



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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INFORMATION NOTE

Opening of the Online Registration System

United Nations Climate Change Conference Session of the ADP, 8–13 February 2015 Palais des Nations, Geneva, Switzerland

I refer to the United Nations Climate Change Conference to be held in Geneva, Switzerland, from 8 to 13 February 2015, and wish to inform all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the Online Registration System (ORS) will be open from today until Saturday, 6 December 2014, midnight Central European Time (CET) for the **nomination** of representatives by IGOs and NGOs.

The ORS will be open for the **confirmation** of representatives by IGOs and NGOs from Saturday, 13 December 2015, until Wednesday, 4 February 2015, midnight CET.

Nomination and confirmation deadlines will be applied strictly, as the secretariat is not in a position to process late nominations or confirmations.

The formal notification of the session will be issued in due course. It will include useful information for participants.

Participation of observer organizations will be limited to 1,500 participants. Please note that it will not be possible to organize side events or exhibits.

The secretariat strongly recommends accessing the ORS as early as possible in the above-mentioned windows for nomination and confirmation to avoid any problems that may jeopardize the registration of your representatives for the session.

Distribution: To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties



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Nominations from IGOs and NGOs should be conveyed to the secretariat **only** through the ORS. The secretariat is not able to process nominations sent by any other method, such as e-mails, letters or faxes. The online registration system is available at the following web address:

<https://onlinereg.unfccc.int/>

The user manual for admitted observer organizations (IGOs and NGOs), which contains complete information and guidelines on how to obtain access to the ORS and on its use, can be found at the following web address:

https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf

Requests for technical support can be sent to the following e-mail address:

onlinereg@unfccc.int

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Yours sincerely,

(Signed by)

Christiana Figueres