



Information for participants

**Fourteenth session of the AWG-KP
and twelfth session of the AWG-LCA**
4 - 9 October 2010
Tianjin, China

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Registration

Where do I get my badge?

Parties, observers and press can register and have their photos taken for badges at the **Registration Counter** located at the entrance of the Meijiang Convention and Exhibition Center.

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

Press badges are issued to accredited press representatives on 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 card) 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 or for security reasons.

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

Hours and contact information

Saturday, 2 October to Friday, 8 October
08.00–18.00

Saturday, 9 October
08.00–15.00

Hedwig Sandoval

Tel.: +86 228 326 4597
Fax: +86 228 326 4598

Enjoy using the UNFCCC lanyard for your badge. 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**.

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

Please take your comments and corrections to Hedwig Sandoval 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.

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 **Meeting Room Assignment Counter**, located in the Central Hall on the first floor of the Meijiang Convention and Exhibition Center (please see floorplans on page 9) to the right-hand side, provides information about the meetings and their respective venues.

Hours and contact information

Monday, 4 October to Saturday, 9 October
08.00–18.00

Tel.: +86 228 326 4592

Documents

Where do I get the Daily Programme and official documents?

The Daily Programme is available at the **Documents Counter**, located at the back of Central Hall (please see floorplans on page 9) and on the UNFCCC website at:

<<http://unfccc.int/5701.php>>

The Daily Programme provides detailed information on all scheduled meetings of the AWG-KP and the AWG-LCA, meetings of other groups, side events and other announcements.

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 Meijiang Convention and Exhibition Center. This information may also be found on the UNFCCC website <www.unfccc.int>.

Hours and contact information

Monday, 4 October to Saturday, 9 October
08.00–18.00

Tel.: +86 1872 218 5456

Tel.: +86 1872 218 5207

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>.

Pigeonholes for Parties and intergovernmental organizations are located adjacent to the Documents Counter. Invitations or leaflets that are clearly attributed to a Party or an admitted observer organization can be authorized for distribution. Please contact the Observer Organizations Liaison Office Team located on level 1 in Hall N5 in the office of the Conference Affairs Services.

Where can I distribute documents?

Publications clearly attributed to a Party or an admitted observer organization can be distributed and displayed at the 'Climate Change Publications Counter' after approval, located on the first floor in Central Hall, opposite the Information Counter. Please provide a sample to the Observer Organizations Liaison team located on the first floor in Hall N3 in the Side Events Coordination Office. The counter cannot manage large volumes, but will assist in changing the range of documents. Organizers of Exhibits are requested to display and distribute documents at their Exhibit booths.

Contact information

Moritz Weigel
Tel: +86 1872 218 5857
mweigel@unfccc.int

Meeting rooms

Where can I book a meeting room?

Meeting rooms can be reserved at the **Meeting Room Assignment Counter**, located in the Central Hall (please see floorplans on page 9). Meeting rooms are available free of charge. Location and time may change depending on the necessities of the negotiation process. It is therefore advisable to reconfirm your booking at least two hours before the meeting.

Hours and contact information

Monday, 4 October to Saturday, 9 August
08.00–18.00

meetingrequest@unfccc.int

Where are the meeting rooms?

All meetings of the AWG-KP and the AWG-LCA and UNFCCC events are held inside the Meijiang Convention and Exhibit Center. Meeting rooms: Guiyang, Yinchuan, Kunming, Hangzhou, Shanghai, Chengdu, Beijing, Harbin, Wuhan, Jinan, Shenyang, Hongkong, Macau, Xi'an and Taipei are located on the second floor except Plenary Hall; Haikou and Lhasa which is located on the first floor behind Plenary Hall (please see floorplan on page 9 and 10).

Information for observer organizations

The business and industry non-governmental organizations (BINGO) and the environmental non-governmental organizations (ENGO) constituencies have offices located on the first floor in Hall N3. TUNGO, Farmers, IPO, LGMA, RINGO, Women and Gender and YOUNGO will share an office located also on the first floor in Hall N3.

For further information on the work of the constituencies, please contact:

BINGO

Mr. Carlos Busquets
International Chamber of Commerce
Tel.: +33 1 49 53 29 75
cbs@iccwbo.org

At AWG-KP 14/AWG-LCA 12, Tianjin :

Mr. Nick Campbell
Tel.: +33 1 4900 8476
nick.campbell@arkemagroup.com

Ms. Norine Kennedy
Tel.: +1 212 703 5052
nkennedy@uscib.org

ENGO

Mr. David Turnbull
Climate Action Network International
Tel.: +1 202 60 99 846
dturnbull@climatenetwork.org

Farmers*

Mr. Valerio Lucchesi
International Federation of Agricultural Producers
Tel.: +33 1 45260553
valerio.lucchesi@ifap.org

IPO

Mr. Max Ooft
International Alliance of the Indigenous-Tribal Peoples of the Tropical Forest
Tel.: +597 88 58 921
ooftmax@sr.net; ooftmax@hotmail.com

Mr. Benjamin Powless
Tel.: +1 613 614 4219
powless@gmail.com

At AWG-KP 14/AWG-LCA 12, Tianjin :

Mr. Juan Carlos Jintiach
Indigenous Organizations of the Amazon River Basin (COICA)
Tel.: + 593 23 22 67 44
juancarlos.jintiach@gmail.com

LGMA

Mr. Yunus Arikan
ICLEI - Local Governments for Sustainability
Tel.: +49 228 97 62 99 20
climate.center@iclei.org

RINGO

Ms. Monica Alessi
Centre for European Policy Studies
Tel: +32 472 72 18 68
<mailto:ringos@ceps.eu>; monica.alessi@ext.ceps.eu

TUNGO

Ms. Anabella Rosemberg
International Trade Union Confederation
Tel.: +33 1 55 37 37 37
rosemberg@tuac.org

Women and Gender*

Ms. Gotelind Alber
genderCC - Women for Climate Justice
Mobile: +49 151 15 24 08 02
g.alber@gendercc.net

YOUNGO*

Mr. Sébastien Duyck
Mobile: +49 15229085251
sebastien@youthclimate.org

Mr. Rishikesh Ram Bhandary
Mobile: +977 1 42 42 021
rishikeshram@gmail.com

At AWG-KP 14/AWG-LCA 12, Tianjin :

Mr. Wilson Ang
Tel: +65 9147 4541
wilson.ang@eco-singapore.org

Ms. Lina Li
Mobile: + 86 13810957754
lilina.mun@gmail.com

Constituency daily meetings

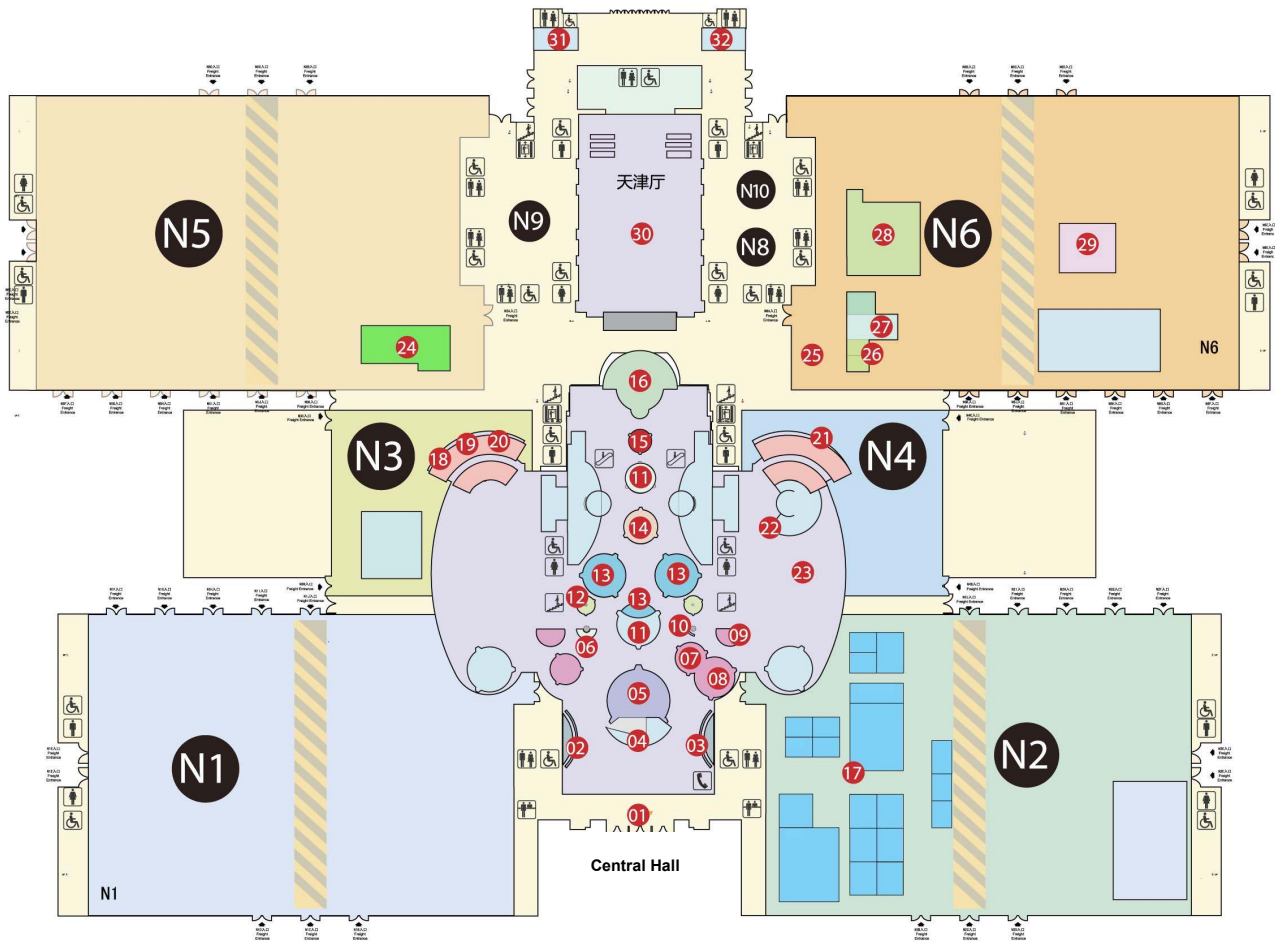
BINGO	09.00 – 10.00	Yinchuan
Farmers*	11.00 – 12.00	Harbin
LGMA	10.00 – 10.30	Yinchuan
IPO	09.00 - 10.00	Harbin
RINGO	10.00 – 11.00	Guiyang (only on 5 and 7 October)
TUNGO	09.00 – 10.00	Wuhan
Women and Gender*	08.30 – 09.00	Guiyang
YOUNGO*	09.00 – 10.00	Guiyang

Other ad hoc constituency daily meetings may be announced in the Daily Programme and on the CCTV monitors.

***Provisional constituency** - The three groups with an asterisk are recognized as constituencies on a provisional basis pending a final decision on their status before COP 17/CMP 7.

Map of Meijiang Convention and Exhibition Center

First Floor

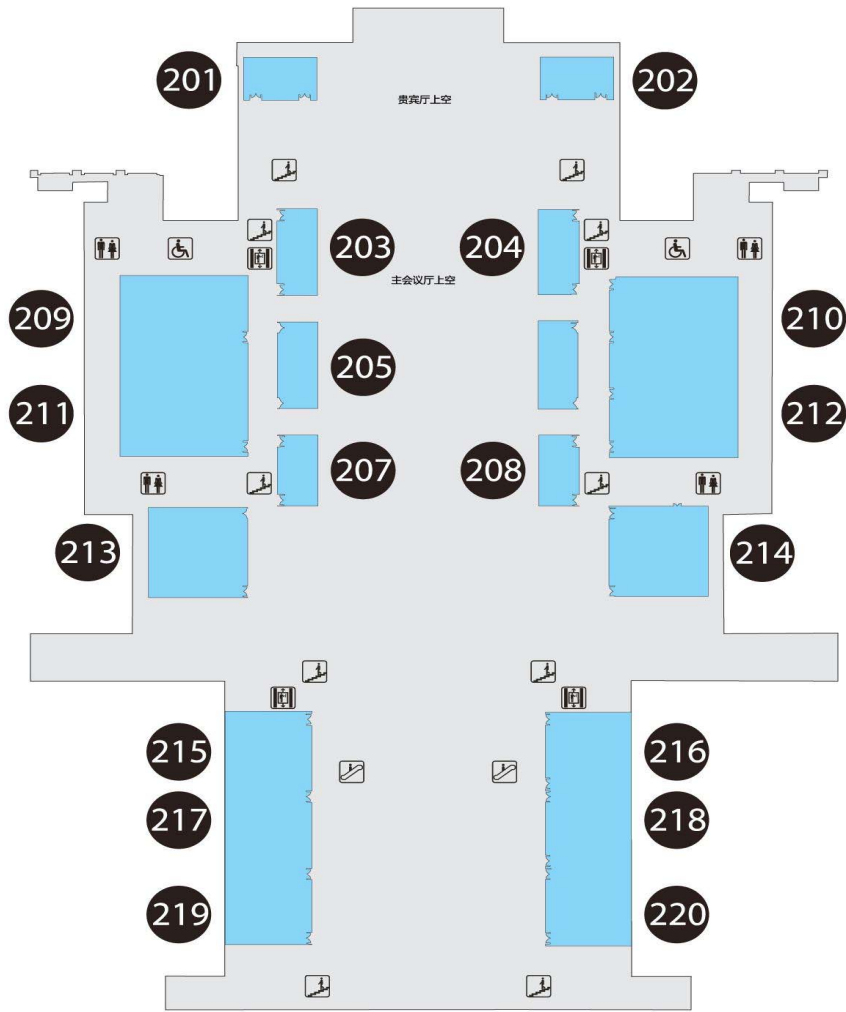


一层 LEVEL 1

- | | |
|---------------------------------------|--|
| 01 安检处.....Security Check | 18 DSA & 旅游.....DSA & Travel |
| 02 安保及失物招领处.....Security Lost & Found | 19 NGO办公室.....NGO Offices |
| 03 衣帽间.....Cloak Room | 20 边会协调.....Side Events Coordination |
| 04 注册区.....Registration | 21 G77办公区.....Regional Group offices |
| 05 商务中心.....Business Center | 22 酒吧咖啡厅.....Bar and Coffee Area |
| 06 旅游中心.....Tourism Center | 23 自选餐厅.....Restaurant |
| 07 手机租赁.....Mobile Phones Rental | 24 会务服务.....Conference Affairs Service |
| 08 邮局.....Post office | 25 媒体休息区.....Media Lounge |
| 09 银行.....Bank | 26 媒体办公室.....Media Team offices |
| 10 咨询处.....Information | 27 新闻发布会.....Press Conference Room |
| 11 天津展览区.....Tianjin Booth | 28 计算机及媒体报道中心.....Computer Center / Media center |
| 12 COP 16 咨询处.....COP 16 Information | 29 中国代表团办公室.....Delegation of China Offices |
| 13 展览区.....Exhibits Area | 30 天津厅.....Plenary Tianjin |
| 14 中国展区.....CHINA Booth | 31 拉萨厅.....Meeting Room Lhasa |
| 15 会议安排室.....Meeting Room Assignment | 32 海口厅.....Meeting Room Haikou |
| 16 文件分发区.....Documents Distribution | |
| 17 代表团办公室.....Delegation Offices | |

Map of Meijiang Convention and Exhibition Centre

Second Floor



二层 | LEVEL 2

会议室 MEETING ROOMS

- 201 贵阳.....GUIYANG
- 202 银川.....YINCHUAN
- 203 昆明.....KUNMING
- 204 杭州.....HANGZHOU
- 205 成都.....CHENGDU
- 207 哈尔滨.....HARBIN
- 208 武汉.....WUHAN
- 209 211 上海.....SHANGHAI
- 210 212 北京.....BEIJING
- 213 济南.....JI' NAN
- 214 沈阳.....SHENYANG
- 215 217 香港.....HONGKONG
- 216 218 澳门.....MACAU
- 219 西安.....XI' AN
- 220 台北.....TAIPEI

Media Centre

The **Media Centre** is located on the first floor in Hall N6 behind the **Computer Centre** (please see floorplan on page 9). Services include PCs with internet access and plug and play facilities to accredited press and media representatives. The UNFCCC media support staff have their offices on the first floor in Hall N6 (please see map on page 9).

The **Press Conference Room** is located on the first floor in Hall N6 (please see floorplan on page 9). Staff in the media offices facilitate booking of the **Press Conference Room** and interviews with United Nations officials or delegates.

Press and media facilities will be available from Monday, 4 October to Saturday, 9 October.

Contact information

Eric Hall
UNFCCC Spokesperson
Tel.: +86 1872 218 6300
ehall@unfccc.int

John Hay
Media Relations Officer
Tel.: +86 187 2218 6371
jhay@unfccc.int

Carrie Assheuer
Public Information and Media Assistant
Tel.: +86 187 2218 5938
cassheuer@unfccc.int

Alexander Saier
Information Officer
Tel.: +86 187 2218 6587
asaier@unfccc.int

Naana Beeko
Press Accreditation
Tel.: +86 187 2218 6070
nbeeko@unfccc.int

Services to participants

DSA disbursement

Delegates from Parties eligible for funding should present their travel documents (including an official identification document) at the DSA and Travel Office located on the first floor in Hall N3, prior to collecting their daily subsistence allowance (DSA) from the bank (please see below).

Hours and contact information

DSA/Travel Office

Monday, 4 October to Saturday, 9 October

09.00–12.00

13.00–17.00

DSA payments

Friederike Monschau
Tel.: +86 187 2218 7157
fmonschau@unfccc.int

Travel

Mary Jean Abrazado
Tel.: +86 187 2218 7013
mabrazado@unfccc.int

Banking

Industrial and Commercial Bank of China (ICBC) located in Central Hall, will disburse DSA to funded delegates and provide currency exchange services.

Hours

Monday, 4 October to Friday, 8 October 09.00 -16.00

An ATM machine is stationed inside the bank and is available during banking hours.

Reception

On the occasion of the opening of the Tianjin Climate Change Conference, The People's Republic of China in association with the city of Tianjin cordially invite all participants to a reception on **4 October 2010** at 19:00 in Hall N9 of the Meijiang Convention and Exhibition Center (MJCEC).

Participants are reminded that they need to be registered to enter the conference venue.

Meijiang Convention and Exhibition Center
Tianjin, Xiqing District, Youyi South Street 18, Tianjin 300061

Computers and photocopiers

The **Computer Centre** is located on the first floor in Hall N6. Computers and high-speed printers are available from Sunday, 3 October to Saturday, 9 October for participants on a first come, first served basis. These computers allow Internet access and are equipped with word processing and spreadsheet software.

Please be considerate and do not monopolize the equipment. It is intended for use by all participants. In addition, participants can connect laptops to the Internet at 'plug and play' desks in the **Laptop Centre**, located on the first floor. Instructions are posted on the desks.

Photocopying services are available at the **Business Centre** on the first floor in the Central Hall (please see floorplan on page 9).

Consignments

For information on consignments, please contact the shipment focal points at the **Information Counter**.

Catering

Restaurants, bar and coffee area are located in Hall N3 and N4. (please see floorplans on page 9). Lunch tickets should be purchased at the counters at the entrance of each restaurant.

Capacity of persons	Date	Opening hours	Type of meal
300	Saturday, 2 October - Sunday, 3 October	12.30 - 14.00 08:00 - 19:00	Lunch Buffet Snacks
1,500	Monday, 4 October	12.30 - 15.00 08:00 - 20:00	Lunch Buffet Snacks
1,500	Tuesday, 5 October - Saturday, 9 October	12.30 - 15.00 08:00 - 21:00	Lunch Buffet Snacks
500	Tuesday, 5 October - Saturday, 9 October	18:00 - 21:00	Dinner

Lost and found

Lost and found items are kept in the **Security Lost and Found Office**, located at the entrance of the Meijing Convention and Exhibition Center, to the left-hand side. For security reasons, unattended items found anywhere on the conference premises will be removed.

Tel.: +86 228 326 4596

Meditation room

A room for meditation and prayer is available to participants and is located on the first floor in Hall N6 behind the Media Team offices at the right-hand side.

Emergencies

For medical emergencies, please contact the **Medical Centre**, located in the foyer of the Central Hall at the right-hand side.

Tel.: +86 228 326 4575

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

Tel.: +86 228 326 4593

Information about Tianjin

Tianjin, which means "Emperor's Port," is 87 miles southeast of Beijing, on the coast of the Bohai Sea. As China's third-largest city, it is one of the four municipalities directly controlled by the central government. 'Jin' for short was adopted in the first year of Yongle Reign in Ming Dynasty. Its location at the confluence of five tributaries of the Haihe River, as well as at the junction of the Beijing-Shanhaiguan and Beijing-Shanghai railways, makes it a hub of convenient land and water transportation.

For further information on the history of Tianjin, maps, hotels, please visit the Tianjin **Tourism Counter** is located next to the **Information Counter** in the Central Hall.

Anything else I should know?

Food and drink are not permitted in the meeting rooms.

Please help keep the conference premises a non-smoking environment. Smokers are encouraged to enjoy the fresh air outside the Meijang Convention and Exhibition Center.

Participants are 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 to dispose of all paper in a large white container located in front of the Computer Centre and the Business Centre.

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

Important telephone numbers in Tianjin

The country code for China is +86 and the area code for Tianjin is 022

 Police: 110

 Fire: 119

 Municipal First-Aid Center: 120

Transportation information in Tianjin

Transport:

http://unfccc.int/files/meetings/intersessional/tianjin_10/logistics/application/pdf/pub_transport_beijing.pdf

Schedule:

http://unfccc.int/files/meetings/intersessional/tianjin_10/logistics/application/pdf/transportation_arrangements_for_participants.pdf

More information on transportation can be obtained at the Tianjin **Tourism Counter**.

Helpful Chinese phrases and names

Meijiang Convention and Exhibit Center - 梅江会展中心

Address of Meijiang Convention and Exhibition Center -天津市西青区友谊南路18号

Hello - 你好

Please take me to Meijiang Convention and Exhibit Center - 请带我去梅江会展中心

Please - 请

Excuse me - 打扰一下

Thank you - 谢谢

You are welcome - 不客气

Can you help me? - 你可以帮助我么？

Can you translate this word into Chinese for me? - 您能帮我把这个单词翻译成中文么？

Where can I find the male's toilet? - 请问男厕所在哪里？

Where can I find the female's toilet? - 请问女厕所在哪里？

Chicken - 鸡肉

Beef - 牛肉

Pork - 猪肉

Fish - 鱼肉

I do not eat pork - 我不吃猪肉

I am vegetarian - 我是素食主义者



Please send your feedback to conferencegreening@unfccc.int