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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 |       |       | 2021 | to |       | 11 | 2021 | **[ ]**  | **Daily!** |
|  |  |
| **TIME** of Meeting:  | \*\* | from |       | : | 00 | hours | to |       | : | 45 | hours |
| **ALTERNATE TIME** (in case above time is not available): |  |
| from |       | : | 00 | hours | to |       | : | 45 | hours |
|  |
| **NUMBER** of Participants: |  |       |  | **LAYOUT:** | **[ ]** Square |
|  |  |  | **[ ]** Classroom |
| ANNOUNCEMENT on IPTVs\*: | **[ ]**  | **No** | **[ ]**  | **Yes** |
| \*Party and NGO meetings are not announced |  |  |  |  |
|  |  |
| If Yes, **TITLE** to be announced: |  |       |
| Please incl. delegation/organization name if applicable |  |
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| **CONTACT** Person: | \* Name: |       |  |
|  |  |  |
|  | \* E-mail: |       |
|  |  |  |
|  | Phone/Mobile No.: |       |
|  | *\* Please use print letters!* |
| DATE of submission: |       |       | 2021 |  |
|  |  |
| SIGNATURE: |        |
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| **Meeting Room Assignment (MRA) Policy:** |
| * \*\* Rooms are assigned, free of charge; from 8:00 to 18:00 hrs for a maximum of 45 minutes (followed by mandatory cleaning – 15 minutes) per Party/ organization, please ensure that your meeting concludes on time.
* All bookings are subject to reconfirmation by the requestor one hour before the start of the meeting. Unconfirmed meetings will be automatically removed from the system.
* Masks must be worn at all times at COP26 venue except when eating or speaking at a meeting or an event. Masks must be worn all the time including while seated in meeting rooms.
* Food and beverages are not permitted inside the meeting rooms.
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| * 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.
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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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| 2021 UNFCCC, Conference Affairs Division – Meetings Management Team |