



Information for participants

**Sessional period of
the subsidiary bodies**

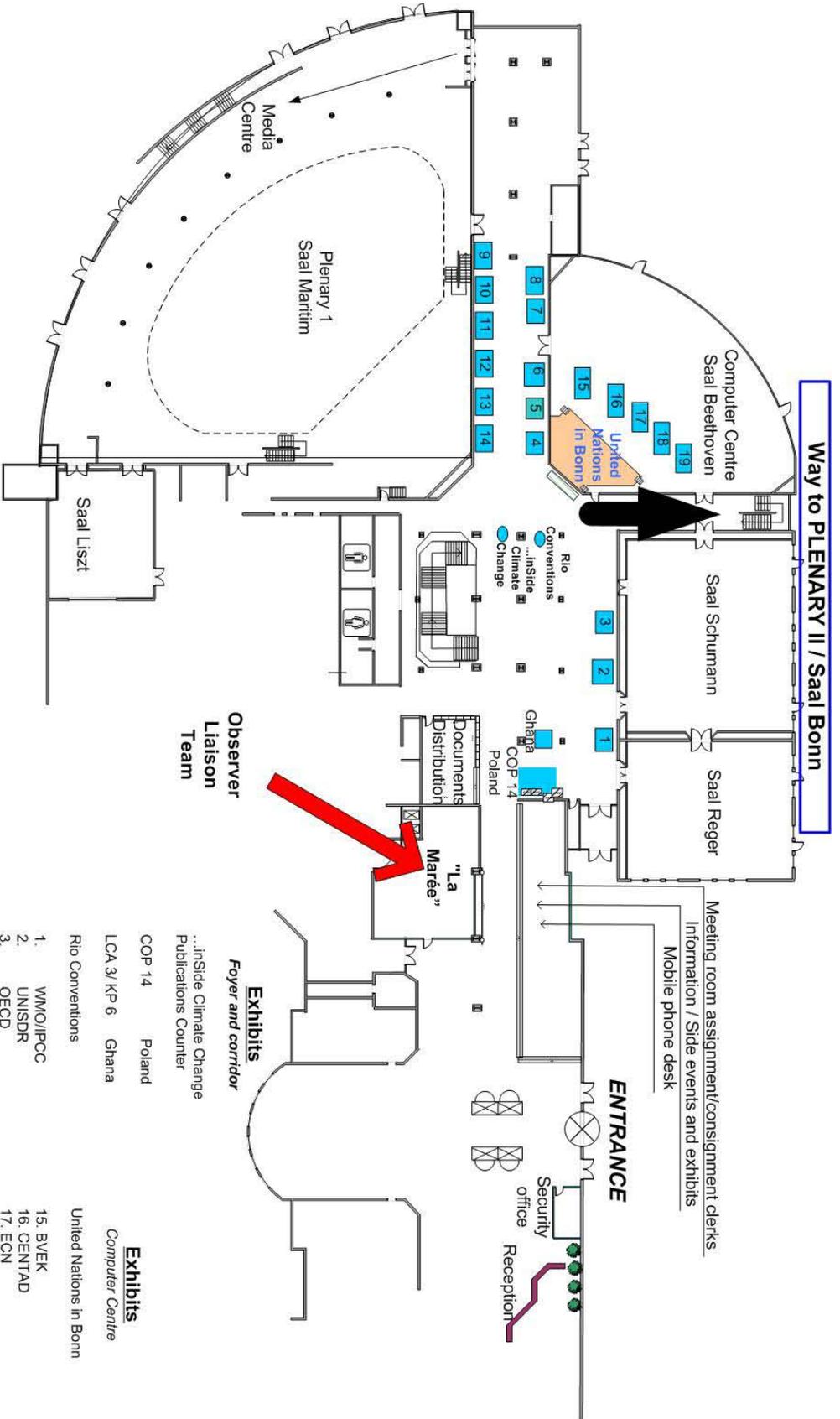
2-13 June 2008

Bonn, Germany

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Hotel Maritim - Ground Floor



- 1. WMO/IPCC
- 2. UNISDR
- 3. OECD
- 4. Japan
- 5. IGES
- 6. ICETT
- 7. GEC/JIC
- 8. US CAN
- 9. CMA
- 10. OECC
- 11. Pew Center
- 12. PIECA
- 13. IETA
- 14. WBCSD

- ...Inside Climate Change Publications Counter
- COP 14 Poland
- LCA 3/ KP 6 Ghana
- Rio Conventions

- Exhibits**
- Computer Centre
- United Nations In Bonn
- 15. BVEK
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- 19. Wetlands

Registration

Where do I get my badge?

Parties, observers and press can register and have their photos taken at the **Registration Tent** located outside 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 otherwise indicated for security reasons.

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

Hours and contact information

Saturday, 31 May, 3–6 p.m.
Sunday, 1 June, 8.30 a.m.–6 p.m.
Monday, 2 June to Friday, 13 June
8 a.m.–6 p.m.

For Parties, observer States, observer organizations and press

Hedwig Sandoval
Tel.: +49 228 3078 7569
Fax: +49 228 3078 7568

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

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 **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 photocopiers may be bought here.

Hours and contact information

Monday, 2 June to Friday, 13 June
8 a.m.–6 p.m.

Feargal Magee
Tel.: +49 228 3078 7742
Fax.: +49 228 3078 7828

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/meetings/sb28/daily_programme/items/4379.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>

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.

Hours and contact information

Monday, 2 June to Friday, 13 June
8 a.m.–6 p.m. Tel.: +49 228 3079 3820

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 External Relations/Observers Organizations Liaison team in La Marée . Organizers of exhibits may display and distribute documents in their own exhibition area.

Contact information

Susan Brandmeir
Tel.: +49 228 3079 3838

Anne Lutz
Tel.: +49 228 3078 7829

Documents deposited elsewhere or not attributed will be removed.

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

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

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

Monday, 2 June to Friday, 13 June
8 a.m.–6 p.m.

Bernardo Buechner
Paul Jimenez
Peter Kakucska
Tel.: +49 228 3078 7891

Where are the meeting rooms?

All meetings of the Convention bodies and UNFCCC events are held inside the Hotel Maritim. Plenary 1, Liszt, Schumann and Reger are located on the ground floor. Please see the floor plan on page 2 for the exact location. Plenary 2 is located in a tent, through the central Foyer.

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 8.

Side events are also held at the Ministry of Environment, in rooms WIND and SOLAR, and at the Ministry of Transport, in rooms METRO, RAIL and TRAM, only a three-minute walk from the Hotel Maritim. Please see map on page 9.

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 Environment.

BINGO office – room 0.510 on the ground floor
Tel.: +49 228 305 3369
Contact: Carlos Busquets (ICC)
cbs@iccwbo.org

ENGO office – room 1.126 on the first floor behind side event room SOLAR
Tel.: +49 228 305 3326
Contact: David Turnbull (USCAN)
dturnbull@climatenetwork.org

RINGO (Research and independent non-Governmental organizations)
Contact: Monica Alessi (CEPS)
monica.alessi@ceps.be

TUNGO* (Trade Unions non-governmental organizations)
Contact: Anabella Rosemberg (TUAC)
rosemberg@tuac.org

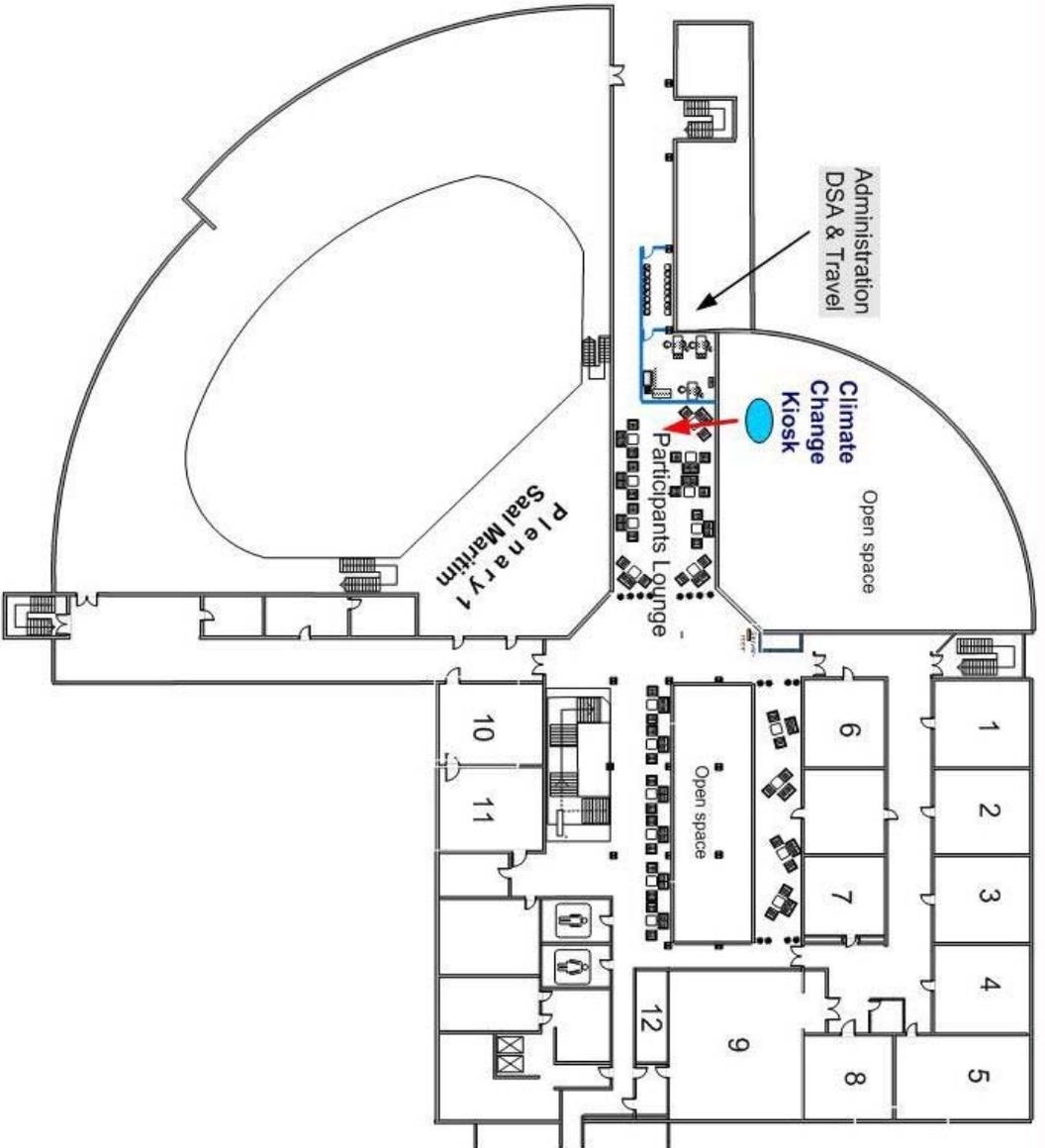
Meetings

9–10 a.m.	BINGO	Ministry of Transport, METRO	(daily)
2–3 p.m.	ENGO	Ministry of Transport, RAIL	(daily)
10–11 a.m.	RINGO	Ministry of Transport, TRAM	(7, 9 and 11 June)
9–10 a.m.	TUNGO*	Ministry of Transport, SCOOTER	(daily)

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

Please consult the CCTV monitors in Hotel Maritim and in the foyer at Ministry of Environment in case of last minute changes.

*The TUNGO is an applicant constituency and is being treated provisionally as a constituency pending a decision by the COP at its fourteenth session.



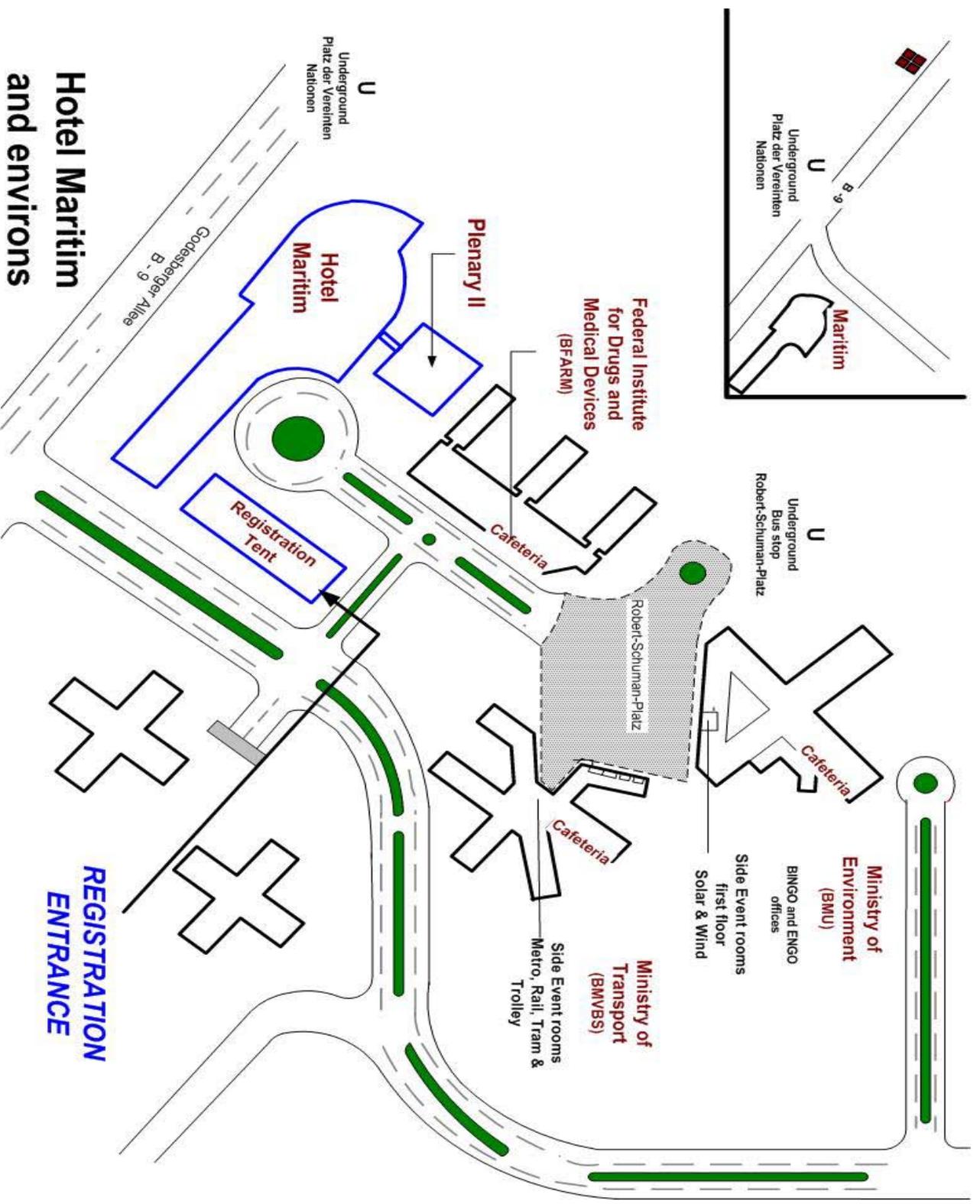
Hotel Maritim - First Floor

Salons

- 1. Rheinaue
- 2. Lenné
- 3. Haber
- 4. Mann
- 5. Koch
- 6. Hauptmann
- 7. Planck
- 8. Arndt
- 9. Haydn
- 10. König
- 11. Einstein
- 12. Meditation

Exhibits

- Participants Lounge*
- Climate Change Kiosk*



**Hotel Maritim
and environs**

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

Susan Brandmeir
Tel.: +49 228 3079 3838

Climate Change Kiosk

Stop by and pick up ...

the latest volume of the secretariat's multi-volume CD-ROM collection

Documenting Climate Change Vol. 9.

at the Climate Change Kiosk located on the first floor in the Participants Lounge.

This CD-ROM collection contains all official documentation issued since 1991 as part of the Convention and Protocol processes as well as full texts of all documents in all available United Nations languages. The CD-ROMs contain interpretive guides, national communications on greenhouse gas emissions trends and policy responses, in-depth reviews of national communications, daily programmes, lists of participants and agendas for all UNFCCC meetings.

Contact information

Alexander Saier
asaier@unfccc.int
Tel.: +49 172 179 8835

Joint exhibit of the Rio Conventions

The United Nations Framework Convention on Climate Change, the Convention on Biological Diversity and the United Nations Convention to Combat Desertification cooperate on a range of issues and the Joint Liaison Group strengthens common action. All three Conventions share the common goal of a sustainable future as portrayed in the exhibit in the Computer Centre in Saal Beethoven.

Services to participants

DSA disbursement

Delegates from Parties eligible for funding can collect their daily subsistence allowance (DSA) from the **Administration Office** located beside the Delegates Lounge in the gallery on the first floor. 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, 2 June to Friday, 13 June

9 a.m.–12 noon

1 p.m.–5 p.m.

DSA payments
Sana Lingorsky
slingorsky@unfccc.int

Travel
Melanie Jüngel
Petra Meiranke
Tel.: +49 228 3078 7458

Media Centre

Special press and media facilities will be available from Monday, 2 June through Friday, 13 June.

The **Media Centre** is located in the corridor behind Plenary 1 (ground floor). The Media Centre offers various services to accredited press and media representatives, including PCs with Internet access, plug and play facilities, and mult boxes.

The UNFCCC media support staff have their offices in the corridor behind Plenary 1.

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

John Hay
UNFCCC Spokesperson
Tel.: +49 172 258 6944

Alexander Saier
Information Officer
Tel.: +49 172 179 8835

Carrie Assheuer
Public Information and
Media Assistant
Tel.: +49 179 8836

Computers and photocopiers

The **Computer Centre** is located on the ground floor of the Hotel Maritim, in Saal Beethoven. 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.

Monday, 2 June to Friday, 13 June

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 Saal Beethoven, in the **Laptop Centre**. Instructions regarding connection and dial-up numbers are posted on the desks.

Two card-operated photocopying machines are available next to the Documents Counter. The copy cards can be purchased from the Information Counter. In case of technical problems, please contact the staff at the Information Counter.

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.

Mobile phone rental services and sales of Global SIM cards:

The rental services of mobile phones will be available only on 2 and 9 June at the conference venue, Hotel Maritim Bonn.

Hours

Monday, 2 June: 8 a.m.–12 noon, 1–3 p.m.

Monday, 9 June: 8 a.m.–12 noon, 1–3 p.m.

This year, Hirefone is shifting services from the rental of mobile phones to the sale of global SIM cards, which can be ordered immediately by fax for delivery to the hotel where you are staying during the conference.

Information

<http://unfccc.int/files/meetings/sb28/application/pdf/sb28_mobileguide.pdf>

Global SIM order form

<http://unfccc.int/files/meetings/sb28/application/pdf/sb28_orderform_mobile.pdf>

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, 2 June:	9 a.m.–3 p.m.
Tuesday, 3 June:	11 a.m.–2 p.m.
Wednesday, 4 June:	11 a.m.–2 p.m.
Monday, 9 June:	10 a.m.–3 p.m.
Tuesday, 10 June:	10 a.m.–3 p.m.
Wednesday, 11 June:	11 a.m.–3 p.m.
Friday, 13 June:	11 a.m.–2 p.m.

Consignments

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

Contact information

Humphrey Asaah
Tel.: +49 151 54 33 2260

Moritz Weigel
Tel.: +49 151 54 33 2261

Catering

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

Meditation room

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

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 anywhere on the conference premises will be removed.

Tel.: +49 228 3079 3821

Emergencies

For medical emergencies, please contact the German Red Cross located in the **Emergency Room**, next to Plenary 1.

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 3079 3821

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, 2 June to Friday, 13 June

9 a.m.–6 p.m.

Tel.: +49 228 3078 7890

2008 Future Sessions

Accra Climate Change Talks
in Accra, Ghana

21–27 August 2008

United Nations Climate Change Conference
in Poznan, Poland

1–12 December 2008

Accommodation and tourist information on Accra and Poznan may be found at the exhibits in the foyer on the ground floor at Hotel Maritim

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 would like to 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:

Blue bins: paper

Black bins: packing material

Light grey bins: other waste

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

Social events

Wednesday, 4 June at 7 p.m.

The Mayor of 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

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

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	Graffenbergerallee 128A 40237 Düsseldorf	Tel.: (0211) 681 8500 Fax: (0211) 6878 5033
India	Friedrich Ebert Anlage 26 60326 Fankfurt	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./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 31 2086, 31 2523
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
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

Where to eat near the Hotel Maritim

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

Services in Bonn/Cologne

Deutsche Bahn AG (Railway)	Bonn train station Tel.: (01805) 99 6633	
	Bad Godesberg station Tel.: (0228) 36 3248	
Cologne/Bonn Airport	Tel.: (02203) 404 0012	Bus 670 (to and from Bonn)
Post Office	Münsterplatz	Opening hours: Monday–Friday 9 a.m.–8 p.m. Saturday 9 a.m.–4 p.m.

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



For more information: <unfccc.int>