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| MEETING ROOM ASSIGNMENT FORM |
| unfccc-l-3c-rgb-100-medium |  |  |  |  |  | un |
| *Please specify:* | **[ ]**  | Negotiation Group | **[ ]**  | IGO |
|  | **[ ]**  | Party | **[ ]**  | NGO |
|  | **[ ]**  | UN |  |  |
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| **DELEGATION** of: |  |                                               |  |
|  |  |
| **DATE** of Meeting (DD│MM│YYYY): | from |       | 12 | 2018 | to |       | 12 | 2018 | **[ ]**  | **Daily!** |
|  |  |
| **TIME** of Meeting:  | \*\* | from | **HH** | : | **MM** | hours | to | **HH** | : | **MM** | hours |
|  |  |
| **NUMBER** of Participants: |  |       |  |
|  |  |
| Meeting Room **LAYOUT**: | **[ ]**  | **Classroom** | **[ ]**  | **Square** |
| Meeting to be announced: | **[ ]**  | **Yes** | **[ ]**  | **No** |
| Meeting to be: | **[ ]**  | **Open** | **[ ]**  | **Closed** |
|  |  |
| **TITLE** to be announced: |  |                                               |
|  |  |
| **EQUIPMENT** needed: | **[ ]**  | Beamer |  |
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|  |
| **CONTACT** Person: | \* Name: |                           |  |
|  |  |  |
|  | \* E-mail: |                           |
|  |  |  |
|  | Phone/Mobile No.: |                           |
|  | *\* Please use print letters!* |
| DATE of submission: | **DD** | **MM** | 2018 |  |
|  |  |
| SIGNATURE: |  |
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| Meeting Room Assignment (MRA) Policy: |
| * \*\* Rooms are assigned for a maximum of one hour only per Party/ organization, free of charge;
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| * As meetings are booked back to back, please ensure that your meeting concludes on time;
 |  |
| * Meeting room reservations are made on a provisional basis and their final confirmation depends on the demands of the negotiating process, which takes priority;
* If all meeting rooms are in use for a closed daily meeting and the size and layout of the meeting room you have booked match the requirements for informal consultations, a meeting of a contact group or other negotiation meeting that urgently need to take place, the secretariat may request that you vacate the room in which you are holding your meeting at short notice. Therefore, please indicate on the request form clearly your contact details, including an email address and mobile telephone number, so that the MRA team may contact you right away and assist in finding an alternative solution;
* By signing the MRA form you are confirming that you have read, understood and agreed to the conditions set out in these guidelines;
* Please inform us immediately if your meeting is cancelled as the number of meeting rooms is limited and they are in high demand;
* Food and beverages are not permitted inside the meeting rooms.
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| **Assigned Meeting Room (To be completed by MRA Team):** |
| **Option 1** | **Option 2** | **Option 3** | **Processed by (Initials):** |
| **Date** | **Date** | **Date** |

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| 2018 UNFCCC, Conference Affairs Services – Meetings Management Unit |