



# Meeting Room Assignment Form

## Contact Information

Name

E-mail for notifications  Please use print letters.

Phone for notifications

Delegation / Organization

Negotiation Group     Observer (Please select only one group type.)  
 Party     UNFCCC

Date of submission \_\_\_\_\_ Signature \_\_\_\_\_

## Meeting Information

Title  Please use print letters.

Announcement on IPTVs\*  Yes  No  
 \*(Party and Observers meetings are not announced)

Date of the meeting \_\_\_\_\_ (Day) \_\_\_\_\_ (Month) 2023  Recurrent to \_\_\_\_\_ December 2023

Time of meeting\*\* From \_\_\_\_\_:00 hours Duration 55 minutes \*\*\*(Starting every hour.)

Alternative time\*\* From \_\_\_\_\_:00 hours Duration 55 minutes \*\*\*(Starting every hour.)  
 (In case above time is not available)

Number of participants

## Meeting Room Assignment (MRA) Policy:

- 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.
- 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.
- Food and beverages are not permitted inside the meeting rooms.
- 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.

## Assigned Meeting Room (To be completed by MRA Team):

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