

Meeting Room Assignment Form



United Nations
Framework Convention on
Climate Change

General Information

Delegation / Organization

(Please select only one group type)

☐ Negotiation Group ☐ Observer
☐ Party ☐ UNFCCC

Contact Name

E-mail

Mobile Phone

Date of Submission

Signature

Meeting Information

Meeting Date November 2024 ☐ Recurrent from / to November 2024

Meetings have a fixed duration of 55 minutes and are set to begin at the start of each hour.

Meeting Time from hours (Duration 55 minutes)

Meeting Alternative Time from hours (Duration 55 minutes)

(In case above time is not available)

Number of Participants

Announcements are not available for Party and Observer meetings.

Announcement on IPTVs ☐ Yes ☐ No

Announcement Title

Meeting Room Assignment (MRA) Policy

- o Rooms are assigned for a maximum of 55 minutes only per Party/Observer organizations, free of charge; from 8:00 to 18:00 hrs. Please ensure that your meeting concludes on time.
- o All confirmations are subject to reconfirmation by the requestor one hour before the start of the meeting. Not reconfirmed meetings will be automatically removed from the system.
- o Food and beverages are not permitted inside the meeting rooms.
- o Virtual participation services are not available.
- o Meeting room reservations are made on a provisional basis and their final confirmation depends on the demands of the negotiating process, which takes priority.
- o 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.
- o By signing the MRA form you are confirming that you have read, understood, and agreed to the conditions set out in these guidelines.

Assigned Meeting Room (To be completed by MRA Team)

Option 1:		Option 2:		Option 3:		Processed by (Initials):
Date:		Date:		Date:		