

**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 2.8 session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP), held at the Palais des Nations, United Nations Office at Geneva, Switzerland.

This document answers commonly asked questions and provides various information to facilitate your participation and stay during the conference.

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### Where do I get my conference badge?

Parties, observers and press can register and have their photograph taken at the Pregny Gate of the Palais des Nations at 14, avenue de la Paix, CH - 1211 Geneva 10.

Delegates participating in the pre-sessional meetings of the regional groups on 5, 6 and 7 February 2015 can also register at the Pregny Gate of the Palais des Nations at 14, avenue de la Paix, CH - 1211 Geneva 10

Please see the access guide and map on:

[http://www.unog.ch/80256EDD006B8954/%28httpAssets%29/88FFDD768F055AECC1256F2A0052A3CC/\\$file/Palais+des+Nations+map.pdf](http://www.unog.ch/80256EDD006B8954/%28httpAssets%29/88FFDD768F055AECC1256F2A0052A3CC/$file/Palais+des+Nations+map.pdf)

Badges are issued to representatives of Parties or observer organizations duly registered in the online registration system (ORS), which is available for that purpose.

Media accreditation for this meeting will be handled by the United Nations Office in Geneva (UNOG).

For further information on completing the accreditation process, please visit the [media accreditation section on the UNOG website](http://unog.ch/news) (<http://unog.ch/news>).

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:**

LDCs and SIDS, African Group, G77 and China (Palais des Nations)  
Thursday 5 and Saturday 7 February: 8 a.m. to 5 p.m.

(Pre-registration will be undertaken by UNOG security. Please identify yourself as ADP participants to the security staff on duty as we have made special arrangements for you during these two days)

Sunday 8 February - Friday 13 February: 8 a.m. to 6 p.m.

### **For nominations of participants please contact:**

Ms. Vera-Lynn Watson  
Tel.: +49 152 016 84738 / +49 228 815 1244  
vwatson@unfccc.int  
Registration contact for press:  
press@unfccc.int

You can use the UNFCCC lanyard to carry your badge. Please keep it for use at your next UNFCCC meeting.

Please note that access to the conference area is restricted to registered meeting participants. 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. If you lose your badge, please report the loss to the Registration Counter immediately.

**Disclaimer: The United Nations and the UNFCCC 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.**

## **Where do I get the Daily Programme?**

The Daily Programme is the official UNFCCC guide to each day's official meetings, side events and press briefings. It also provides an overview of the status of the previous day's negotiations and links to other conference-related pages, thus providing quick access to the information needed for the day's meetings.

In line with the paper-usage reduction objectives of the UNFCCC secretariat, the Daily Programme is made available in electronic form only on the UNFCCC conference website at  
<[http://unfccc.int/meetings/geneva\\_feb\\_2015/meeting/8783/php/view/dailyprogramme.php](http://unfccc.int/meetings/geneva_feb_2015/meeting/8783/php/view/dailyprogramme.php)>

## **Where can I get official documents?**

Participants will be able to access and read documents prepared for and during the session in the following ways (please consult the Daily Programme for any late-minute changes):

### **Electronically**

via the [UNFCCC website](#) (save them to your device for added convenience!)  
via the Negotiator App (download [here](#))

### **Print**

by requesting printed copies from Document Services at the Documents Counter (may entail print-on-demand)

In order to reduce paper consumption, participants are kindly requested to retain hard copies of documents throughout the sessions. Participants are encouraged to carry their laptops or mobile devices so as to make maximum use of electronic versions of documents.

## **Pigeon holes**

In order to reduce wastage of publications and papers, the secretariat has decided to discontinue the use of pigeon holes in the sessions of the Convention and its Kyoto Protocol. Messages to Parties and IGOs should be conveyed through emails or the Information desk available for that purpose.

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

Please address your comments and corrections to Ms. Vera-Lynn Watson by email: [vwatson@unfccc.int](mailto:vwatson@unfccc.int) or personally to room E 2074 at the Registration Counter.

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

Rooms at the site may be booked for closed meetings, availability permitting. To book a meeting room, please complete the Meeting Room Request form and hand it in at the Meeting Room Assignment (MRA) counter at the Information Counter, on level 0, gate 40, E Building.

The MRA form can be downloaded at:

[http://unfccc.int/files/logistics/application/msword/meetingroom\\_request\\_form.d  
oc](http://unfccc.int/files/logistics/application/msword/meetingroom_request_form.doc)

Room assignment will be confirmed one hour before the requested meeting time. Rooms are booked free of charge for a maximum of one hour per organization per day. The rooms may have to be vacated at any time if the negotiation process so requires. Meeting room availability and contact:

Sunday, 8 February to Friday, 13 February, 8 a.m. to 6 p.m.

MRA team:  
meetingrequest@unfccc.int

Note that food and beverages are 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 premises.

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

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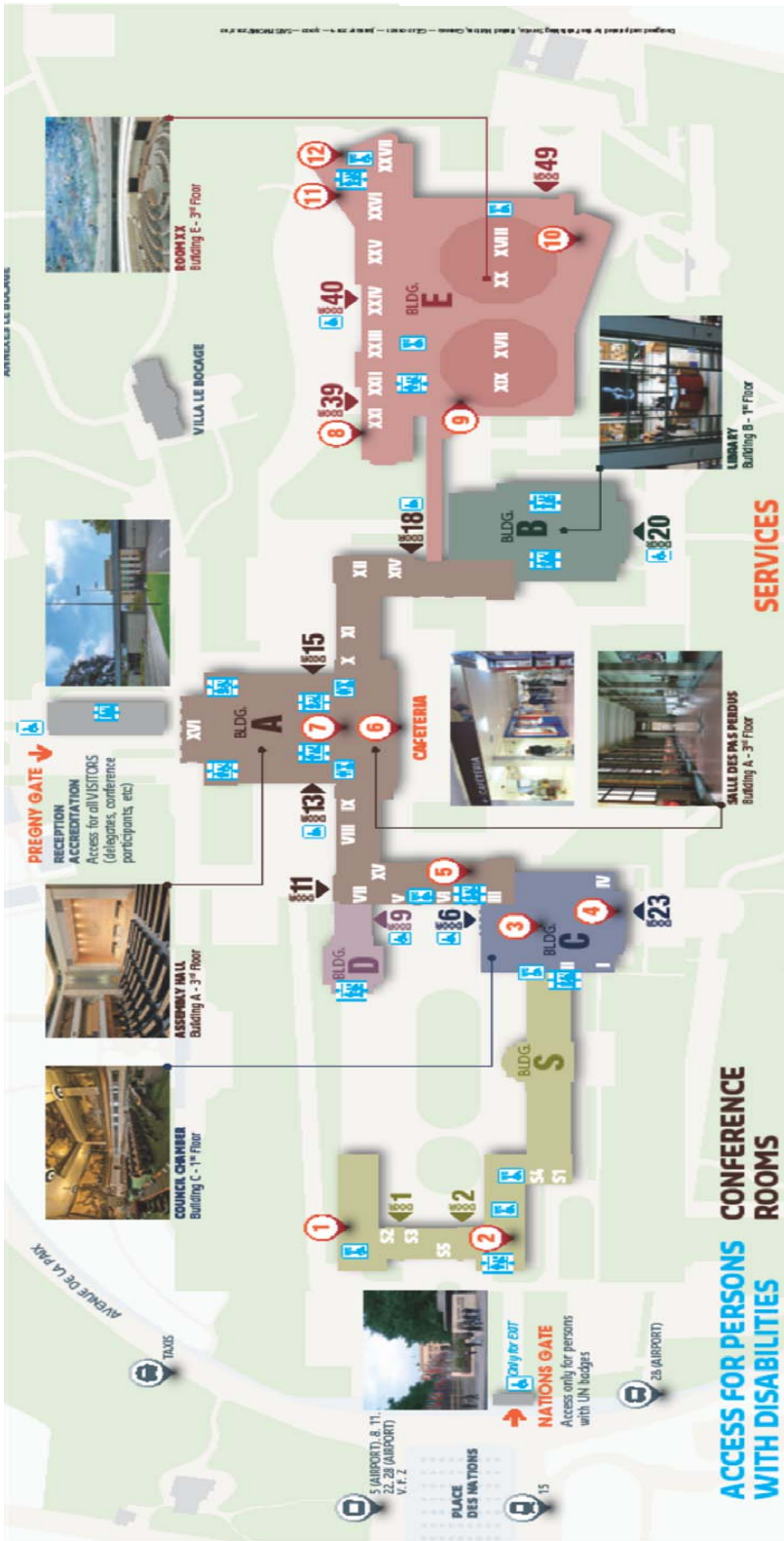
### **Where are the conference and meeting rooms?**

The Plenary (Assembly Hall) and meeting rooms IV, X, XI and XII and meeting room III and XV I are located on level 3 and level 2 respectively in the A-Building.

Meeting rooms XVIII, XIX, XXII, XXV, XXIV and XXVII are located on level 1 of the E-Building.



# Venue map



## ACCESS FOR PERSONS WITH DISABILITIES

**Wheelchair icon**

The 3<sup>rd</sup> floor and the ground floor allow you to cross the entire length of the Palais des Nations.

**CARPARKS**  
Priority parking for persons with disabilities is available at the following accessible car parks:  
A13 | A18 | B20 | C5 | D9 | E40

**ACCESSIBLE DOORS**  
C6 | D9 | A16 | B20 | E40

**ACCESSIBLE ELEVATORS**  
S2 | A12 | A13 | A15 | A16 | C5 | C7 | A26 | E46

**ACCESSIBLE TOILETS**  
Door A13 | Ground floor near the Cafeteria  
Door A13 | 3<sup>rd</sup> floor  
Door C5 | 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> floor  
Door E40 | 1<sup>st</sup>, 3<sup>rd</sup>, 6<sup>th</sup> floor

## CONFERENCE ROOMS

BUILDING	FLOOR	DOOR
BUILDING A	ROOM III	1 C6
	ROOM IV	1 C6
	ROOM VI	3 A13
	ROOM VII	3 A13
BUILDING B	ROOM IX	3 A13
	ROOM X	3 A13
BUILDING C	ROOM XI	3 A15
	ROOM XII	3 A15
BUILDING D	ROOM XIII	2 A11
	ROOM XIV	2 A11
BUILDING E	ROOM XV	5 A1315
	ROOM XVI	2 A11
	ROOM XVII	3 A1315
BUILDING S	LIBRARY	1 B20
	CYBERSPACE	1 B20
	LEAGUE OF NATIONS MUSEUM	1 B20
	ARCHIVES READING ROOM	3 B20

## CONFERENCE ROOMS

BUILDING	FLOOR	DOOR
BUILDING C	ROOM III	1 C6
	ROOM IV	1 C6
	ROOM VI	3 C5
	ROOM VII	1 C6
BUILDING E	ROOM XII	1 E40
	ROOM XIII	1 E40
	ROOM XIX	3 E40
	ROOM XX	3 E40
	ROOM XXI	1 E40
	ROOM XXII	1 E40
	ROOM XXIII	1 E40
	ROOM XXIV	1 E40
	ROOM XXV	1 E40
	ROOM XXVI	1 E40
ROOM XXVII	1 E40	
BUILDING S	ROOM S1	0 S2
	ROOM S2	3 S2
	ROOM S3	3 S2
	ROOM S4	3 S2
ROOM S5	4 S2	

## SERVICES

Icon	Service	Time	FLOOR	DOOR
🛒	SAFETY SHOP	12:00pm - 6:30pm	-1	S1
🏥	MEDICAL SERVICE	8:00am - 5:00pm	-1	S2
🍽️	CAFETERIA	8:15am - 4:45pm	0	A1315
🍽️	DELEGATES RESTAURANT	12:00pm - 2:30pm	8	A1315
🗺️	GUIDED TOURS	www.un.org/ct	2	E39
🏠	TRAVEL AGENCY	9:00am - 5:30pm	2	E40
🏠	NEWSPAPER KIOSK	7:30am - 5:00pm	2	E40
🏠	BOOKSHOP/SOUVENIRS	9:00am - 5:25pm	1	E40
🏠	SERBENT BAR	9:00am - 5:15pm	2	E40
🏠	BANK	8:30am - 4:30pm	6	E40
🏠	BAR/SNACK BOUTIQUE	8:15am - 5:00pm	6	E40

## SERVICES

Icon	Service	Time	FLOOR	DOOR
🛒	SAFETY SHOP	12:00pm - 6:30pm	-1	S1
🏥	MEDICAL SERVICE	8:00am - 5:00pm	-1	S2
🍽️	CAFETERIA	8:15am - 4:45pm	0	A1315
🍽️	DELEGATES RESTAURANT	12:00pm - 2:30pm	8	A1315
🗺️	GUIDED TOURS	www.un.org/ct	2	E39
🏠	TRAVEL AGENCY	9:00am - 5:30pm	2	E40
🏠	NEWSPAPER KIOSK	7:30am - 5:00pm	2	E40
🏠	BOOKSHOP/SOUVENIRS	9:00am - 5:25pm	1	E40
🏠	SERBENT BAR	9:00am - 5:15pm	2	E40
🏠	BANK	8:30am - 4:30pm	6	E40
🏠	BAR/SNACK BOUTIQUE	8:15am - 5:00pm	6	E40

## **Where do I find information on observer organizations?**

The Observer Organizations Liaison Unit is providing support to observer organizations and can be contacted at the office located in E 2074, via e-mail or phone.

Ms. Megumi Endo  
Observer Organizations Liaison Officer  
Tel.: +49 173 2777 813  
cool@unfccc.int

Ms. Natalie Merjaneh  
Observer Organizations Liaison Assistant  
Tel.: TBC  
cool@unfccc.int

Contact information for NGO constituencies is available here:

[http://unfccc.int/files/parties\\_and\\_observers/ngo/application/pdf/constituency\\_focal\\_point\\_contact\\_details.pdf](http://unfccc.int/files/parties_and_observers/ngo/application/pdf/constituency_focal_point_contact_details.pdf)

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## **DSA disbursement and travel**

Delegates from Parties eligible for funding should contact the DSA and Travel Office located in office E 2076. A passport, the electronic flight ticket confirmation and boarding pass stubs will be required. After clearance through the DSA and Travel Office, delegates can proceed to the bank to collect the DSA.

DSA and Travel Office opening hours:

Thursday, 5 February 2015 to Friday, 13 February 2015  
from 9:00 a.m. to 12:00 p.m. and from 1:00 to 5:00 p.m.  
Room E 2076

Travel and DSA contact:  
Ms Mary Jean Abrazado  
mabrazado@unfccc.int

## **Banking**

Bank services are available at Door 6 of C Building. These include exchange services into or from CHF.

Bank opening hours:  
Monday – Friday  
8:30 a.m. to 4:30 p.m.

There are no banking services over the weekend.

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## **Media services**

The Press Conference Room is located in meeting room III in the A building. The Press Conference Room is available to Parties and observer organizations that wish to book a thirty-minute slot for a press briefing.

In order to facilitate observer organizations wishing to hold press/media briefings

during the ADP, the secretariat requests that the secretariat is informed in advance to what extent they intend to hold such briefings during the meeting. This will facilitate adequate logistical and technical arrangements to be

put in place. Requests should be addressed directly to the UNFCCC Press Office,

email: <pressconf@unfccc.int>.

Additional general information for media is available at:

[http://unfccc.int/meetings/geneva\\_feb\\_2015/meeting/8783/php/view/press.php](http://unfccc.int/meetings/geneva_feb_2015/meeting/8783/php/view/press.php)

**Media contact:**

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

## **Virtual participation**

### **Webcasts**

For the duration of the ADP meeting, 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. On-demand files of the webcasts will be available shortly after the closing of each meeting.

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### **Accessing multimedia content**

Multi-media coverage and webcasts will be posted on the official conference website at <http://www.untvweb.com/>. In addition, the secretariat offers a mobile version of the UNFCCC website, [mobile.unfccc.int](http://mobile.unfccc.int), and the official iPhone and iPad application called “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 its Facebook and Twitter channels.

Please note that Negotiator can be downloaded for free via iTunes through the link on the UNFCCC website: <http://unfccc.int/iphoneapp>

## Social media

Community tools such as Facebook, Twitter, YouTube and Flickr will allow for virtual participation in the conference in Bonn. 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](http://www.facebook.com/UNclimatechange)

YouTube: [www.youtube.com/climateconference](http://www.youtube.com/climateconference)

Flickr: [www.flickr.com/photos/unfccc](http://www.flickr.com/photos/unfccc)

### Use of audio and video recording devices by participants

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

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## Computers

The Computer Centre is located on level 2 of E Building. 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:  
Thursday 5 February to Friday 13 February  
8 a.m. to 8 p.m.

Please be considerate and allow others who are waiting to use the equipment in periods of high demand. The equipment is intended for use by all participants.

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### **Photocopying**

There are no photocopying facilities on commercial basis available in the premises. Participants will need to make their own arrangements outside the venue.

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### **Catering**

Food and drink is not permitted inside the Plenary and meeting rooms. However, catering can be arranged outside the rooms, reception-style. If you wish to order catering, please liaise directly with the catering contact servicing the venue of your event:

Justine Gaudinet  
Sales Manager  
Eldora SA UNOG Restaurants  
Tél : +41 22 917.56.19  
E-mail: [onu@eldora.ch](mailto:onu@eldora.ch)

The organizer must coordinate with the caterer to ensure that all food and drink is served outside the meeting rooms. It is the responsibility of the organizer to ensure that meeting rooms and the surrounding areas are left in an orderly condition.

Your cooperation is appreciated.

## **Recycling**

In order to respect current waste disposal regulations and help protect the environment, we ask all participants and colleagues to use the existing system for using waste bins on the conference premises.

We appreciate all efforts by participants and staff to ensure a cleaner environment.

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## **Power Supply**

Power outlets are unique to Switzerland, including in UNOG (see below). Adaptors are therefore needed and these are available in most hotels and in supermarkets.



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## **Emergencies**

In case of medical or other emergency the number 112 should be dialed from any internal phone.

For medical services, UNOG has a Medical Service door 2 level -1 of Building S that is available during normal working hours (08:00 to 18:00). Outside of these hours Security and Safety Service (SSS) deals with all medical emergencies, please dial 112 for any medical assistance.

## **Ebola Virus Disease Information for conference participants.**

While the risk of EVD transmission during conferences and meetings is considered low, even one case of EVD could have serious consequences.

Please take a few minutes to review information contained in the leaflet available at the Pregny gate entrance or follow this link:

[http://unfccc.int/files/meetings/geneva\\_feb\\_2015/application/pdf/ebola\\_leaflet.pdf](http://unfccc.int/files/meetings/geneva_feb_2015/application/pdf/ebola_leaflet.pdf)

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**Outside the Palais des Nations, you can call the following emergency numbers for assistance:**

**Police:  
Tel.: 117**

**Fire brigade:  
Tel.: 118**

**Ambulance:  
Tel.: 144**

**Taxi Palais des Nations  
Tel: +41 (0) 22 331 41 33.**

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## **Lost and found**

Lost and Found items are handed over to the Security Control Centre. If items are lost, please contact extension 72900. If items are found, please give these items to a Security and Safety Service (SSS) member, and they will do the needed to forward it to the Security Control Centre.



## Where to eat in and around the Conference Center

A cafeteria, a restaurant and several bars are available in the Palais des Nations:

NAME	LOCATION	OPENING HOURS
Cafeteria	A Building Ground floor	8:15 a.m. – 5 p.m.
Bar Palette	E Building 6th floor	8:15 a.m. – 5 p.m.
Serpent Bar	E Building 1 <sup>st</sup> floor	9 a.m.- 5:15 p.m.
Press Bar	C Building Ground Floor/door 6	8:30 a.m. – 6:30 p.m.

In addition to these times the Cafeteria will be open on Saturday and Sunday from 9 a.m. – 5 p.m.

The Serpent Bar will also be open from 5:15 – 8 p.m.

There are numerous vending machines around the premises.

Please note: The sale of alcohol, including beer, is prohibited in all bars and restaurants of the Palais des Nations before 11:30 a.m. and in the afternoon.

### SAFI Shop

A small supermarket, selling food and non-food items, is located in the basement of Building S and can be accessed through door S1. SAFI is open from Monday to Friday from noon to 6:30 p.m.

## **Postal Services**

A United Nations Postal Administration kiosk is located near door 6. It sells United Nations postage stamps and is open from 9 a.m. to 4 p.m. from Monday to Friday from 3 p.m. to 5 p.m.

It only accepts mail stamped with United Nations stamps. Mail thus stamped can only be sent from this post office.

Please note that if you use post boxes located inside the Palais des Nations, you must make sure that letters are stamped only with United Nations stamps paid for in Swiss francs.

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## **How to find the UN Palais of Nations premises?**

### **Public Transport by Tram and Bus:**

The Palais des Nations is served by several tram and bus lines: Buses 8, 28, F, V and Z serve Pregny Gate (Appia stop) where Registration is located.

Tram 15, as well as buses 5, 8, 11, 22, 28, V, F, and Z serve the Place des Nations. Place des Nations, where the Nations Gate is located, is some 500 metres away from the Pregny Gate.

The buses 5 and 28 serves Geneva Airport from the Place des Nations. Further information such as itineraries, timetables, fares, etc. is available on the site of the **Transports publics genevois**:

<http://www.tpg.ch/en/web/site-international>

## **Taxis**

A taxi stand is located on Route de Pregny, some 25 meters from the Pregny Gate, direction Place des Nations. Taxis are usually available around the clock.

The direct telephone number is as follows:

+41 (0) 22 331 41 33.

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## **Accessibility**

UNOG is investing great efforts to improve physical accessibility to the Palais des Nations for persons with disabilities. UNOG has made 18 out of its 45 elevators fully accessible in all the different buildings that constitute the Palais des Nations, 11 of which have also been equipped with Braille keys, and 6 of which have been equipped with audio, announcing floors in two languages (English, French).

UNOG has further implemented wheelchair access to 13 restrooms in key areas of the different office buildings and the conference facilities, including the Cafeteria, and improved the signage, indicating accessible restroom and elevators, throughout the premises. Finally, several interpreter booths, stages, podiums, doors and gates have also been made fully accessible. Temporary access ramps and mobile mini-elevators are available upon request and priority parking spaces for persons with disabilities have been allocated.

For further details about accessibility please follow:

[http://www.unog.ch/80256EE60057F2B7/\(httpPages\)/CD8F13AAD8BB90EAC1257C28004CBC3B?OpenDocument](http://www.unog.ch/80256EE60057F2B7/(httpPages)/CD8F13AAD8BB90EAC1257C28004CBC3B?OpenDocument)

## **Map of Palais des Nations**

[http://www.unog.ch/80256EDD006B8954/\(httpAssets\)/88FFDD768F055AECC1256F2A0052A3CC/\\$file/Palais%20des%20Nations%20map.pdf](http://www.unog.ch/80256EDD006B8954/(httpAssets)/88FFDD768F055AECC1256F2A0052A3CC/$file/Palais%20des%20Nations%20map.pdf)

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## **Missions in Geneva**

Details of Missions in Geneva can be found at the following link:

[http://www.unog.ch/80256EE600582E34/\(httpHomepages\)/\\$first?OpenDocument](http://www.unog.ch/80256EE600582E34/(httpHomepages)/$first?OpenDocument)

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## **Geneva tourist information**

### **Cultural Corner**

The Cultural Corner delivers information about Geneva in general and sells tickets for cultural activities in the region, such as festivals, concerts, theatre plays, exhibits, etc. It is open from 9 a.m. to 5 p.m. and located near door 6.

**Additional tourist information about Geneva can be found here:**

<http://www.ville-geneve.ch/welcome-geneva/>

## **Important Reminder**

**The secretariat would like to bring to the participants' attention the need to remain vigilant at the main transportation hubs (e.g. train and bus stations and airports) before, during and after the conference.**

**It is very important to be aware of your surroundings and belongings at all times, in particular when getting in and out of the trains.**



For more information: [unfccc.int](mailto:unfccc.int)