

United Nations Climate Change Conference 2013

Warsaw, Poland

Information for Participants

COP 19/CMP 9

11 to 22 November 2013



United Nations
Climate Change Conference

In line with the secretariat's efforts towards climate neutrality,
this 'Information for Participants' brochure is 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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I. Welcome

Welcome to the United Nations Climate Change Conference 2013, host to the nineteenth session of the Conference of the Parties (COP) and the ninth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), held at the **Stadion Narodowy (National Stadium)** in Warsaw, Poland.

This brochure answers frequently asked questions and provides a range of information to facilitate your participation and stay during the conference. Additional information is available on the following websites:

UNFCCC website for COP 19/CMP 9: <<http://unfccc.int/2860.php>>.

Host country website: <<http://www.cop19.gov.pl>>.

Participants of the pre-session meetings should note that registration at the National Stadium will be open from 4 November 2013. This in order for delegates taking part in the pre-session meetings to receive their conference participant badge which allows for free public transportation during the period of participation.

Detailed information on transportation, including on how to get to the venues, may be found under the following link:

<http://unfccc.int/files/parties_and_observers/notifications/application/pdf/information_note_transportation_cop_19-cmp_9.pdf>.

Actions to reduce the carbon footprint of the conference

Please help to enhance the environmental sustainability of the conference with these suggestions:

- Print only what is essential prior to the sessions. Once on site in Warsaw, request only essential documents in hard copy from the Documentation Services Desk.
- Print and photocopy on both sides and keep the font size to a legible minimum.
- Collect and re-use paper that has print on one side only.
- Use the waste collectors provided during the session and recycle items such as bottles, cans and paper.
- Turn off room lights and IT equipment when not in use and enable energy-saving features.
- Keep the UNFCCC lanyard for use at your next UNFCCC meeting or alternatively, return it to the secretariat after the conference. Boxes will be placed by the main entrance of the National Stadium for this purpose.

II. General information

A. Visas

All foreign delegates entering the Republic of Poland must have a valid passport. Participants requiring a visa for Poland, or a transit visa, are strongly encouraged to contact the appropriate consular authorities immediately upon receipt of the notification. **The issuance of a visa for the Schengen States may take up to fifteen (15) days from the date of submission of the visa application.** To facilitate the issuance of a visa, a copy of the notification should be attached to the visa request. For more information, please visit the website of the Polish Foreign Ministry at [<http://www.mfa.gov.pl/en/>](http://www.mfa.gov.pl/en/).

Additional information on the issuance of visas can be found at the following link on the host government's webpage for the conference:

[<http://www.cop19.gov.pl/visas>](http://www.cop19.gov.pl/visas).

B. Access to the conference premises

Please note that access to the conference area is restricted to registered participants of the session. In order to comply with the security requirements of the secretariat, participants are expected to wear their badges visibly at all times and in all areas. If you lose your badge, please report it to the Registration Counter immediately.

C. Information Counter

The UNFCCC Information Counter located on Level 0/Zone A3 of the National Stadium provides information about UNFCCC meetings and the conference venue.

UNFCCC Information Counter opening hours:
Sunday, 10 November to Friday, 22 November
8 a.m. to 7 p.m.

The City of Warsaw Information Counter located on Level 0/Zone C2 of the National Stadium provides information about the City of Warsaw.

The Tourism Information Counter located on Level 0/Zone A1 of the National Stadium provides information about Poland.

D. Consignments and shipping

Consignments to Poland will be handled by PMST Transmebele International Sp.z o.o. in Warsaw. Consignments may be received at the main warehouse at the following address:

Stadion Narodowy/ National Stadium: 03-901 Warszawa, Al. Poniatowskiego 1
Parking Area Level -2, Room No. B.2.903
Mr Konrad Zuk
Warehouse Coordinator
Mobile: +48 504 461 027
E-mail: <konrad@transmeble.com.pl>

PMST Transmebele International Sp.z o.o. has been appointed as the sole official warehousing and distribution services provider contracted by the Government of Poland. This company has also been appointed by the Government of Poland as the preferred clearing agent for import/ export, customs, freight forwarding and warehousing and distribution logistics on behalf of the delegates and exhibitors. In conjunction with the Polish Customs Office, PMST Transmebele International Sp.z o.o. has been given special permission pertaining to customs clearance matters. The Government of Poland therefore recommends consigning all COP 19/CMP 9 materials to PMST Transmebele International Sp.z o.o.

Customs Agency and Air Cargo Operations:
Mr Piotr Kopanski
Deputy Project Director for COP 19/CMP 9
Customs Formalities Coordinator
Exposped Ltd as exclusive partner of PMST Transmebele International
Mobile: +48 504 103 570
E-mail: <piotr.kopanski@exposped.com.pl>

For more information on consignments and shipments, please refer to the official shipping guidelines available on the UNFCCC website.

To facilitate customs clearance, all consignments sent to COP 19/CMP 9 that are part of the exhibition materials should be clearly labeled as **‘No commercial value, goods for exhibition purposes only’**. All consignments labeled as such are duty-free and may be imported into Poland on a temporary import basis without import tax duties.

To facilitate the tracking of the consignee, **the sender, organization, recipient or responsible person, and telephone number or e-mail address should be clearly visible on the consignment label**. The total number of pieces should be clearly marked on each parcel, for example 1/10, 2/10, etc.

Labels for consignments to exhibits, side events and delegations are different with regard to storage; therefore please mark them accordingly.

How to obtain the consignment labels:

Side events and exhibits: The consignment labels will be sent to official organizers that have accounts in the side events and exhibits online registration system (SEORS).

Delegations: The consignment labels may be obtained upon request by e-mail from consignments@unfccc.int.

You are requested to send your **tracking number** as well as your **air waybill number** to consignments@unfccc.int, in order to facilitate tracking and customs clearing formalities.

The above information may also be found at:

http://unfccc.int/meetings/warsaw_nov_2013/meeting/7649/php/view/logistics.php#logistics7.

E. High-level segment

The high-level segment, to be attended by ministers and other senior officials, will be inaugurated during the afternoon of Tuesday, 19 November 2013. Statements by ministers and other heads of delegation will be heard in joint meetings of the COP and CMP on 20 and 21 November. The high-level segment will conclude on Friday, 22 November, with the adoption of decisions and conclusions by the COP and the CMP.

Given the number of Parties and the limited amount of time available for statements, it will be necessary to limit the duration of each statement. **The recommended time limit is three minutes.** Statements on behalf of groups, where the other members of the group do not speak, are strongly encouraged and additional time will be provided for these.

The secretariat wishes to inform Parties and observer States that **full texts of the official statements will not be circulated in hard copy in plenary during the high-level segment.** Full texts of the official statements will be posted on the UNFCCC website. In order to have statements posted on the UNFCCC webpage, Parties speaking at the high-level segment are requested to send an electronic file containing the statements to the following e-mail address: external-relations@unfccc.int.

The completed registration form for inclusion in the list of speakers for the high-level segment should be addressed to:

External Relations Officer, Conference Affairs Services

Tel: +49 228 815 1611

Fax: +49 228 815 1999

E-mail: sessions@unfccc.int.

F. Climate Change Studio

The Climate Change Studio, a collaboration between the UNFCCC secretariat and Climate Change TV (RTCC), provides a space for one-on-one interviews with a wide array of stakeholders from businesses and NGOs as well as Party delegates to discuss the effects of climate change, causes of global warming and possible solutions.

All interviews at the Studio are video-recorded and posted to the Climate Change TV website: <<http://www.climate-change.tv/cctv-videos/unfccc-inside>>.

Videos from this and previous conferences are listed on the website and may be found using the search tool.

To book an interview at the Studio, please contact the UNFCCC secretariat at <climatechangestudio@unfccc.int>.

G. Further guidance for participants

Delegation nameplates

Delegates are requested not to remove country nameplates from the meeting rooms. The secretariat is unable to replace these at short notice, and this can lead to serious disruptions at meetings.

Use of audio and video recording devices

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

H. Social events

Welcome reception on the occasion of COP 19/CMP 9

A reception to welcome participants of COP 19/CMP 9 will take place on Monday, 11 November. The reception is open to all participants.

Further information will be made available in due course and will also be available on the CCTV monitors and in the Daily Programme of Monday, 11 November. Participants are reminded that in order to enter the reception venue they will need to be registered and to show their conference badges.

I. Information about Warsaw and Poland

Information on visiting Warsaw is provided by the Host Government on the website it has established for the conference: <<http://www.cop19.gov.pl>>.

Currency

The currency in Warsaw is the Polish Zloty; 1 USD = 3.116 Polish Zloty (October 2013).

All credit cards are used and accepted for withdrawing money and commercial transactions. Check with your bank if charges and commission fees apply.

Weather

The temperature in Warsaw ranges from 3 °C to 5 °C in November.

Electricity

The electricity supply in Warsaw is 220/230 Volts AC 50 Hz. All plugs are two-pin (European outlet).

III. Registration

A. Nominations

Online registration for Parties and observer States to nominate their representatives is currently open. Please confirm your delegation as soon as possible and prior to the sessions.

Online registration for IGOs and NGOs to confirm their representatives is currently open. The deadline for confirming representatives is Thursday, 7 November, at midnight CET.

B. Credentials

Credentials must be issued by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. Only one set of credentials is necessary to cover the participation of Parties to the Convention and Parties to the Kyoto Protocol in the COP at its ninth session and the CMP at its ninth session. Representatives, alternate representatives and advisers are requested to deposit the corresponding letters of credentials at the **External Relations Office**, located on Level -1/Zone A8 in the Conference Affairs Services offices at the National Stadium. No other office of the secretariat or of the Host Government is designated to receive credentials.

C. Registering at the conference

All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions of the Convention and its Kyoto Protocol, are free of charge.

Upon arrival, participants are requested to register at the Registration area located in the National Stadium in Warsaw from Saturday 9 November, to Friday, 22 November 2013 during the opening hours indicated below.

Participants of the pre-sessional meetings should note that registration at the National Stadium will be open from 4 November 2013. This in order for delegates taking part in the pre-sessional meetings to receive their conference participant badge which allows for free public transportation during the period of participation.

Valid photo identification in addition to the fast-track pass generated from the online registration system should be presented to registration staff.

For all participants, a valid passport or a nationally approved identification card is required.

Press badges are issued to accredited press representatives on presentation of a valid press card, a letter of assignment and an identification document (e.g. a passport). Press badges, unless indicated otherwise, allow access to all public meetings and sessions. Please go to <<https://onlinereg.unfccc.int/>> to apply for media accreditation.

Please be aware that 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:

Friday, 8 November from 09.00 a.m. to 6.00 p.m.

Saturday, 9 November until Saturday, 16 November 2013, from 8.00 a.m. to 7.00 p.m.

Sunday, 17 November 2013, registration will be closed.

Monday, 18 November until Thursday, 21 November 2013, from 8.00 a.m. to 7.00 p.m.

Friday, 22 November 2013, from 8.00 a.m. to 6 00 p.m.

To avoid delays, it is highly recommended that you register on Saturday, 9 November or Sunday, 10 November.

Registration contacts:

For Parties, observer States and observer organizations:

Ms. Vera-Lynn Watson
E-mail: sessions@unfccc.int
or ywatson@unfccc.int

For press and media:
Ms. Carrie Assheuer
E-mail: press@unfccc.int

Please keep the UNFCCC lanyard for use at your next UNFCCC meeting or, alternatively, return your badge and lanyard to the secretariat after the meeting. Boxes will be placed by the main entrance of the National Stadium for this purpose.

If you would like to update your badge photo, please ask at the Registration Counter.

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.

D. Corrections to the list of participants

A list of participants at the conference is produced by the secretariat. If you would like to make a correction, please notify Ms. Vera-Lynn Watson at the Registration Counter.

IV. Where to find what you need

Where do I get my conference badge?

Parties and press as well as IGO and NGO representatives duly nominated and confirmed through the Online Registration System can register and have their photograph taken at the **Registration Counter** located on Level -1/Zone A2 of the National Stadium, right after entering the venue.

Where are the pigeonholes for delegates?

Pigeonholes for the distribution of official documents and messages are next to the Documentation Services counter located on Level -1/Zone A5 of the National Stadium. Delegates are requested to check their pigeonholes at regular intervals.

In order to reduce the carbon footprint of side events and exhibits, as per past practice flyers for side events and outside events will not be accepted for distribution through pigeonholes. The schedules for side events and exhibits are available on the UNFCCC website, the secretariat's poster board listing the day's events, and the free UNFCCC

iPhone/ iPad application 'Negotiator'. Information on outside events may also be posted on the UNFCCC website.

Please note that the secretariat strongly encourages materials in electronic/ digital format (USB flash drives, CD-ROM, etc.). Authorization is unlikely to be given unless the materials are in such format. If you have any questions, please consult the secretariat via <sessions@unfccc.int> before the arrival of the materials at the venue.

Where can I distribute materials?

Participants are requested to refrain from distributing non-official material, such as information related to other meetings, future conferences or publicity material, via the pigeonholes. On an exceptional basis, personalized invitations, publications or documents by a Party or an admitted observer organization that are clearly attributed to the climate change negotiations may be authorized for distribution through the pigeonholes.

Publications that are clearly attributed to a Party or an admitted observer organization that is not exhibiting may be distributed and displayed at the **Climate Change Publications Counter/s**, after approval. Please provide a sample to the staff at the counter or contact the Side Events and Exhibits Coordination Office.

Documents that are deposited elsewhere or not attributed to the conference will be removed.

For further information on distributing documents at the Climate Change Publications Counter/s please contact <see@unfccc.int>.

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/warsaw_nov_2013/meeting/7649/php/view/dailyprogramme.php>.

In order to reduce paper consumption, participants are kindly requested to retain hard copies of documents throughout the sessions.

Please see 'Documentation services' for more information on official documents.

Where are the conference and meeting rooms?

Meeting rooms are located on the following levels of the National Stadium:

MEETING ROOMs	LEVEL	ZONE
Plenary 1	-2	E1
Plenary 2	-2	E2
Meeting Room 1	-2	E3
Meeting Room 2	-2	E4
Meeting Room 3	-2	E5
Meeting Room 4	-1	A6
Meeting Room 5-6	-1	A5
Meeting Room 7-9	1	A7
Meeting Room 10-11	1	B4
Meeting Room 12	1	B7
Meeting Room 13	1	B8
Meeting Room 14	1	D1
Meeting Room 15-18	1	D3
Meeting Room 19-20	1	D7
Meeting Room 21-23	2	A1
Meeting Room 24-26	2	A4
Meeting Room 27-28	2	B1
Meeting Room 29-30	2	D4
Press Conference Room 1	-1	C1
Press Conference Room 2	-2	E6

SIDE EVENT ROOMs	LEVEL	ZONE
Room Warsaw	-1	A4
Room Cracow	2	B2
Room Wroclaw	2	B2
Room Torun	2	B3
Room Gdansk	2	B3
Room Katowice	1	B6
Room Lublin	1	B3
Room Poznan	2	B3

Where can I book a conference room or meeting room?

Meeting rooms on site may be booked for closed meetings, availability permitting. To book a meeting room, please complete a Meeting Room Request form, which can be downloaded at

<http://unfccc.int/files/logistics/application/msword/meetingroom_request_form.doc>

You may send your meeting room request via e-mail to <meetingrequest@unfccc.int> as of 14 October. Confirmation for the first day of the conference will only follow as of 2 November 2013.

As of Monday, 11 November, forms must be handed in at the **Information Counter or the Meeting Room Assignment (MRA) Counter** located on Level 0/Zone A3 of the National Stadium.

Room assignment will be confirmed on the evening before the meeting date. It is recommended that you re-confirm your meeting with the secretariat at least two hours prior to the scheduled start time. Rooms are booked free of charge for a maximum of one hour per Party or organization per day. The rooms may have to be vacated at any time if the negotiation process so requires. Please complete the contact details clearly with your email or local/ international mobile phone number (using block letters), whilst filling out the meeting room request form.

Meeting room availability and contact information:

Monday, 11 November to Friday, 22 November: 8 a.m. to 6 p.m.

Email: <meetingrequest@unfccc.int>

Please note that food and drink are not permitted in the meeting rooms and that the conference premises are a non-smoking environment.

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

Where can I collect my daily subsistence allowance (DSA)?

Delegates from Parties eligible for funding may collect their DSA from the UNFCCC **Administration Office located on Level 0/Zone A2 of the National Stadium.**

Opening hours of the UNFCCC Administration Office at the National Stadium:

Monday, 11 November to Friday, 22 November:

9 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

The office will be closed on Sunday, 17 November.

A passport, flight ticket and boarding pass stubs are required when claiming DSA.

Contacts:

Ms. Petra Meiranke

Tel.: +48 885 823 506

E-mail: pmeiranke@unfccc.int

or

Mr. Victor Pavaloi
Tel.: +48 885 823 508
E-mail: vpavaloi@unfccc.int

Where do I find information on side events and exhibits?

Side event web schedules are available at:

<https://seors.unfccc.int/seors/reports/events_list.html?session_id=COP19>.

The exhibit list is available at:

<https://seors.unfccc.int/seors/reports/exhibits_list.html?session_id=COP19>.

For any other information, please refer to the Side Events and Exhibits brochure which is available under the following link:

<http://unfccc.int/meetings/warsaw_nov_2013/meeting/7649/php/view/seors.php>.

Alternatively, you may contact staff at the Side Events and Exhibits Coordination Office.

Information on side events is also displayed on the **CCTV monitors**.

Where do I find information on the UNFCCC process and the secretariat?

The central point for information on climate change, the secretariat and its work is the secretariat website, <<http://unfccc.int>>, where publications, information and data may be downloaded free of charge.

Where is the Lost and Found Office?

Lost and found items can be reported and handed in at the **UN Security/ Lost and Found Office** located on Level -1/Zone A7 of the National Stadium. For security reasons, unattended items found anywhere on the conference premises will be removed by security.

Where are the Prayer and Meditation Rooms? The Prayer and Meditation Room is located on Level -3/Zone C1 of the National Stadium.

Where is the Prayer and Meditation Room?

The Prayer and Meditation Room is located on Level -3/Zone C1 of the National Stadium.

Where can I get something to eat at the National Stadium?

A variety of food options is available throughout the conference venue.

V. Services

A. Accommodation

For assistance with making travel and accommodation arrangements, please refer to the official booking partner of COP 19/CMP 9 which may be accessed via the official COP 19/ CMP 9 website: <<http://www.cop19.gov.pl/accommodation>>.

B. Banking

UNFCCC DSA Office and Bank are located on Level 0/Zone A2.

Bank opening hours:

Monday, 11 November to Friday, 22 November: 9 a.m. to 5 p.m.

C. Bloggers' Loft

Introduced at COP 16/CMP 6 in Cancun, the Bloggers Area is a work area for bloggers and online communicators from the observer community. It is located at The National Stadium (Level -1 Zone C2). There are around 50 work spaces, each equipped with table, chair, electrical power connection and a hard-wired Internet connection (RJ45) to the "participants" branch of the conference IT network. In addition, an open wireless network is available.

Use of the Bloggers' Loft is prioritized for designated online communications professionals, such as bloggers from admitted observer organizations. All others may use the computer centres. Special secondary badges will be issued to up to 100 prioritized users. Bloggers wanting to use the Bloggers Area are requested to contact the Side Events and Exhibits Office at The National Stadium. Alternatively, requests for these badges may be made to <see@unfccc.int>.

D. Business Centre

Photocopying, printing, pre-paid phone/ SIM cards and mobile phones are available on a commercial basis in the **Business Centre** located on Level 2/Zone A3 of the National Stadium.

E. Computer workstations

Computer workstations are available on Level 2/Zone A2 of the National Stadium. The equipment is intended for use by all participants, except in the **Written Press Computer Centre** located at the Media Centre on Level -1/Zone C2 of the National Stadium which is reserved for the exclusive use of members of the media. Computers are available for participants on a first come, first served basis. These workstations provide Internet access and are equipped with word processing and spreadsheet software.

Computer workstation availability:
Monday, 11 November to Friday, 22 November

Please be considerate and allow those waiting to use the equipment during periods of high demand. Instructions regarding connection and dial-up numbers are available on the desks.

F. Consignment pick-up

To send or receive a consignment, please contact our consignment focal point, Mr. Robert Krajewski, or make your enquiries at the **Information Counter** (see 'Information Counter').

Contact information: Mr. Robert Krajewski
Email: <consignments@unfccc.int>.

G. Documentation services

To be added in due course.

H. External relations

The UNFCCC External Relations Office is located in the Conference Affairs Services offices at the Stadion Narodowy. Information on the range of services provided may be found in sections II.A., F. and G; III. A.-D. as well as relevant parts of section IV.

I. Media services

Media Centre and press facilities

Press and media facilities will be available for set-up on Saturday, 9 November, and fully operational from Sunday, 10 November to Friday, 22 November. They are located on Level -1/Zone C2. The **Media Centre** will be equipped with computers, printers, electrical power outlets for laptops, and closed-circuit television to follow the meetings.

The secretariat's Media and Communications team will be available to provide information and respond to queries and interview requests. There may be limited seating available for print media in the plenary hall, as well as limited space for television staff, photographers and official delegation media representatives. The main meetings, press conferences and other activities will be broadcast live into the Media Centre. There will also be overflow rooms when certain meetings reach full capacity.

The secretariat provides a special online reporting service to the media. Every day, an online video will be made available at <<http://unfccc.int>>, summarizing the secretariat's press briefings. The videos can be viewed and downloaded for podcast. The secretariat encourages online media to link to the videos. All videos can also be found on <www.youtube.com/climateconference> and on iTunes.

Audio-visual and sound feeds of the main meetings, press conferences and other events will be provided to broadcasters by the host broadcaster TV Poland (TVP).

Communications and Media Team

Members of the secretariat's Communications and Media Team may be contacted in person or by e-mail. Additional general information is available in the press section of <<http://unfccc.int>>.

Communications and Media Team	
Mr. Eric Hall Spokesperson Email: < ehall@unfccc.int >	Mr. Alexander Saier Media Coordinator Email: < asaier@unfccc.int >
Ms. Carrie Assheuer Press accreditation and registration Web: < https://onlinereg.unfccc.int >	Mr. John Hay Media Liaison Officer Booking of interviews with the UNFCCC Executive Secretary Email: < press@unfccc.int >
Ms. María García Media Information Desk Email: < mgarcia@unfccc.int >	Mr. Tim Davis Manager, International Broadcast Centre E-mail: < davis.tim52@gmail.com >
Booking of press conferences Web: < http://unfccc.int/press/items/4862.php >	

J. Medical services

First-aid professionals will be available at all times at the conference venue and a range of high-quality medical facilities are available in Warsaw.

First Aid is located on Level -2/Zone A2 as well as on Level 0/Zone B1.

K. Multimedia services

Webcasts

For the duration of the sessions, 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 close of each meeting.

Accessing multimedia content

Multi-media coverage and webcasts will be posted on the official conference website at <<http://unfccc.int>>. This website is complemented by the host country website at <<http://www.cop19.gov.pl>>.

In addition, the secretariat offers a mobile version of the UNFCCC website, <mobile.unfccc.int>, and the official iPhone and iPad application, '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 the Facebook and Twitter channels.

Please note that Negotiator can be downloaded for free via iTunes: <<http://unfccc.int/iphoneapp>>.

Social media

Community tools such as Facebook, Twitter and Flickr will allow participation in and response to the conference in Warsaw. 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>
- YouTube: <www.youtube.com/climateconference>
- Flickr: <www.flickr.com/photos/unfccc>

L. Observer Liaison

Information on the range of services provided may be found in relevant parts of section IV as well as in section V.C.

M. Press briefings

Delegations, IGOs and United Nations agencies will hold press conferences in **Press Conference Room 1**, located adjacent to the Media Center on Level -1/Zone C1 of the National Stadium, and NGOs will speak to the press in **Press Conference Room 2**, located on Level -2/Zone E6 close to Plenary 2.. The live schedule of press

conferences may be accessed at <<http://unfccc.int>> and on the iPhone and iPad application 'Negotiator' (see 'Multimedia services').

N. Security

Information on the range of services provided may be found in relevant parts of section IV as well as in section VI.A.

O. Transportation

Within Warsaw, traffic is generally moderate and well organized. An integrated public transportation system covers the city area; scheduled buses and trains operate from the airport to the city centre, stadium and hotels. Taxis are also available.

The city will rely on public transportation for commuting between the hotels and the conference venues. As a courtesy from the Government of Poland, as of 4 November 2013 public transportation will be free of charge to all participants in possession of a valid badge for COP 19/CMP 9 (please refer to section III. C. for details on how to register).

For detailed information on transportation in Warsaw, please refer to the host country website <<http://www.cop19.gov.pl/transport>> as well as the secretariat's information note on transportation under the following link: <http://unfccc.int/files/parties_and_observers/notifications/application/pdf/information_note_transportation_cop_19-cmp_9.pdf>.Arrival and departure at Warsaw Chopin Airport (Lotnisko Chopina)

Detailed information on transportation to and from the airport may be found under the following link:

<<http://www.ztm.waw.pl/index.php?c=571&l=2>>.

Getting around the National Stadium

Please be advised that the National Stadium is a large venue which requires a lot of walking. Comfortable footwear is recommended. The plenary halls are located in temporary structures in the center of the stadium. The stadium is equipped with a retractable roof and will be completely closed for the duration of the conference; however this area will not be heated. Access from the stadium towards the plenary halls is constructed on roofed pathways. Scarves, pashminas and/or cardigans might be necessary while walking around the stadium.

VI. Key contacts

A. Emergencies (Security)

Important telephone numbers may be found on the host country website:
<<http://www.cop19.gov.pl/important-numbers>>.

Further information to be added in due course.

B. Key secretariat contacts

Area of responsibility	Name
Executive Secretary	Ms. Christiana Figueres
Deputy Executive Secretary	Mr. Richard Kinley
Coordinator & Principal Legal Adviser	Mr. Dan Bondi Ogolla
Coordinator, Conference Affairs Services	Ms. Salwa Dallalah
Conference of the Parties (COP)	Ms. June Budhooram
Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)	Ms. June Budhooram
Subsidiary Body for Implementation (SBI)	Ms. Katia Simeonova
Subsidiary Body for Scientific and Technological Advice (SBSTA)	Ms. Wanna Tanunchaiwatana
Director for Implementation Strategy	Mr. Halldór Thorgeirsson
Ad Hoc Working Group on the Durban Platform for Enhanced Action	Ms. Marcela Main Sancha
Liaison with Government delegates and registration; funding for delegations	Mr. Horacio Peluffo
Liaison with observer organizations	Ms. Megumi Endo
Conference Spokesperson	Mr. Eric Hall

VII. Final disclaimer

In the interest of security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.

For more information go to <<http://www.unfccc.int>> or
<<http://www.cop19.gov.pl>>



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