



# **Information for participants**

**Seventh session of the AWG-KP  
and fifth session of the AWG-LCA**

29 March to 8 April 2009

Bonn, Germany

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# Registration

## Where do I get my badge?

Parties, observers and press can register and have their photos taken at the **Registration Counter** located at the entrance of the Hotel Maritim.

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

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

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

### Hours and contact information

Saturday, 28 March to Wednesday, 8 April  
08.00–18.00

For Parties, observer States, observer organizations and press

Hedwig Sandoval  
Tel.: +49 228 3089 8758  
Fax: +49 228 5368 4613

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 at all times and in all areas. Lost badges should be reported to the Registration Counter immediately.

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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.

## General information

The **Information Counter**, located at the entrance of the Hotel Maritim, to the right-hand side, provides information about the meetings and the venues. In addition, copy cards for using the photocopiers may be purchased here.

Hours and contact information

Sunday, 29 March to Wednesday, 8 April  
08.00–18.00

Tel.: +49 228 5368 4614  
Fax: +49 228 5368 4617

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## Documents

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

The Daily Programme is available at the **Documents Counter**, located in the foyer of the Hotel Maritim, and on the UNFCCC website at:

<<http://unfccc.int/resource/docs/2009/awg7/4772.php>>

The Daily Programme provides detailed information on all scheduled meetings of the Convention bodies, meetings of other groups, side events and other announcements relevant to the conference.

Information in the Daily Programme is subject to change. For the most recent information regarding meetings and rooms, please check the **CCTV monitors** located inside the Hotel Maritim. This information may also be found on the UNFCCC website <[www.unfccc.int](http://www.unfccc.int)>.

In addition to the Daily Programme, all official documents and the list of participants are available at the Documents Counter. UNFCCC documents are also available on the UNFCCC website or by e-mail upon request to: <[secretariat@unfccc.int](mailto:secretariat@unfccc.int)>.

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

Hours and contact information

Sunday, 29 March to Wednesday, 8 April  
08.00–18.00

Tel.: +49 151 5433 2479

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## Where can I distribute documents?

Documents, posters and flyers, clearly attributed to a Party or an admitted organization, can be distributed and displayed at the “...inSide Climate Change” **Publications Counter**, located on the ground floor in the central foyer.

Please provide a sample to the staff at the counter or to the Observer Organizations Liaison team in La Marée. Organizers of exhibits may display and distribute documents in their own exhibition area.

Contact information

Moritz Weigel  
Tel.: +49 151 5433 2495  
mweigel@unfccc.int

Susan Brandmeir  
Tel.: +49 151 5433 2494  
sbrandmeir@unfccc.int

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

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

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

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## Meeting rooms

### Where can I book a meeting room?

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

Hours and contact information

Sunday, 29 March to Wednesday, 8 April  
08.00–18.00

Bernardo Buechner  
Tel.: +49 151 5433 2481  
bbuechner@unfccc.int

Peter Kakucska  
Tel.: +49 151 5433 2484  
pkakucska@unfccc.int

Maria Garcia  
Tel.: +49 151 5433 2483  
mgarcia@unfccc.int

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

All meetings of AWG-KP 7 and AWG-LCA 5 and UNFCCC events are held inside the Hotel Maritim. The plenary, Saal Maritim, and the meeting rooms Beethoven, Liszt, Schumann and Reger are located on the ground floor. Please see the floor plan on page 8 for the exact location of each room.

In addition to the meeting rooms on the ground floor, smaller meeting rooms are located on the first floor of the Hotel Maritim. Please see the floor plan on page 9.

Side events are also held at the Ministry of Transport, in rooms TRAM, METRO and RAIL, only a three-minute walk from the Hotel Maritim.

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## Observer organizations

### Observer organization offices, meetings schedule and venues

The business and industry non-governmental organizations (BINGOs) and the environmental non-governmental organizations (ENGOS) will have offices at the Ministry of Transport.

BINGO office – room 0.120 on the ground floor  
Tel.: +49 228 300 1429  
Contact: Carlos Busquets (ICC)  
cbs@iccwbo.org

ENGO office – room 0.118 on the ground floor  
Tel.: +49 228 300 1428  
Contact: David Turnbull (USCAN)  
dturnbull@climatenetwork.org

#### Meetings

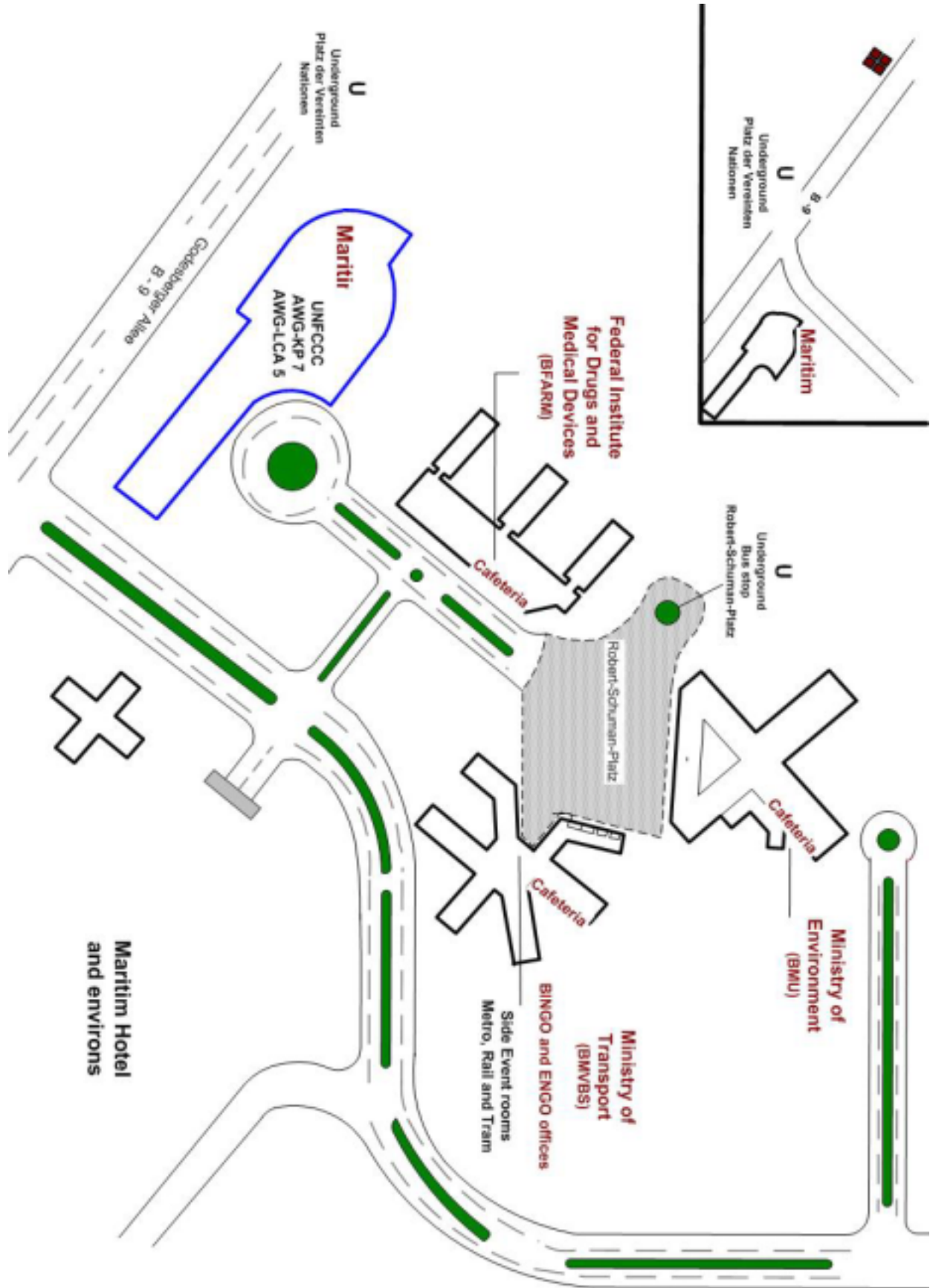
ENGO	09.00-10.00 (daily) 14.00-15.00 (daily)	Hotel Maritim, Salon KÖNIG Hotel Maritim, Salon EINSTEIN
BINGO	09.00-10.00 (daily)	Ministry of Transport, Room TRAM
LGMA	09.00-10.00 (daily)	ICLEI Bonn Center (Kaiser-Friedrich-Strasse 7, 53113 Bonn)
TUNGO	09.00-10.00 (daily)	Ministry of Transport, Room METRO
RINGO	10.00-11.00 (1 April and 7 April)	Ministry of Transport, Room RAIL

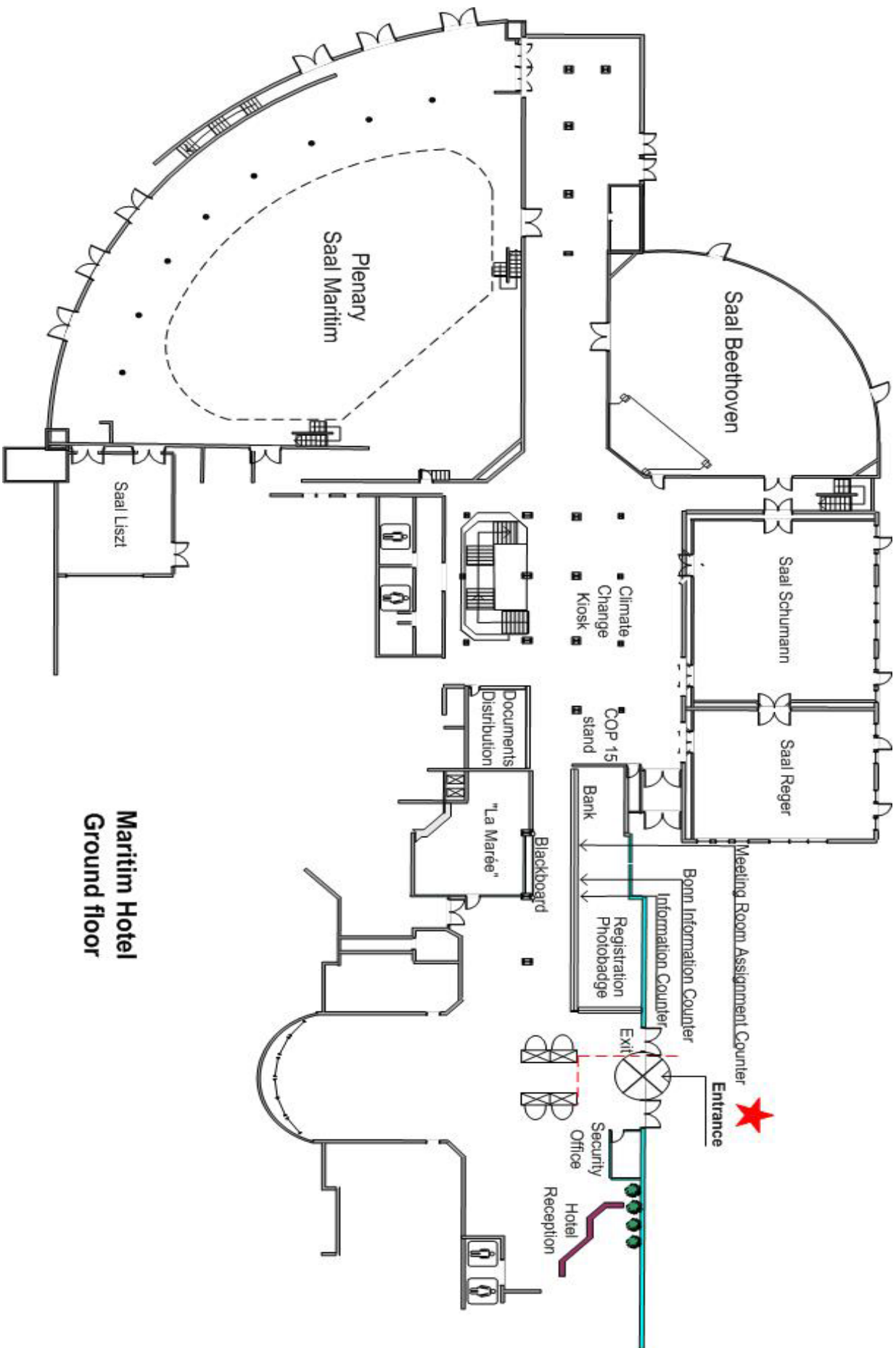
Other ad hoc constituency meetings will be advertised in the Daily Programme and on CCTV.

Please consult the CCTV monitors in Hotel Maritim in case of last-minute changes.

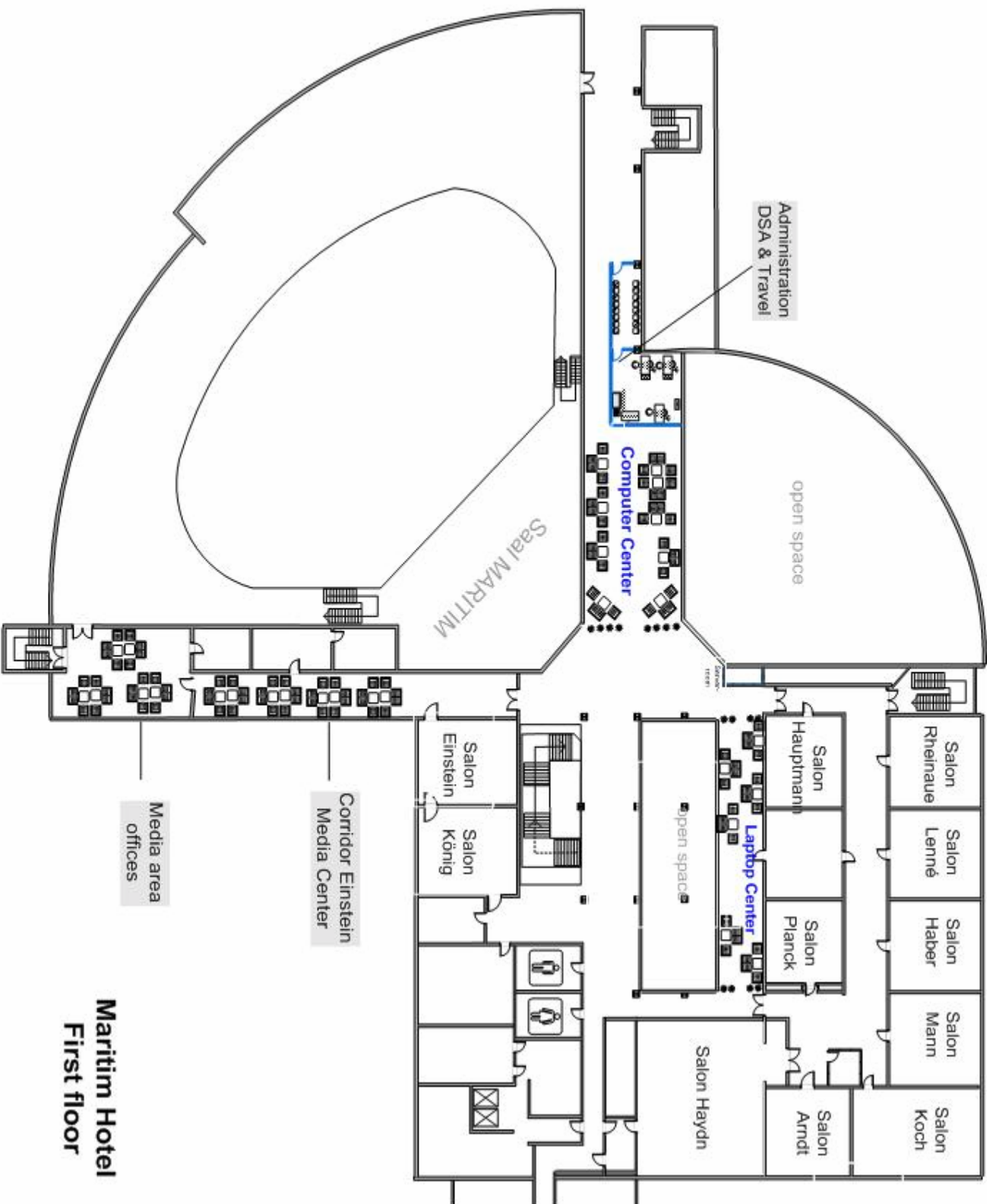
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Maps





**Maritim Hotel**  
**Ground floor**



**Maritim Hotel**  
**First floor**

## Information on climate change

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

“...inSide Climate Change”, a brochure containing the schedule of side events and list of exhibits is available at the Information Counter. The schedule for side events is also in the Daily Programme and displayed on CCTV monitors inside the Hotel Maritim. Poster boards are available near La Marée for posting flyers or posters relating to side events.

Contact information

Moritz Weigel  
Tel.: +49 151 5433 2495  
mweigel@unfccc.int

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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 in front of Saal Schumann.  
Information is available in hard copy and electronic form.

Contact information

Sunday, 28 March to Wednesday, 8 April

Cécile Gunera  
Tel.: +49 151 5433 2514  
cgunera@unfccc.int

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## Services to participants

### DSA disbursement

Delegates from Parties eligible for funding can collect their daily subsistence allowance (DSA) from the **Administration Office** located in the gallery on the first floor next to the Computer Centre. You will need your passport or other official identification (photo ID), flight ticket and boarding pass stubs when claiming DSA.

#### Hours and contact information

Monday, 30 March to Wednesday, 8 April

09.00–12.00

13.00–17.00

#### DSA payments

Friederike Monschau

Tel.: +49 151 5433 2524

fmonschau@unfccc.int

#### Travel

Petra Meiranke

Tel.: +49 151 5433 2525

pmeiranke@unfccc.int

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### Media Centre

Press and media facilities will be available from Sunday, 29 March through Wednesday, 8 April.

The **Media Centre** is located on the first floor in corridor Einstein (after Salon Einstein). The Media Centre offers various services to accredited press and media representatives, including PCs with Internet access, plug and play facilities, and multiboxes.

The UNFCCC media support staff have their offices on the first floor through corridor Einstein behind the Media Centre.

The **Press Conference Room** is located in Saal Reger (ground floor). Staff in the media offices facilitate booking of the **Press Conference Room** and interviews with United Nations officials or delegates.

#### Contact information

Eric Hall

UNFCCC Spokesperson

Tel.: +49 151 5433 2503

ehall@unfccc.int

Carrie Assheuer

Public Information and Media Assistant

Tel.: +49 151 5433 2506

cassheuer@unfccc.int

John Hay

Media Relations Officer

Tel.: +49 151 5433 2504

jhay@unfccc.int

Alexander Saier

Information Officer

Tel.: +49 151 5433 2510

asaier@unfccc.int

## Computers and photocopiers

The **Computer Centre** is located on the first floor of the Hotel Maritim next to the DSA disbursement office. Computers and high-speed printers are available for participants on a first come, first served basis. These computers allow Internet access and are equipped with word processing and spreadsheet software.

Sunday, 29 March to Wednesday, 8 April

Please be considerate and do not monopolize the equipment. It is intended for use by all participants. In addition, plug and play desks to connect laptops to the Internet are available in the **Laptop Centre**, located on the first floor in front of the meeting rooms Hauptmann and Planck. Instructions regarding connection and dial-up numbers are posted on the desks.

Two card-operated photocopying machines are available on the ground floor next to the main staircase. Copy cards can be purchased from the Information Counter. In case of technical problems, please contact the staff at the Information Counter.

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## Public phones and fax machines

Coin- and card-operated telephones, and card-operated fax machines, are available in the foyer of the Hotel Maritim. Deutsche Telekom cards can be purchased at the newspaper kiosk, located at the entrance to the Hotel Maritim in front of the reception area.

Please note that the coin-operated telephones belong to the Hotel Maritim and calls from these phones are charged at a higher rate.

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## Banking

Deutsche Bank services are available in the foyer of the Hotel Maritim. These include cashing traveller's cheques and exchange services into or from euros. A cash machine/ATM is available on a 24-hour basis opposite the hotel reception.

### Hours

Monday, 30 March	09.00 -16.00
Tuesday, 31 March	09.00 -16.00
Wednesday, 1 April	10.00 -14.00
Thursday, 2 April	10.00 -14.00
Friday, 3 April	10.00 -14.00
Wednesday, 8 April	10.00 -14.00

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## Consignments

Please contact our shipment focal points or visit them at the **Meeting Room Assignment Counter**.

### Contact information

Tel.: +49 151 5433 2527  
Tel.: +49 151 5433 2528  
Tel.: +49 151 5433 2529

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## Catering

The "Rôtisserie" (restaurant), "Brasserie" (café) and "Piano Bar" are near the Conference Affairs office in La Marée in the foyer of the Maritim Hotel. A coffee/snack bar is located next to Saal Beethoven. Cafeterias are also available in the government buildings (e.g. Ministry of Environment, Ministry of Transport) close to the Hotel Maritim.

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## Meditation room

The **Meditation Room** is located on the first floor of the Hotel Maritim, behind Saal Haydn in the corridor leading to UNFCCC staff offices.

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## Lost and found

Lost and found items are kept in the **Security Office**, located at the entrance of the Hotel Maritim. For security reasons unattended items found anywhere on the conference premises will be removed.

Tel.: +49 228 5368 4623

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## Emergencies

For medical emergencies, please contact the German Red Cross, located in the **Emergency Room**, on the ground floor in the corridor next to the main staircase.

Tel.: +49 228 8108 735

For other emergencies, please contact United Nations security staff (wearing either a United Nations uniform or armband) located at the entrance or call:

Tel.: +49 228 5368 4623

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## Information about Bonn

The **Bonn Tourism Counter** (Tourismus & Congress) is located next to the Information Counter. It has information on hotel reservations, local transportation, train and air travel, as well as tourist information about Bonn and Germany. In addition, the Bonn Tourism Counter sells public transport tickets at a favourable rate.

Participants who booked their hotel with Tourism & Congress will receive free airport transfer and public transport tickets during their stay in Bonn.

Hours and contact information

Monday, 30 March to Wednesday, 08 April

09.00-18.00

Tel.: +49 228 5368 4620

<<http://www.tcbonn.de/con/html/3357-275.html>>

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## Notices and social events

### Anything else I should know?

Food and drink is not permitted in the meeting rooms.

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

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

To align ourselves with current waste regulations and to help protect the environment, we ask all participants and colleagues to follow the advice below regarding waste management.

Three different types of waste bin are allocated around the conference premises. Please sort waste according to:

<b>Blue</b> bins:	paper
<b>Black</b> bins:	packing material
<b>Light grey</b> bins:	other waste

We appreciate all the efforts made by participants and staff to achieve a cleaner environment.

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## Social events

Sunday, March 29, at 19.00

The City of Bonn, in collaboration with the Ministry for the Environment, Nature Conservation and Nuclear Safety, invites participants to a buffet reception on the occasion of the opening of the sessional period.

‘Wintergarten’ at the Federal Audit Office (Bundesrechnungshof), Adenauerallee 81,  
Underground station: Bundesrechnungshof/Auswärtiges Amt

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## **Important telephone numbers in Bonn**

Police	110
Fire brigade	112
Emergency doctor/Ambulance	112
Telephone information service	11833 (national) 11834 (international)
Taxi service	+49 228 55 5555

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## **Consulates and embassies in Bonn**

(The country code for Germany is +49 and the area code for Bonn is 228)

Belarus	Fritz-Schäffer-Str. 20 53113 Bonn	Tel.: (0228) 201 1310 Fax: (0228) 201 1319
Bulgaria	Auf der Hostert 6 53173 Bonn	Tel.: (0228) 36 3061 Fax: (0228) 35 8215
Cameroon	Rheinallee 76 53173 Bonn	Tel.: (0228) 35 6038 Fax: (0228) 35 9058
Central African Republic	Johanniterstr. 19 53113 Bonn	Tel.: (0228) 23 3564 Fax: (0228) 61 5928
Congo	Rheinallee 45 53173 Bonn	Tel.: (0228) 35 8355 Fax: (0228) 369 8623
Cuba	Kennedyallee 22–24 53175 Bonn	Tel.: (0228) 3090 Fax: (0228) 30 9244
Czech Republic	Ferdinandstr. 27 53127 Bonn	Tel.: (0228) 919 777 Fax: (0228) 919 7150
Democratic Republic of the Congo	Im Meisengarten 133 53179 Bonn	Tel.: (0228) 85 8160 Fax: (0228) 34 0398
Greece	Grafenberger Allee 128A 40237 Düsseldorf	Tel.: (0211) 681 8500 Fax: (0211) 6878 5033
India	Friedrich-Ebert-Anlage 26 60326 Frankfurt	Tel.: (069) 1530 0518 Fax: (069) 55 4125
Kazakhstan	Theaterplatz 1 53177 Bonn	Tel.: (0228) 40 3870 Fax: (0228) 403 8720

Kyrgyzstan	Ännchenstr. 61 53177 Bonn	Tel.: (0228) 36 5230 Fax: (0228) 36 5191
Liberia	Mainzer Str. 259 53179 Bonn	Tel.: (0228) 923 9173 Fax: (0228) 923 9173
Lithuania	Konstantinstr. 25A 53179 Bonn	Tel.: (0228) 91 4910 Fax: (0228) 914 9115
Philippines	Maximilianstr. 28b 53111 Bonn	Tel.: (0228) 267 9911 Fax: (0228) 22 1968
Peru	Brunnenallee 18 53173 Bonn	Tel.: (0228) 35 3672 Fax: (0228) 35 1124
Qatar	Brunnenallee 6 53177 Bonn	Tel.: (0228) 95 7520 Fax: (0228) 957 5255
Republic of Korea	Mittelstr. 43 53175 Bonn	Tel.: (0228) 94 3790 Fax: (0228) 372 7894
Russian Federation	Waldstr. 42 53177 Bonn	Tel.: (0228) 31 2074 Fax: (0228) 31 1563
Saudi Arabia	Wurzerstr. 47 53175 Bonn	Tel.: (0228) 30 8280 Fax: (0228) 308 2830
Sierra Leone	Rheinallee 20 53173 Bonn	Tel.: (0228) 35 2001 Fax: (0228) 36 4269
Slovakia	August-Bierstr 31 53129 Bonn	Tel.: (0228) 91 4550 Fax: (0228) 914 5538
The former Yugoslav Republic of Macedonia	Sträßchensweg 6 53113 Bonn	Tel.: (0228) 92 3690 Fax: (0228) 23 1025
United Arab Emirates	Erste Fährgasse 6 53113 Bonn	Tel.: (0228) 26 7070 Fax: (0228) 267 0714
United Kingdom of Great Britain and Northern Ireland	Yorckstrasse 19 40476 Düsseldorf	Tel.: (0211) 9 4480 Fax: (211) 48 6359
United States of America	Willi-Becker-Allee 10 40227 Düsseldorf	Tel.: (0211) 788 8327 Fax: (0211) 788 8938
Vietnam	Konstantinstr. 37 53179 Bonn	Tel.: (0228) 957 5411 Fax: (0228) 35 1866

Source: German Foreign Office  
<http://www.auswaertiges-amt.de/www/de/infoservice/download/pdf/liste.pdf>

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## Where to eat near the Hotel Maritim

Please pick up a copy of '**BonnJour**', available at the Information Counter in the service area on the ground floor.

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## Services in Bonn/Cologne

Deutsche Bahn AG  
(Railway)

Bonn train station  
Tel.: (01805) 99 6633

Bad Godesberg train station  
Tel.: (0228) 36 3248

Cologne/Bonn Airport

Tel.: (02203) 404 0012

Bus 670  
(to and from Bonn  
main train station)

Post Office

Münsterplatz

Opening hours:  
Monday–Friday  
09.00–20.00

Saturday  
09.00–14.00

More information about Bonn and the surrounding area can be obtained at the Bonn Tourism Counter.

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