

**COP17/CMP7**

28 NOV – 9 DEC 2011

# INFORMATION FOR PARTICIPANTS



**United Nations**

Climate Change Conference 2011  
Durban, South Africa

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 United Nations Climate Change Conference 2011, host to the seventeenth session of the Conference of the Parties (COP) and the seventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), held at the International Conference Centre (ICC) in Durban, South Africa.

This document answers frequently asked questions and provides a range of information to facilitate your participation and stay during the conference.

## Registration

### Where do I get my conference badge?

Parties, observers and press can register and have their photograph taken at the **Registration Counter**. Signage at the central transportation hub will help to direct participants to this counter. Once you pass through the Climate Change Response Expo area, you will reach the temporary structure housing the registration area.

Badges are issued to representatives of Parties on the basis of a letter of nomination from Parties.

Representatives of observer organizations who have been duly nominated and confirmed using the UNFCCC Online Registration System will be issued badges. Photo ID is required to obtain a badge.

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.

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).

Early registration on Saturday or Sunday, 26–27 November 2011 is highly recommended in order to avoid delays.

Registration Counter opening hours for Parties:

Tuesday, 22 November to Saturday, 26 November: 9 a.m. to 6 p.m.

Sunday, 27 November: 8 a.m. to 9 p.m.

Monday, 28 November to Friday, 9 December: 8 a.m. to 6 p.m.

Registration Counter opening hours for NGOs/IGOs:

Saturday, 26 November: 9 a.m. to 6 p.m.

Sunday, 27 November: 8 a.m. to 9 p.m.

Monday, 28 November: 11 a.m. to 6 p.m.

Tuesday, 29 November to Friday, 9 December: 8 a.m. to 6 p.m.

**Registration for IGOs and NGOs will be closed on Monday, 28 November from 8 a.m. to 11 a.m.**

Registration contacts:  
For Parties, observer States, and observer organizations:  
Ms. Vera-Lynn Watson  
Tel: +27 31 819 5736  
Fax: +27 31 819 6100  
[sessions@unfccc.int](mailto:sessions@unfccc.int)  
E-mail: [vwatson@unfccc.int](mailto:vwatson@unfccc.int)

For press and media:  
Ms. Carrie Assheuer  
or  
Ms. Naana Beeko  
Tel: +27 31 819 5759  
E-mail: [pressreg@unfccc.int](mailto:pressreg@unfccc.int)

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

Please note that access to the conference area is restricted to registered participants of the meetings. 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.

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.

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

Please take your comments and corrections to Ms. Vera-Lynn Watson (see page 5) at the Registration Counter.

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## **Pigeonholes for delegates**

Pigeonholes for the distribution of official documents and messages, which delegates are kindly requested to check at regular intervals, are located next to the Documents Counter which is on the left as you come in via the main entrance of the ICC. Participants are requested to refrain from distributing non-official material via the pigeonholes.

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## Delegation nameplates

Delegates are kindly 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.

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## Credentials

Representatives, alternate representatives and advisers should present credentials issued either by their Head of State or Government, or by their Minister for Foreign Affairs. Delegations are kindly requested to present the corresponding letters of credentials to the **External Relations team** in the Conference Affairs Office, located on the ground floor of the ICC next to the Lost and Found office.

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## Where can I get general information?

The **Information Counter**, located on the ground floor of the ICC next to the **Documents Counter**, provides information about the conference and venue.

Information Counter opening hours and contact information:  
Sunday, 27 November to Friday, 9 December: 7:30 a.m. to 8:30 p.m.  
Tel: +27 31 819 5734

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## Social events

### Welcome reception on the occasion of COP 17/CMP 7

A welcome reception hosted by the President of COP 17/CMP 7, Her Excellency Ms. Maite Nkoana-Mashabane, Minister of International Relations and Cooperation of the Republic of South Africa, will take place on Monday, 28 November 2011, from 6 p.m. to 10 p.m. at the City Hall of Durban. The reception is open to all participants.

Guest of honour:

The President of the Republic of South Africa, His Excellency Mr. Jacob Zuma

Further information will be made available on the CCTV monitors and in the Daily Programme of Monday, 28 November 2011. Participants are reminded that in order to enter the reception venue they will need to be registered and to show their conference badges.

## NGO party

COP 17/CMP 7 NGO party  
Saturday, 3 December 2011, from 7 p.m. to 2 a.m.  
"New Beach" area - Lower Marine Parade, opposite Dr. Pixley Kaseme Street Circle

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Version 1.6

(updated 27 November 2011)

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

All with conference badges are welcome! Badge required for entrance

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## Documents

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

The Daily Programme provides detailed information on all scheduled meetings of the Convention bodies, meetings of other groups, events and announcements relevant to the conference. The Daily Programme is available at the Documents Counter, located on the ground floor of the ICC next to the Information Counter, and at <[www.unfccc.int](http://www.unfccc.int)>.

Documents Counter opening hours and contact information:  
Monday, 28 November to Friday, 9 December: 8 a.m. to 8 p.m.  
Tel: +27 31 819 5718

Information in the Daily Programme is subject to change. For the most up-to-date information regarding meetings and rooms, please check the CCTV monitors located throughout the ICC.

In addition to the Daily Programme, all official documents are available at the Documents Counter. The provisional list of participants will be posted on the UNFCCC website. Parties will find a hard copy of the list of their respective nominees in their pigeonholes for correction. The final list of participants will be posted on the UNFCCC website at the end of the conference. Participants will be informed when it is available.

UNFCCC documents are also available on the UNFCCC website or by e-mail upon request to: [secretariat@unfccc.int](mailto:secretariat@unfccc.int)

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### Where can I distribute documents?

Personalized invitations, publications or documents by a Party or an admitted observer organization that are clearly attributed to the climate change negotiations may be authorized for distribution in the **pigeonholes**, located next to the Documents Counter. Parties requiring such authorization are requested to provide a sample of the item for distribution to the External Relations team. (The team is located on the ground floor of the ICC next to the Lost and Found.) IGOs and NGOs are requested to provide a sample of any such items to the staff at the Documents Counter, or to contact the Observer Organizations Liaison team, located in the Durban Expo Centre (DEC) for guidance and authorization.

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**, after approval. Please provide a sample to the staff at the counter, or contact the Side Events and Exhibits Coordination Office located in the DEC for guidance and authorization. The counter is located in the middle of the DEC.

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, please refer to the Side Events and Exhibits brochure (<<http://unfccc.int/logistics/items/5976.php>>) or contact:

Ms. Geeta Reddy  
Tel: +27 31 819 5740  
E-mail: [See@unfccc.int](mailto:See@unfccc.int)

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## Meeting rooms

### Where can I book a meeting room?

Meeting rooms on site may be booked for closed meetings, availability permitting. To book a meeting room, please complete the Meeting Room Request form and submit it to [meetingrequest@unfccc.int](mailto:meetingrequest@unfccc.int). As of Monday, 28 November requests must be handed in at the **Meeting Room Assignment Counter** on the ground floor of the ICC, next to the Documents Counter. The Meeting Room Request 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 evening before the meeting date. Rooms are booked free of charge for a maximum of one hour per Party/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, 28 November to Friday, 9 December: 8 a.m. to 6 p.m.  
Tel: +27 31 819 5734

E-mail: [meetingrequest@unfccc.int](mailto:meetingrequest@unfccc.int)

Note that food and drink are not permitted in the meeting rooms, and the conference premises are a non-smoking environment. Smokers are encouraged to enjoy the fresh air around the ICC.

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

Meeting Room Table		
Local Name	Room Name	Capacity
ICC Hall 5	Baobab	1,332
ICC Hall 4	King Protea	1,395
ICC Hall 1A	Safsaf Willow	488
ICC Hall 2B	Honey Buchu	250
ICC Hall 3B	Candelabra	250
ICC Hall 2A	Sagewood	200
ICC Hall 2C - 1	Wild Bush Petunia	150
ICC Hall 2C - 2	Natal Flame Bush	150
ICC Hall 6A	Cape Gardenia	101
ICC Hall 6B	Kudu Lily	128
Meeting Room 22BCDEG	Camel Thorn	110
ICC Hall 3C - 1	Marula	104

ICC Hall 2E	Sweet Thorn	108
ICC Hall 2D	Albizia	81
ICC Hall 3C - 2	Mangrove	81
Meeting Room 21 DEF	Sabi Star	60
ICC Hall 3A 09	Wild Teak	80
ICC Hall 3A 10	Rock Ash	80
ICC Hall 3A 11	Red Adler	60
ICC Hall 3A 12	White Seringa	60
ICC Hall 3A 13	Agapanthus	60
ICC Hall 3A 14	Clanwilliam Cedar	60
ICC Hall 3A 15	Karoo Cycad	57
ICC Hall 3A 16	Pod Mahogany	60
Meeting Room 22F	Bushveld Gardenia	40
Meeting Room 22A	Mopane	40
ICC Hospitality Suite 25A	Assegai	24
ICC Hospitality Suite 24A	Coast Coral Tree	24
DEC Coast of Dreams	African Wattle	200
ICC Hall 1B	Yellowwood	300
ICC Meeting Room 21 ABCG	Kosi Palm	150
DEC Hall 2W	Amanzimtoti River	514
DEC Hall 2C - 1	Levubu River	311
DEC Hall 2C - 2	Indwe River	311
DEC Hall 2E - 1	Bloukrans River	311
DEC Hall 2E - 2	Orange River	272
DEC Hall 1 - 1	Hex River	162
DEC Hall 1 - 2	Apies River	162
DEC Hall 1 - 3	Blyde River	162
DEC Hall 1 - 4	Berg River	162
DEC Hall 6	Hluhluwe River	102
DEC Mystrals	Bhira River	58
DEC Hall 1	CC Studio	—

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## Transportation

Shuttle buses, exclusive to delegates, will provide transport connecting the hotels in key locations with the central transport hub near the COP 17/CMP 7 conference venue. A basic coach service will also connect the outer areas in the morning and evening periods with the routes following national routes north, south and west. Further detailed information is available at

<<http://www.cop17-cmp7durban.com/en/durban/getting-around-durban.html>>

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## Information on climate change

### Where do I find information on side events and exhibits?

Please refer to the [Side Events and Exhibits brochure](#).

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(updated 27 November 2011)

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

For further information please contact staff at the **Side Events and Exhibits Coordination Office** located on the upper floor of the DEC.

Information on side events is also included on **CCTV monitors**.

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## **Catering for side events**

Due to space constraints at the conference venue, it will not be possible to arrange catering for side events.

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## **Climate Change Kiosk**

### **Where do I find information on the process and the secretariat?**

The central point for information on climate change, the secretariat and its work is available at the **Climate Change Kiosk**, located on the ground floor of the DEC. Informational material is available in hard copy and electronic form. All publications can be downloaded from the UNFCCC website ([www.unfccc.int](http://www.unfccc.int)).

Monday, 28 November to Friday, 9 December

Mr. Humphrey Asaah  
E-mail: [hasaah@unfccc.int](mailto:hasaah@unfccc.int)

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## **Daily subsistence allowance disbursement and travel**

Delegates from Parties eligible for funding can collect their daily subsistence allowance (DSA) from the **Administration Office** located on the lower level of the ICC. You will need your passport or other official identification (with photo ID), flight ticket and boarding pass stubs when claiming DSA.

Administration Office opening hours:

Tuesday, 22 November to Friday, 25 November: 9 a.m. to noon, 1p.m. to 5 p.m.  
Monday, 28 November to Friday, 2 December: 9 a.m. to noon, 1 p.m. to 5 p.m.  
Monday, 5 December to Friday, 9 December: 9 a.m. to noon, 1 p.m. to 5 p.m.

Travel and DSA contact:  
Ms. Petra Meiranke  
E-mail: [pmeiranke@unfccc.int](mailto:pmeiranke@unfccc.int)  
or  
Ms. Gloria Rutahakana  
E-mail: [grutahakana@unfccc.int](mailto:grutahakana@unfccc.int)  
Tel: +27 31 819 5721

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(updated 27 November 2011)

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

## Media Centre and press facilities

Press and media facilities will be available for set-up on Saturday, 26 November, and will be fully operational from Sunday, 27 November to Friday, 9 December.

The Media Centre is located in the ICC. The writing press area is in the gallery area of the upper level, and offers various services to accredited press and media representatives, including PCs with Internet access, and plug-and-play facilities. The International Broadcasting Centre and the offices of the UNFCCC media support team are on the lower level of the ICC.

Two press conference rooms are located on the upper level of the ICC and will allow governments and observer organizations to address the media corps. All press conferences are webcast live and on-demand in English and the floor language.

Staff may be contacted in person or by email. Telephone requests should be directed to the Media Call Centre at: Tel. +27 31 819 5732

Additional general information is available in the press section on <[www.unfccc.int](http://www.unfccc.int)>.

<b>Mr. Kevin Grose</b> Media Coordinator	
<b>Mr. Eric Hall</b> Spokesperson E-mail: <a href="mailto:ehall@unfccc.int">ehall@unfccc.int</a>	<b>Mr. Alexander Saier</b> Deputy Media Coordinator E-mail: <a href="mailto:mediainfo@unfccc.int">mediainfo@unfccc.int</a>
<b>Ms. Carrie Assheuer</b> Press accreditation and registration E-mail: <a href="mailto:pressreg@unfccc.int">pressreg@unfccc.int</a>	<b>Mr. John Hay</b> Media Liaison Officer Booking of interviews with the UNFCCC Executive Secretary E-mail: <a href="mailto:press@unfccc.int">press@unfccc.int</a>
<b>Ms. Elke Hoekstra</b> Media Information Desk E-mail: <a href="mailto:ekoekstra@unfccc.int">ekoekstra@unfccc.int</a>	<b>Ms. Annetta Dunn</b> Booking of press conferences E-mail: <a href="mailto:pressconf@unfccc.int">pressconf@unfccc.int</a>
<b>Mr. Tim Davis</b> Manager, International Broadcast Centre E-mail: <a href="mailto:ibc@unfccc.int">ibc@unfccc.int</a>	<b>Ms. Lucy Waruingi</b> Developing country journalists E-mail: <a href="mailto:lwaruingi@unfccc.int">lwaruingi@unfccc.int</a>
<b>Ms. Helen Hoedl</b> Media Liaison UNFCCC/UNIC E-mail: <a href="mailto:helene.hoedl@unic.org">helene.hoedl@unic.org</a> (please cc <a href="mailto:press@unfccc.int">press@unfccc.int</a> )	
<b>Mr. Clayson Monyela</b> Chief spokesperson for the South African Presidency E-mail: <a href="mailto:mokgothadib@dirco.gov.za">mokgothadib@dirco.gov.za</a>	<b>Mr. Albi Modise</b> Media Liaison Government of South Africa E-mail: <a href="mailto:amodise@environment.gov.za">amodise@environment.gov.za</a>

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## Computers and printers

There are two computer centres on the premises. One is located on the upper floor of the ICC, and the other in the DEC (see Virtual Participation Center below). For the exclusive use of media participants, we have the **Writing Press Computer Centre** in the gallery on the upper floor of the ICC. 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, 28 November to Friday, 9 December: 9 a.m. to 9 p.m.

Please be considerate and allow those waiting to use this equipment in periods of high demand. The equipment is intended for use by all participants. Instructions regarding connection and dial-up numbers are available on the desks.

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## Virtual Participation Centre

Party delegates and representatives of observer organizations are invited to participate in various activities in the Virtual Participation Centre located on the ground floor of the DEC.

This includes the:

- Digital Media Lounge
- Bloggers' Loft
- Climate Change Studio

The **Digital Media Lounge** provides a central point for participants to engage with on-line reporters and communications professionals on issues of concern. Participants will be able to present their ideas, tell their stories and interact with "Digital Media" and others while also engaging with civil society around the world through blogs, websites and social media, such as Facebook and Twitter.

PROGRAMME: The Digital Media Lounge offers a daily programme of mini-events, each 30 minutes in duration. An open area location allows for presentations with TelePresence/video conferencing to an audience of 10-20 persons. Event slots are offered on first come, first served basis. For bookings contact: [lounge@unfccc.int](mailto:lounge@unfccc.int)

Presenters have the possibility to:

- Speak to the audience personally or with a small group (max. 4)
- Use the installed TelePresence/video conference technology to connect to an external speaker
- Present a PowerPoint
- Conduct a discussion or Q&A with the audience

Introduced at COP 16 in Cancun, the **Bloggers' Loft** is an on-line work area for bloggers and online communicators from the observer community. The Loft is comprised of some 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. Bandwidth is provided off a GB backbone and can be managed to assist in uploading.

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(updated 27 November 2011)

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

The Loft features both Cisco TelePresence and video conference facilities, and a demonstration community call centre put in place by TechAmerica Europe with the support of Skype and Microsoft.

ACCESS AND USE: Use of the Bloggers' Loft is prioritized for designated online communications professionals e.g. bloggers, etc. from approved 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: [climatechangestudio@unfccc.int](mailto:climatechangestudio@unfccc.int)

The **Climate Change Studio**, an innovative collaboration between the UN Climate Change Secretariat and Climate-Change.tv, provides for one-on-one videos with a wide array of stakeholders from businesses and NGOs as well as Party delegates, discussing the effects of climate change, causes of global warming and possible solutions.

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

Interviewee's videos are listed alphabetically by first name, by COP, or can be searched via the search tool.

Booking an interview can be done through the UNFCCC secretariat at: [cool@unfccc.int](mailto:cool@unfccc.int)

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## Social media and mobile services

Apart from website information on <http://unfccc.int>, the secretariat is offering the mobile version of the UNFCCC website [mobile.unfccc.int](http://mobile.unfccc.int) and the official **iPhone/iPad** application **Negotiator** for the conference.

Using the iPhone/iPad application, 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: The iPhone/iPad app Negotiator can be downloaded for **free** via iTunes: <http://unfccc.int/iphoneapp>.

The secretariat is offering a special online reporting service to the media. On a daily basis, an online video will be made available at <http://unfccc.int> summarizing the secretariat's daily press briefing. This video can be viewed and downloaded for podcast. The secretariat is encouraging online media to link to the online video. All videos can be found on [YouTube.com/climateconference](http://YouTube.com/climateconference) and on iTunes.

Community tools such as Facebook, Twitter and Flickr, will allow participation in and response to the conference in Durban. All links can be found on the Durban conference page on <http://unfccc.int>.

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## Webcasts of the sessions

For the duration of the sessions, all official meetings and press conferences will be available live and on demand, with English or floor language audio streams. On-demand files will be available shortly after the close of each meeting.

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## Use of audio-/video-recording devices by participants at UNFCCC sessions

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.

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## Photocopying, fax machines and public telephones

Photocopying and fax services, pre-paid phone cards, mobile phones, and SIM cards are available on a commercial basis in the **Business Centre** located in the Computer Centre on the upper level of the ICC, as well as in the Business Centre in the service area of the DEC. Pay-card phones are available around ICC.

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## Bank services

First National Bank offers banking services in their branch located on the lower level of the ICC. These include cashing travellers' cheques and foreign exchange services. A cash machine (ATM) is available 24 hours a day adjacent to the lower level branch.

Banking opening hours:

Tuesday, 22 November	9 a.m. to 3 p.m.
Wednesday, 23 November	9 a.m. to 3 p.m.
Thursday, 24 November	9 a.m. to 3 p.m.
Friday, 25 November	9 a.m. to 3 p.m.
Saturday, 26 November	8.30 a.m. to 3 p.m.
Sunday, 27 November	Closed
Monday, 28 November	9 a.m. to 3 p.m.
Tuesday, 29 November	9 a.m. to 3 p.m.
Wednesday, 30 November	9 a.m. to 3 p.m.
Thursday, 1 December	9 a.m. to 3 p.m.
Friday, 2 December	9 a.m. to 3 p.m.
Saturday, 3 December	Closed
Sunday, 4 December	Closed
Monday, 5 December	9 a.m. to 3 p.m.
Tuesday, 6 December	9 a.m. to 3 p.m.
Wednesday, 7 December	9 a.m. to 3 p.m.

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(updated 27 November 2011)

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

Thursday, 8 December  
Friday, 9 December

9 a.m. to 3 p.m.  
9 a.m. to 3 p.m.

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## Consignments and shipping information

Consignments to COP 17/CMP 7 are handled by DB Schenker South Africa. Shipments will be received at the main warehouse from **21 November 2011** at the address below:

Schenker Warehouse South Africa  
2/4 Murrayfield Park  
c/o Avenue & Prospecton Road  
Prospecton, Durban  
SOUTH AFRICA  
For the Attention of:  
Mr. Alan Wise, Warehouse/Distribution Manager  
Tel.: +27 31 902 9649

DB Schenker South Africa has been appointed as the official warehousing and distribution services provider contracted by the South African Government (Department of International Relations and Cooperation (DIRCO)). The company is also available to handle import/export customs clearing, freight forwarding and warehousing/distribution logistics on behalf of the delegates/exhibitors via its Durban office. 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 ICC in Durban. For further information on customs clearance matters, please contact the following directly:

Mr. Deno Moodlayiar  
Tel.: +27 31 569 7500,  
Mob: +27 83 635 4319  
E-mail: [deno.moodlayiar@dbschenker.com](mailto:deno.moodlayiar@dbschenker.com)

Mr. Alan Harris  
Mob: +27 83 677 3987  
E-mail: [alan.harris@dbschenker.com](mailto:alan.harris@dbschenker.com)

To facilitate customs clearance, all consignments sent to COP 17/CMP 7 that are part of the exhibition material, should be clearly labeled as 'non-commercial goods for education and training purposes only'. **Consignments are limited to one cubic metre of exhibition material per exhibitor.**

To facilitate the tracking of the consignment by the receiver, the sender organization, recipient/responsible person, telephone number or e-mail address of the receiver should be clearly visible on the consignment label.

Please label your consignment 'EXHIBIT', 'SIDE EVENT' and 'DELEGATION' accordingly as these shipments will be stored in different areas.

**To track your consignment effectively, you are requested to send your tracking number OR  
airway bill number in a scanned format to the following email address:**

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

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along with the name of the organization that is sending the goods and the name of the receiver who will sign off on the consignment at the venue.

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## **Consignment pick-up**

To send or receive a consignment, please contact our consignment focal point, Mr. Alexander Demissie, or make your enquiries at the **Information Counter** (see page 7).

Contact information:  
Mr. Alexander Demissie  
Tel: +27 76 227 2000  
E-mail: [ademissie@unfccc.int](mailto:ademissie@unfccc.int)

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## **Prayer and Meditation Room**

The Prayer and Meditation Room is located on the ground floor of the ICC.

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## **Quiet Room**

The Quiet Room is located on the ground floor of the ICC.

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## **Lost and Found Office**

Lost and found items can be reported and solicited at the **Security Office** on the ground floor of the ICC. For security reasons, unattended items found anywhere on the conference premises will be removed by security.

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## **Medical services and emergency numbers**

For medical emergencies, please contact one of the three medical suites, located on the ground floor of the ICC by the entrance to Plenary 2, on the upper floor by the café, and in the DEC.

For other emergencies, please contact United Nations security staff (wearing a United Nations uniform) deployed around the premises, or call:

**On-site Security Duty Officer:**  
Tel: +27 31 819 5777

Outside the ICC, you can call the following emergency numbers for assistance:

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## Emergency Services (Fire, Metro Police and Medical):

Tel:+27 31 361 0000

### Ambulances:

10177 all areas

### Emergency Services:

107 all areas

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## Venue Maps

### Overview



#### ICC Exhibition Centre

- 1: Transportation Hub
- 2: Accreditation
- 3: Security Screening
- 4: Delegation Offices "DEC North Plaza"
- 5: Entrance and Exit
- 6: Side Event Room "Amantzimtoti River"
- 7: Side Event Room "Luvubu River"
- 8: Side Event Room "Inhawe River"
- 9: Side Event Room "Bloukrans River"
- 10: Side Event Room "Orange River"
- 11: Virtual Participation Centre
- 12: Exhibits Area
- 13: Outer Limits Restaurant
- 14: Side Event Room "Hex River"

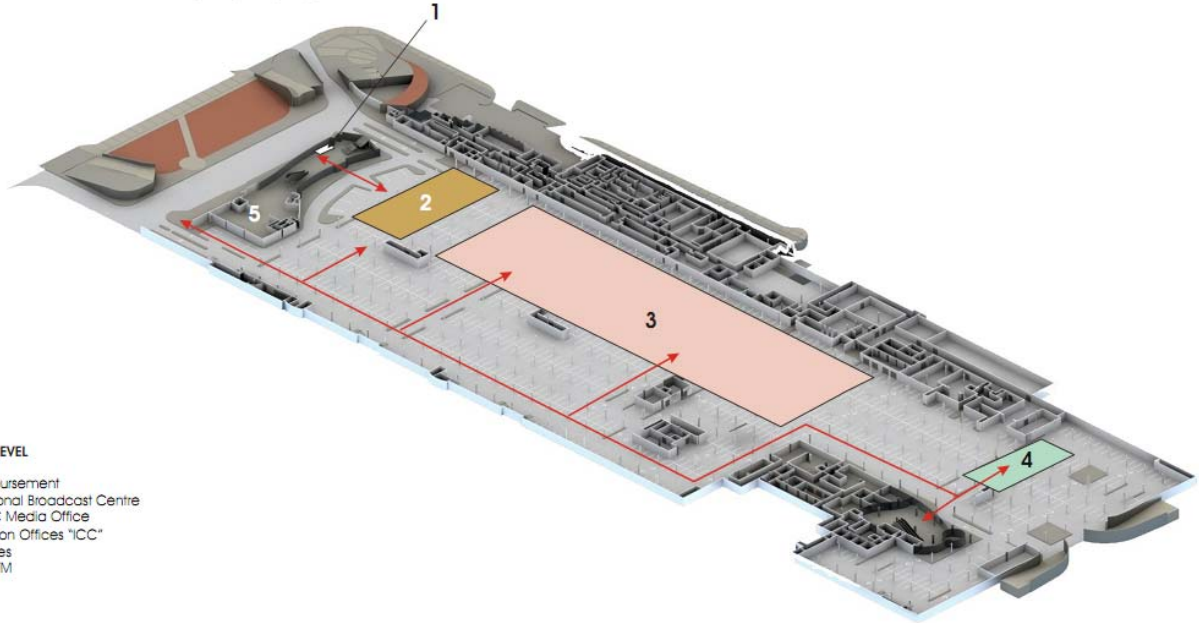
- 15: Side Event Room "Aples River"
- 16: Side Event Room "Byde River"
- 17: Side Event Room "Berg River"
- 18: Delegation Offices "DEC South Plaza"
- 19: Side Event Room "Hluhluwe River"
- 20: Telepresence Rooms and Booking
- 21: Side Event Room "Bhita River"
- 22: Meeting Room "African Wattle"
- 23: Side Events and Exhibits Coordination Office
- 24: Medical Suite 1
- 25: Catering Area "East Park"
- 26: Constituency Offices
- 27: Youth Coalition Office

- 28: Entrance / VIP Entrance
- 29: Entrance
- 30: Entrance Media & ICC Staff
- 31: Exit

**A: ICC Durban**  
**B: Hilton Hotel**

## ICC Lower Level

Lower Level

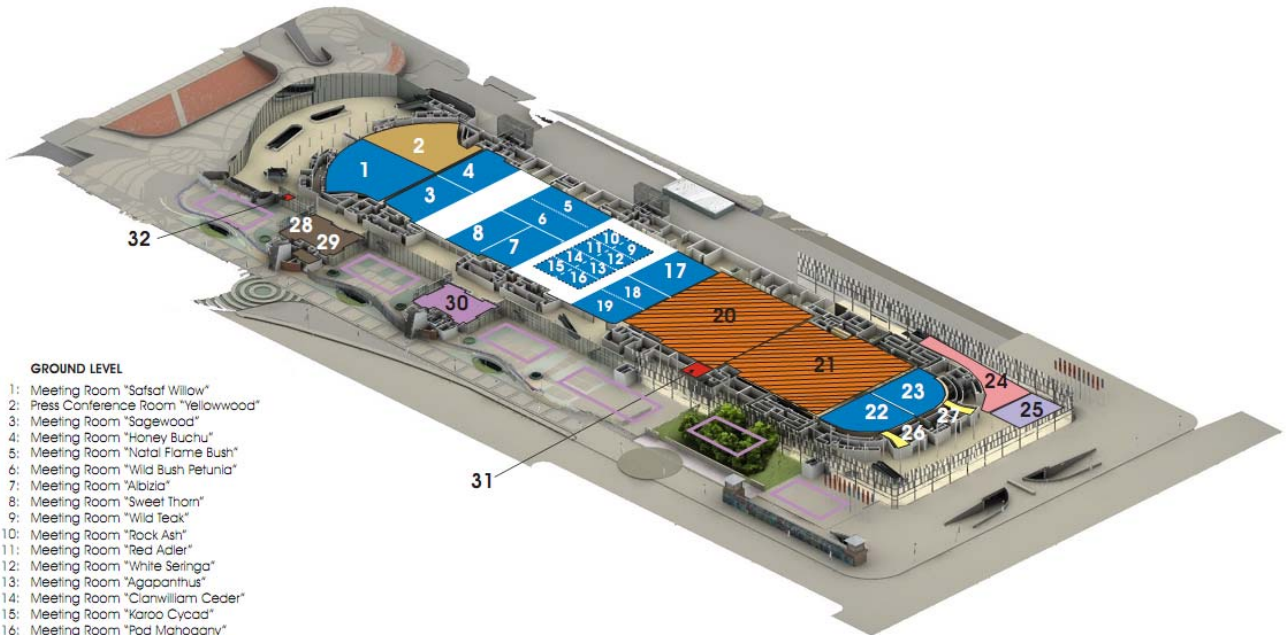


### LOWER LEVEL

- 1: DSA Disbursement
- 2: International Broadcast Centre  
UNFCCC Media Office
- 3: Delegation Offices "ICC"
- 4: VIP Offices
- 5: Bank / ATM

## ICC Ground Level

Ground Level



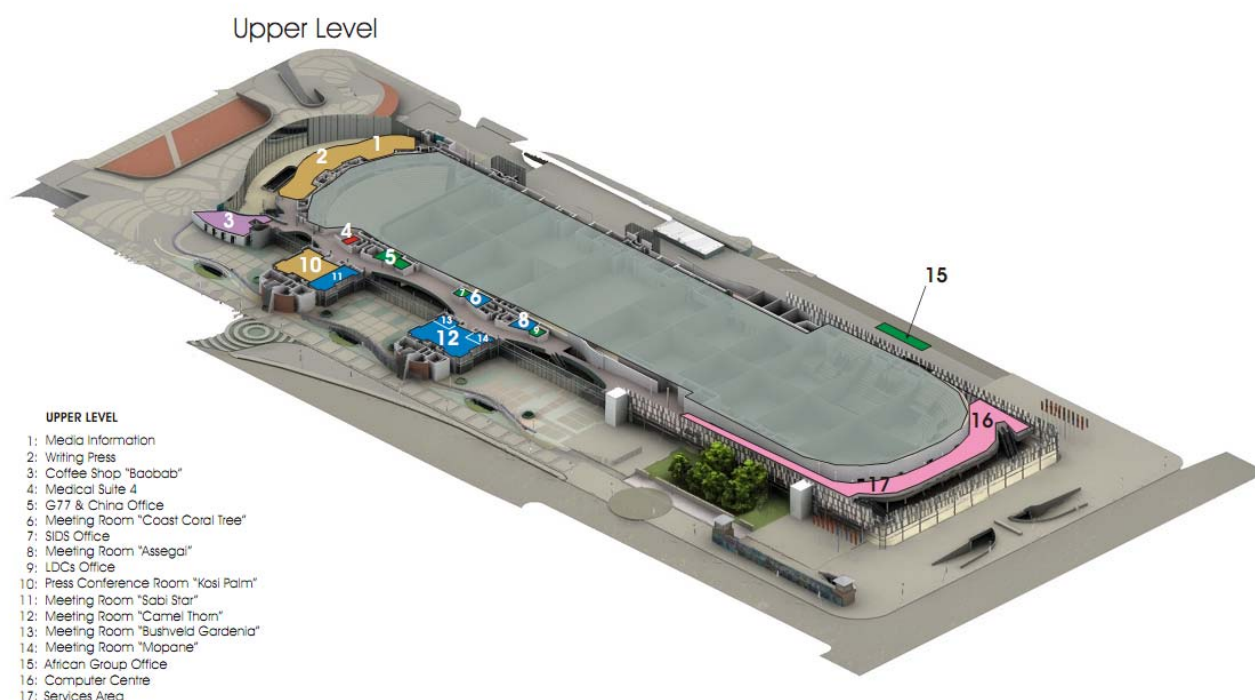
### GROUND LEVEL

- 1: Meeting Room "Satsaf Willow"
- 2: Press Conference Room "Yellowwood"
- 3: Meeting Room "Sagewood"
- 4: Meeting Room "Honey Buchu"
- 5: Meeting Room "Natal Flame Bush"
- 6: Meeting Room "Wild Bush Petunia"
- 7: Meeting Room "Albizia"
- 8: Meeting Room "Sweet Thorn"
- 9: Meeting Room "Wild Teak"
- 10: Meeting Room "Rock Ash"
- 11: Meeting Room "Red Ader"
- 12: Meeting Room "White Seringa"
- 13: Meeting Room "Agapanthus"
- 14: Meeting Room "Clanwilliam Cedar"
- 15: Meeting Room "Karoo Cycad"
- 16: Meeting Room "Pod Mahogany"
- 17: Meeting Room "Candelabra"
- 18: Meeting Room "Mangrove"
- 19: Meeting Room "Marula"
- 20: Plenary "King Protea"
- 21: Plenary "Baobab"
- 22: Meeting Room "Cape Gardenia"
- 23: Meeting Room "Kudu Lily"
- 24: Conference Affairs Services  
- External Relations  
- Observer Organizations Liaison Office
- 25: Lost and Found / Security Office

### GROUND LEVEL (Continued)

- 26: Quiet Room
- 27: Prayer and Meditation Room
- 28: Information / Meeting Room Assignment
- 29: Documents
- 30: Catering Facilities
- 31: Medical Suite 2
- 32: Medical Suite 3

## ICC Upper Level



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## Key Contacts

Title	Name
Executive Secretary	Ms. Christiana Figueres
Deputy Executive Secretary	Mr. Richard Kinley
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)	Ms. 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
Coordinator, Conference Affairs Services	Ms. Salwa Dallalah
Chief Legal Adviser	Mr. Dan Bondi Ogolla
Liaison with Government delegates and registration; funding for delegations	Mr. Horacio Peluffo
Liaison with observer organizations	Ms. Megumi Endo
Conference Spokesperson	Mr. Eric Hall

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## Where to eat in and around the ICC

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

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## Information about Durban

### Currency

The currency in South Africa is the Rand (ZAR). USD 1 is approximately ZAR 8.

### Taxi service

There are two different taxi services in operation:

#### Metered taxis:

These operate from all over the city. City-registered metered taxis will be clearly marked with a coloured sticker, assuring users of the quality and safety of the service they can expect.

#### Minibus taxis (shared taxis):

These will not display the above-mentioned sticker and often the driver will tout for business from his taxi.

### Hotel reservations

Accommodation bookings are now open. Bookings may be made via an online booking system accessible through the accommodation Web portal (<[www.cop17accommodation.com](http://www.cop17accommodation.com)>) or via the Thompsons Africa Call Centre:  
E-Mail: [cop17@thompsons.co.za](mailto:cop17@thompsons.co.za)  
Tel: +27 31 275 3500

Please note that Thompsons Africa is the **only** official accommodation service provider appointed by the South African Government and City of Durban for COP17/CMP7. All accommodation bookings for COP17/CMP7 should go through Thompsons Africa. The eThekweni Municipality will only prioritize rooms booked through Thompsons Africa for the provision of transport and will not take any responsibility for any bookings not made through that agency.

### Weather

The temperature for Durban in November ranges from 17 °C – 23 °C, and in December from 18 °C to 25°C.

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For more information go to: <[www.unfccc.int](http://www.unfccc.int)> or  
<<http://www.cop17-cmp7durban.com/en/south-africa/quick-information.html>>



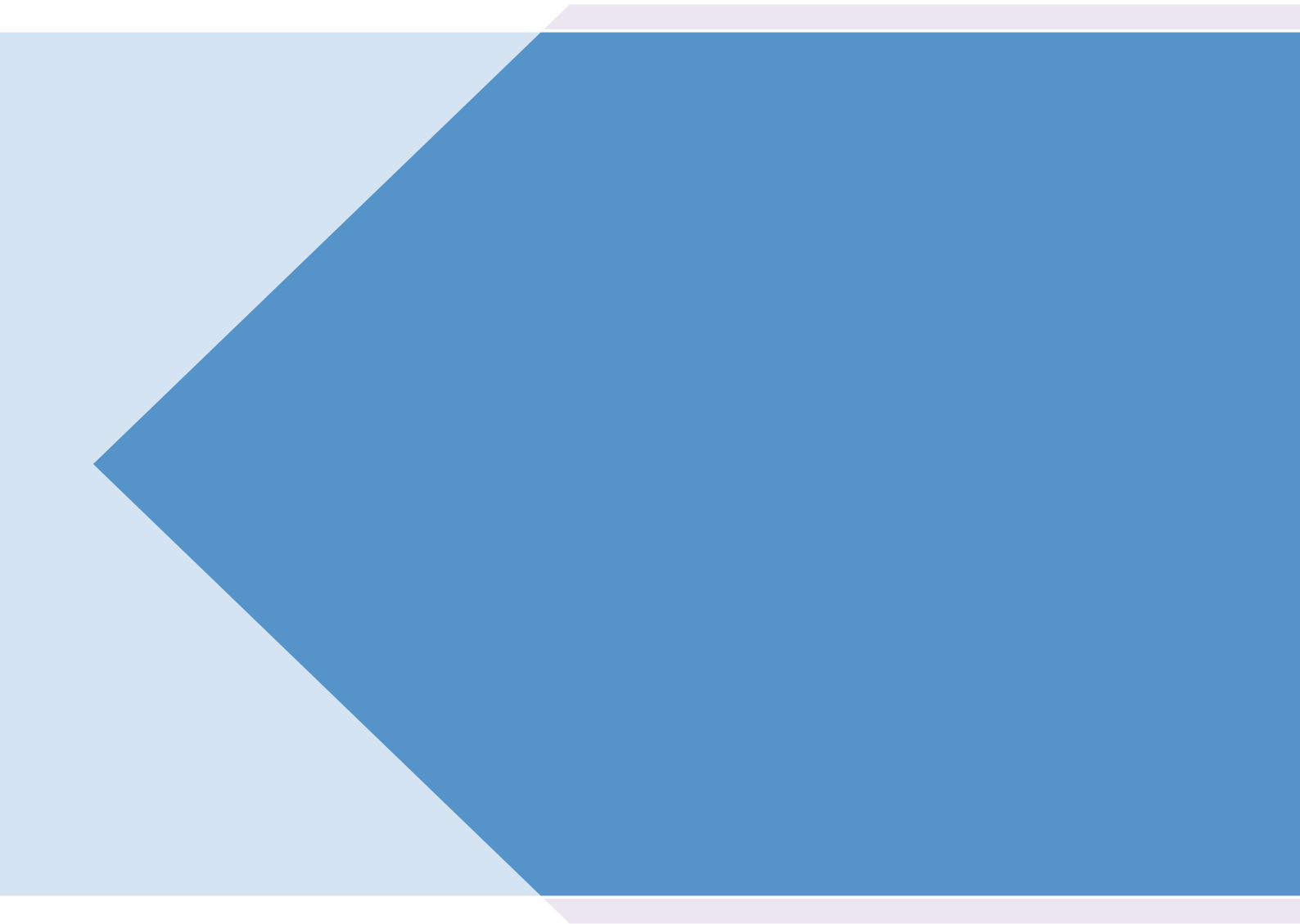
**United Nations**  
Climate Change Conference

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**Information for Participants Brochure**

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