



Information for participants

**Thirteenth session of the AWG-KP
and eleventh session of the AWG-LCA**
2 - 6 August 2010
Bonn, Germany

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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 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.

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, 31 July to Sunday, 1 August
09.00–18.00

Monday, 2 August to Friday, 6 August
08.00–18.00

Hedwig Sandoval
Tel.: +49 228 3089 9996
Fax: +49 228 5368 4697

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 **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 using the photocopiers may be purchased here.

Hours and contact information

Sunday, 1 August to Friday, 6 August
08.00–18.00

Tel.: +49 228 5369 9091

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/conference_programme/items/5660.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 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 August to Friday, 6 August
08.00–18.00

Tel.: +49 151 2774 1825

Tel.: +49 151 2774 1829

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 in the foyer of the Hotel Maritim.

Please provide a sample to the Observer Organizations Liaison team located at the office of the Conference Affairs Services in La Marée. 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. Side Event advertisements and invitations can be posted on the notice boards located opposite of the Information Counter.

Documents deposited elsewhere or not attributed will be removed.

Contact information

Warren Waetford
Tel: +49 151 2774 1856
wwaetford@unfccc.int

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 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

Sunday, 1 August to Friday, 6 August
08.00–18.00

meetingrequest@unfccc.int

Tel.: +49 228 5369 9091

Where are the meeting rooms?

All meetings of the AWG-KP and the AWG-LCA and UNFCCC events are held inside the Hotel Maritim. The "Saal Maritim" plenary hall and the Beethoven, Liszt, Schumann and Reger meeting rooms are located on the ground floor. Please see the floor plan on 9 for the exact location of each room.

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 10.

Information for observer organizations

BINGO

Mr. Carlos Busquets
International Chamber of Commerce
Tel.: +33 1 49 53 29 75
cbs@iccwbo.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
<http://maindb.unfccc.int/db/history.pl?type=org&id=4266&field=acronyms>
Tel.: +597 88 58 921
ooftmax@sr.net; ooftmax@hotmail.com

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

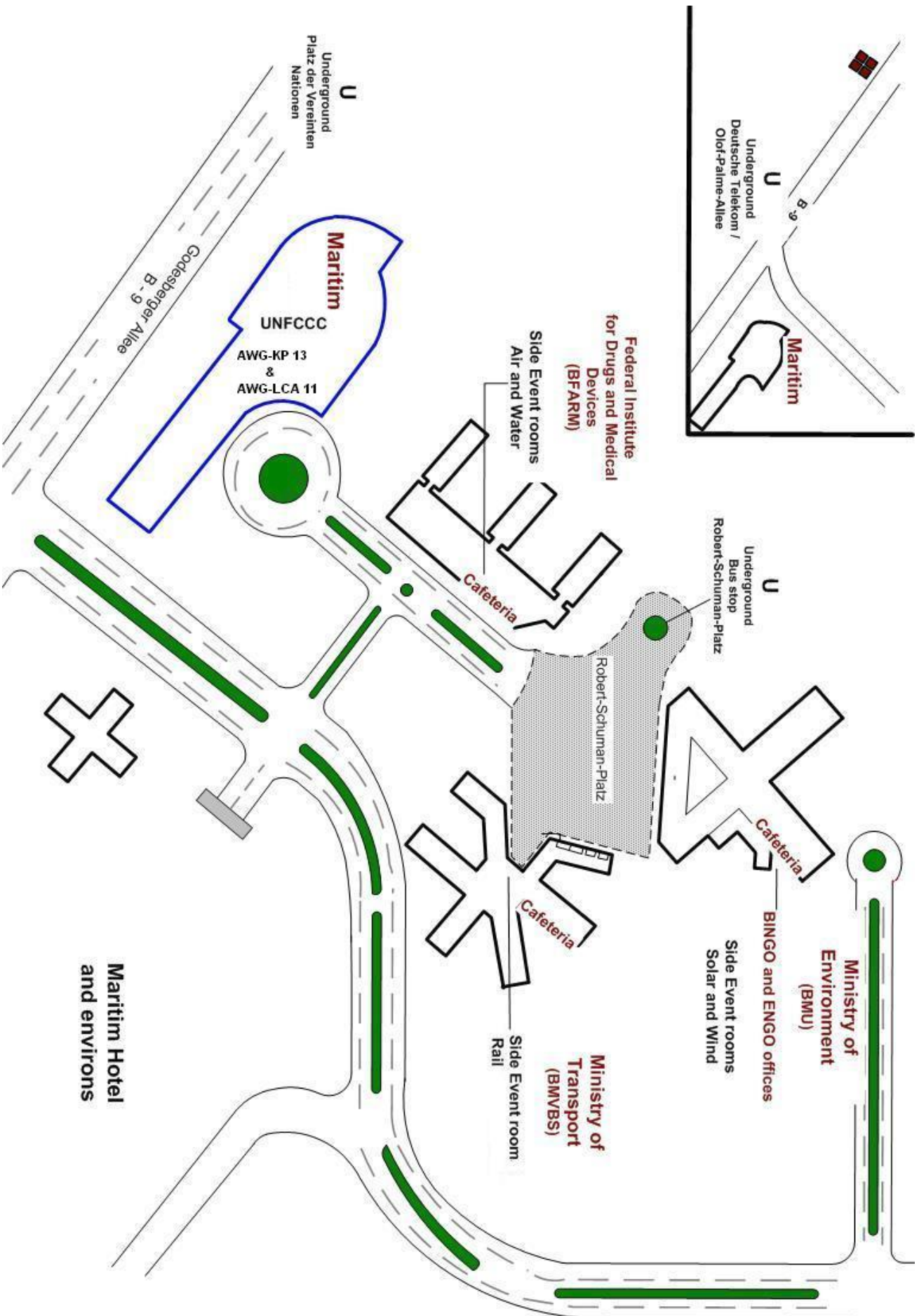
Contituency daily meetings

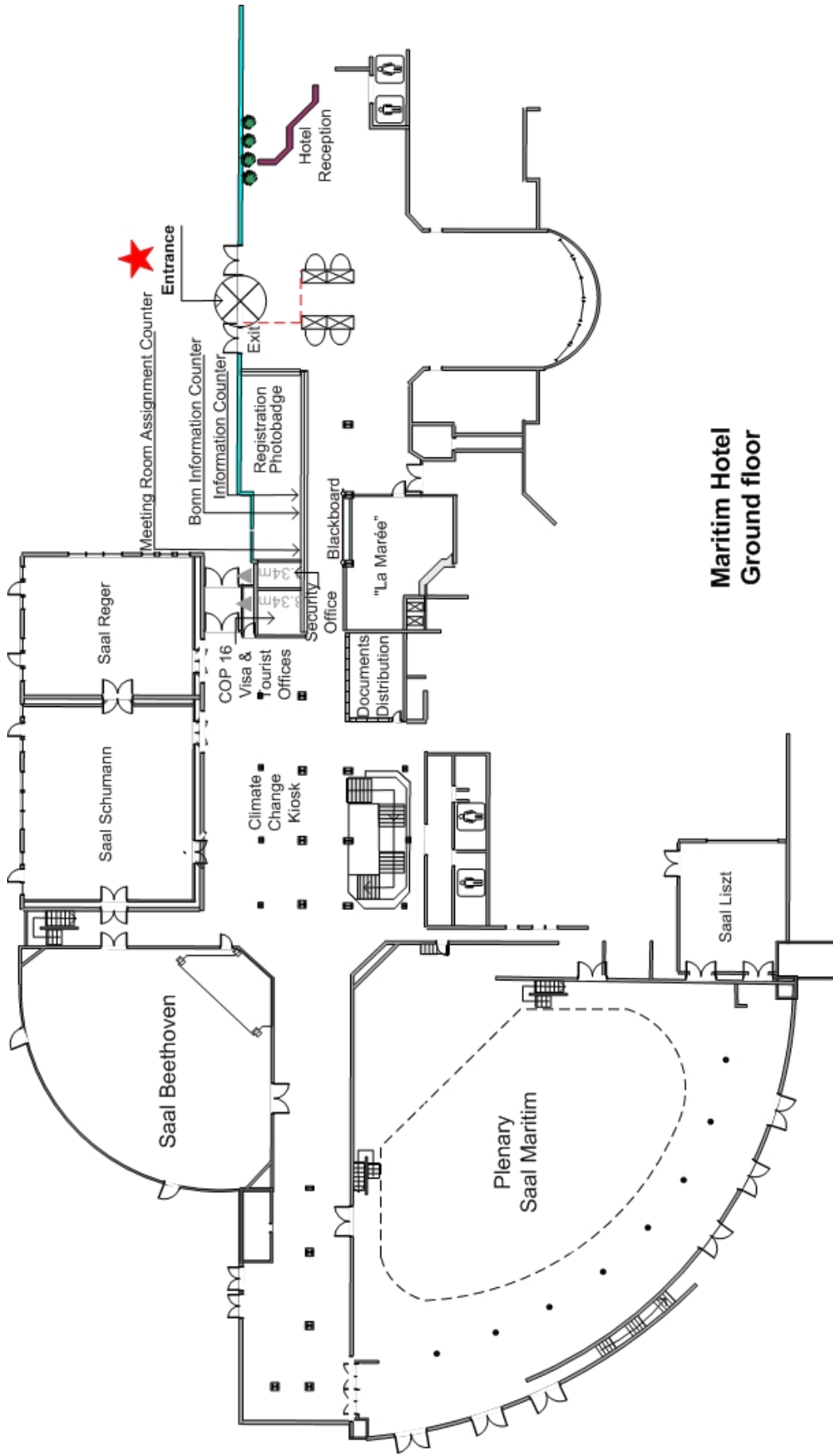
BINGO	09.00 - 10.00	Ministry of Environment, Room SOLAR
Farmers*	09.00 - 10.00	Federal Institute for Drugs and Medical Devices, Room WATER (on 2, 3, 5 and 6 August)
	10.00 - 11.00	Federal Institute for Drugs and Medical Devices, Room AIR (on 4 August)
IPO	09.00 - 10.00	Ministry of Environment, Room WIND
LGMA	08.30 - 09.00	ICLEI - World Secretariat, Kaiser-Friedrich-Str. 7, 53113 Bonn
Women and Gender*	08.30 - 10.00	Ministry of Environment, Room WIND
Farmers*	08.30 - 09.00	Federal Institute for Drugs and Medical Devices, Room WATER
YOUNGO*	09.00 - 10.00	Federal Institute for Drugs and Medical Devices, Room AIR

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

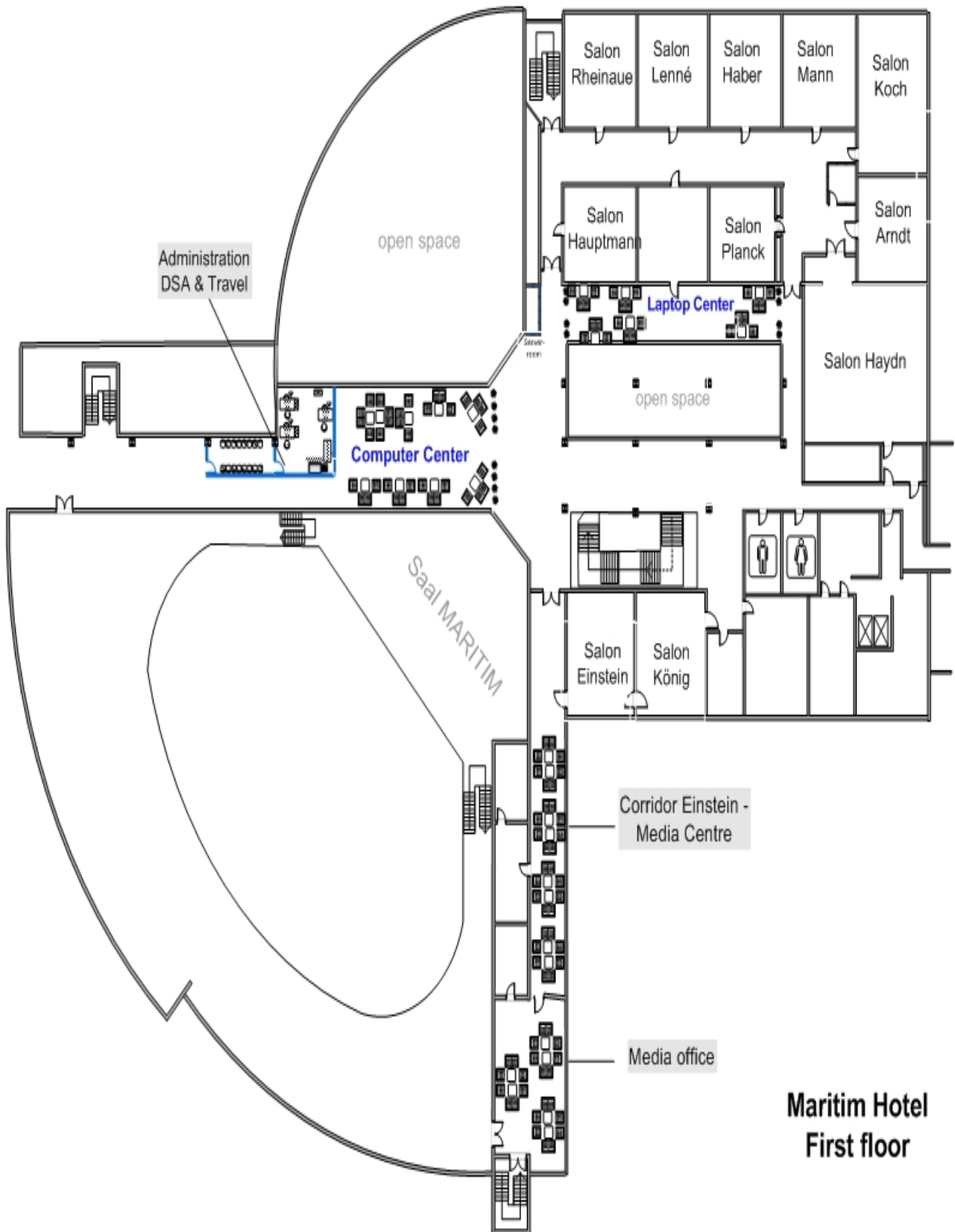
***Provisional constituency** - The three groups with an asterisk are recognized as constituencies on a provisional basis pending a final decision on their status before COP 17.

Maps





**Maritim Hotel
Ground floor**



**Maritim Hotel
First floor**

Climate Change Kiosk

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

The central point for information on climate change, the secretariat and its work is available at the **Climate Change Kiosk**, located in the central foyer of the Hotel Maritim. Information is available in hard copy and electronic form.

Monday, 2 August to 6 August

Humphrey Asaah
Tel.: +49 151 2774 1862
hasaah@unfccc.int

Media Centre

The **Media Centre** is located on the first floor along corridor Einstein (after Salon Einstein). 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 (please see map on page 9).

The **Press Conference Room** is located in Saal Haydn (first floor). 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, 2 August to Friday, 6 August.

Contact information

Eric Hall
UNFCCC Spokesperson
Tel.: +49 151 2774 1869
ehall@unfccc.int

John Hay
Media Relations Officer
Tel.: +49 151 2774 1871
jhay@unfccc.int

Carrie Assheuer
Public Information and Media Assistant
Tel.: +49 151 2774 1863
cassheuer@unfccc.int

Alexander Saier
Information Officer
Tel.: +49 151 2774 1872
asaier@unfccc.int

Naana Beeko
Press Accreditation
Tel.: +49 151 2774 1918
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/Travel Office located on the first floor of the Hotel Maritim prior to collecting their daily subsistence allowance (DSA) from the bank (please see below).

Hours and contact information

DSA/Travel Office

Monday, 2 August to Friday, 6 August

09.00–12.00

13.00–17.00

DSA payments

Friederike Monschau

Tel.: +49 15127741886

fmonschau@unfccc.int

Travel

Melanie Buck

Tel.: +49 151 2774 1884

mbuck@unfccc.int

Banking

Deutsche Bank will disburse DSA to funded delegates and provide currency exchange services in the foyer of the Hotel Maritim opposite the Documents Counter.

Hours

Monday, 2 August	10.00 -12.00 and 12:30 - 16.00
Tuesday, 3 August	10.00 -12.00 and 12:30 - 15.00
Wednesday, 4 August	10.00 -12.00 and 12:30 - 14.00
Thursday, 5 August	10.00 -14.00
Friday, 6 August	10.00 -14.00

An ATM machine is available on a 24-hour basis opposite the hotel reception.

Reception

Monday, 2 August at 19:00

A reception by the Federal Ministry for the Environment, Nature Protection and Reactor Safety and the City of Bonn will take place at the "Konferenzzentrum Bonn"

[World Conference Center Bonn](#)

Platz der Vereinten Nationen 2 (previously Görresstraße 15); 53113 Bonn-Gronau

Computers and photocopiers

The **Computer Centre** is located on the first floor of the Hotel Maritim next to the DSA/Travel Office. Computers and high-speed printers are available from Sunday, 1 August to Friday, 6 August 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 in front of the Hauptmann and Planck meeting rooms. Instructions are posted on the desks.

Two card-operated photocopying machines are available on the ground floor next to the main staircase. 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 opposite the reception area.

Please note that the coin-operated telephones belong to the Hotel Maritim and that calls from these phones are charged at a higher rate.

Consignments

For information on consignments, please contact the shipment focal points or visit them at the **Meeting Room Assignment Counter**.

Contact information

Tel.: +49 228 5369 9091

Catering

The "Rôtisserie" (restaurant), "Brasserie" (café) and "Piano Bar" are located near the Conference Affairs office in La Marée in the foyer of the Maritim Hotel. A coffee and snack bar is located next to Saal Beethoven.

Cafeterias are also available in the government buildings (Ministry of Environment, Ministry of Transport and Federal Institute for Drugs and Medical Devices) close to the Hotel Maritim. Please see the map on page 8.

Hours of the government cafeterias

Monday, 2 August to Friday, 6 August

Kiosk 07:30–15:15

Meals 11:30–13:30

Where to eat near the Hotel Maritim

Please pick up a copy of '**BonnJour**', available at the Information Counter at the entrance of the Hotel Maritim, for listings of nearby restaurants.

Lost and found

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

Tel.: +49 228 5369 9098

Meditation room

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

Emergencies

For medical emergencies, please contact the German Red Cross, located in the **Emergency Room**, on the ground floor in the corridor next to the main staircase.

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

Tel.: +49 228 5369 9098

Information about Bonn

The **Bonn Tourism Counter** (Tourismus & Congress) is located next to the Information Counter. It has information on hotel reservations as well as tourist information about Bonn.

Participants who booked their hotel with Tourismus & Congress GmbH under the following link <http://www.tcbonn.de/con/html/368-3444.html> by Wednesday, 14 July will receive a local public transport ticket during their stay in Bonn.

Hours and contact information

Monday, 2 August to Friday, 6 August
*11.00–14.30

*Opening hours are subject to change.

Sustainable Bonn addresses participants

Looking for greener options?

Dear Participants of the AWG August sessions,

You have come to Bonn to negotiate further steps towards a binding climate agreement. In Germany's United Nations City, 39 Partners of Sustainable Bonn extend a warm welcome to you! Hotels, Caterers, Conference Centers (including your conference venue Maritim Hotel), our youth hostel and even museums. These businesses share your commitment to sustainability and they would like to offer you smart and sustainable options – from energy efficient heating to fairtrade and regional food.

Sustainable Bonn is proud to be a project of the UN Decade on Education for Sustainable Development 2007. More information is available for download on www.sustainable-bonn.de

The Partners of Sustainable Bonn are looking forward to your visit!

Wellness at the Hotel Maritim

The Wellness, Beauty and Nails area of the Hotel Maritim, located on the ground floor (turn left at the entrance to the conference area) is offering wellness specials to participants at the sessions.

Opening hours

Monday to Friday 10.00–21.00

Saturday 9.30–17.00

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 around the Hotel Maritim.

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 and colleagues to follow the advice below. Three different types of waste bin are allocated around the conference premises. Please sort waste according to:

Blue bins: paper
Black bins: plastic
Light grey bins: other waste

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

Important telephone numbers in Bonn

Police	110
Fire Brigade/Emergency/doctor/Ambulance	112
Telephone information service	11833 (national) * 1 1834 (international)
Taxi service	+49 228 55 5555

Transportation information and service in Bonn

Transport: <http://www.vrsinfo.de/englisch/timetable/timetable-information.html>

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

Deutsche Bahn AG (Railway)	Bonn train station Tel.: (01805) 99 6633	Bad Godesberg train station Tel.: (0228) 36 3248
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Cologne/Bonn Airport	Bus 670 (to and from Bonn train station) Tel.: (02203) 404 0012
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Post Office	Münsterplatz, Bonn centre Monday–Friday 09.00–20.00	Saturday 09.00–14.00
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Consulates and embassies in or near 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
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) 93 49 237

Greece	Grafenberger Allee 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
Lithuania	Konstantinstr. 25A 53179 Bonn	Tel.: (0228) 91 4910 Fax: (0228) 914 9115
Philippines	Friedrichstraße 10-12 60323 Frankfurt am Main	Tel.: (069) 2470 6764
Peru	Brunnenallee 18 53173 Bonn	Tel.: (0228) 35 3672 Fax: (0228)35 1124
Qatar	Ubierstraße 88 53173 Bonn	Tel.: (0228) 36 78 50 Fax: (0228) 36 30 06
Republic of Korea	Mittelstr. 43 53175 Bonn	Tel.: (0228) 94 3790 Fax: (0228) 372 8436
Russian Federation	Waldstr. 42 53177 Bonn	Tel.: (0228) 31 2074 Fax: (0228) 31 1563
Saudi Arabia	Hohle Gasse 85 53177 Bonn	Tel.: (0228) 8 1090 Fax: (0228) 810 9222
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
Spain	Hombergerstrasse 16 40474 Düsseldorf	Tel.: (0211) 43 9080 Fax: (0211) 45 3768
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 Fax: (211) 48 6359
United States of America	Willi-Becker-Allee 10 40227 Düsseldorf	Tel.: (0211) 788 8327 Fax: (0211) 788 8938
Viet nam	Konstantinstr. 37 53179 Bonn	Tel.: (0228) 957 5411 Fax: (0228) 35 1866

Source: German Foreign Office
<<http://www.auswaertiges-amt.de/www/de/infoservice/download/pdf/liste.pdf>>



Please send your feedback to conferencegreening@unfccc.int