

## Meeting Room Assignment (MRA)

Meeting rooms may be booked for closed meetings, availability permitting, every day from 8 a.m. to 7 p.m.

Requests for a meeting room can already be sent via e-mail, however confirmation and responses will be sent individually, approximately as of 23 November 2015.

Please download the MRA form [here](#) and send it as an attachment to **meetingrequest@unfccc.int**.

As of Monday, 30 November 2015 (official start of COP 21/CMP 11), MRA request forms will no longer be accepted by email. From this time they can only be handed in at the Information and MRA Counter in paper form. The Information and MRA Counter is located on the left-hand side when entering the venue, after the main security check area.

Availability and location of your meeting room will be confirmed in the evening of the day before your meeting date. This information can be obtained from the Information and MRA Counter. It is also recommended that you re-confirm room availability for your meeting with the staff at the Information and MRA Counter shortly before the start of your meeting, as changes in room allocation may occur due to the needs of the negotiation process. Please clearly indicate your contact details (e.g. name, local mobile phone and e-mail address) on the MRA request form.

Meeting Room Assignment (MRA) Policy:

- Rooms are assigned for a maximum of 1 hour ONLY per Party/ organization, free of charge.
- Meeting room reservations are made on a provisional basis and their final confirmation depends on the needs and demands of the negotiating process, which shall supersede the needs and demands of others.
- It would be advisable that you reconfirm your reservation with our staff at the Information and MRA Counter, within the conference venue, at least two hours before the meeting start, in case there are any last minute changes to your booked/ confirmed meeting room allocation.  
Important: Please notify MRA for any meeting booking cancellation in advance!
- If all meeting rooms are in use and meetings of the Convention and the Kyoto Protocol require other rooms, the secretariat may request you to vacate the room in which you are holding your meeting, if the specifications of your meeting room coincide with the requirements of these meetings, at short notice. Hence, please clearly indicate your contact details on this form and the MRA team will assist in finding an alternative solution.
- With your signature on this form you confirm that you have read, understood and agreed to this MRA policy.
- Food and beverages are not permitted inside the meeting rooms.

Information and MRA Counter opening hours:

Monday to Saturday from 8.00 a.m. to 7.00 p.m.