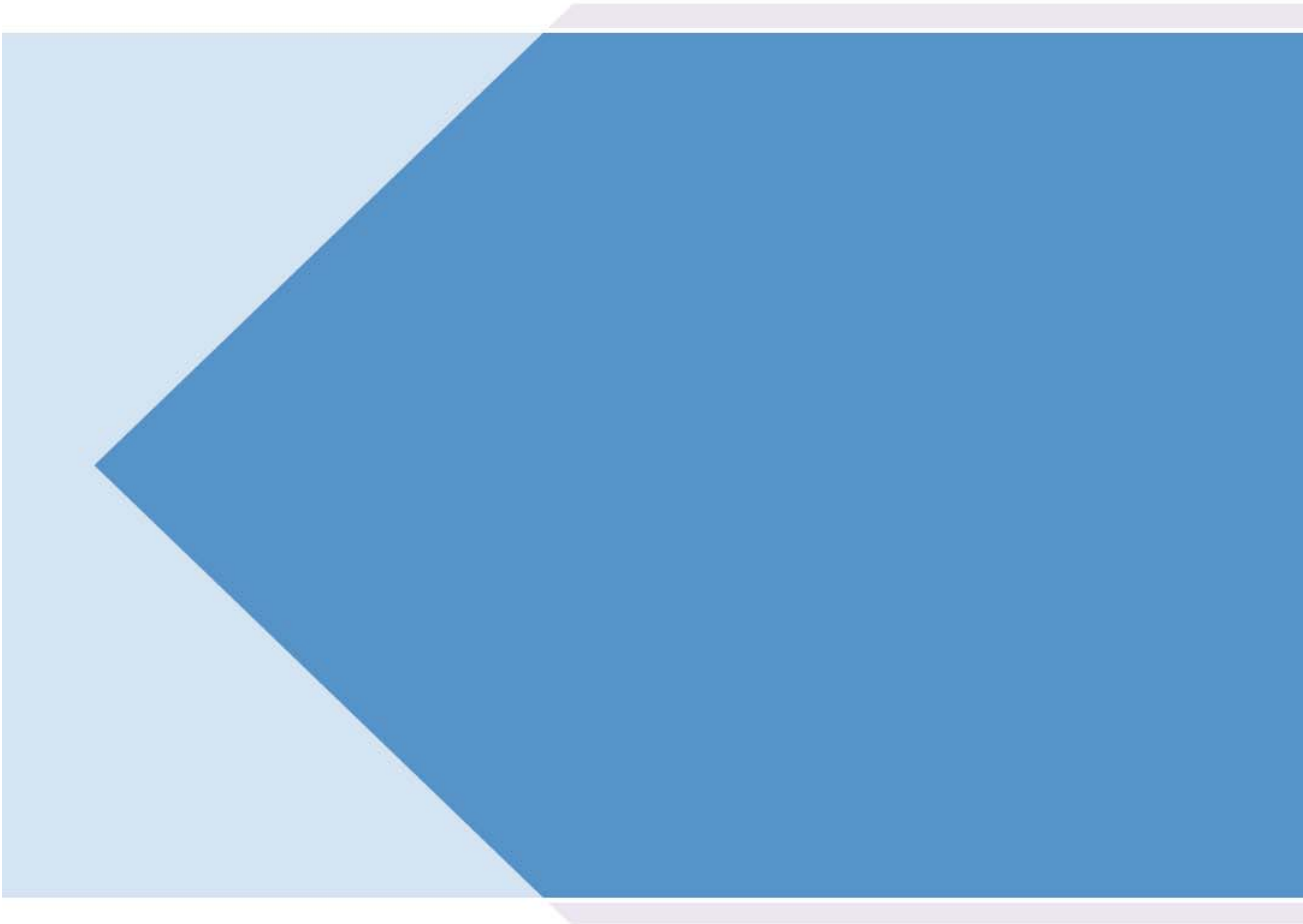
VII. Final disclaimer

In the interest of security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.

For more information go to <<http://www.unfccc.int>> or
<<http://www.cop18.qa/en-us/homepage.aspx>>



United Nations
Climate Change Conference



Information for Participants Brochure

The secretariat will update this brochure as more information becomes available.