



**United Nations**  
Climate Change



**COP29**  
Baku  
Azerbaijan

## **MESSAGE TO PARTIES AND OBSERVER ORGANIZATIONS**

**United Nations Climate Change Conference 2024**

**Baku, Republic of Azerbaijan**

**World Leaders Climate Action Summit and the First Part of the High-Level Segment for  
Heads of State and Government**

**Tuesday, 12 and Wednesday 13 November 2024**



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**WORLD LEADERS CLIMATE ACTION SUMMIT**  
**and**  
**FIRST PART OF THE HIGH-LEVEL SEGMENT**

**I. Introduction**

1. The formal opening plenary of the twenty-ninth session of the Conference of the Parties, the nineteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the sixth session of the Conference of the Parties serving as the meeting of the Paris Agreement (COP 29/CMP 19/CMA 6), also referred to as the United Nations Climate Change Conference 2024 will begin at **10:00 am** on Monday, 11 November 2024 in Plenary Hall Nizami of the [conference premises](#).
2. His Excellency Mr. Ilham Aliyev, President of the Republic of Azerbaijan has invited Heads of State and Government (HoS/G) to participate in the World Leaders Climate Action Summit (WLCAS), on Tuesday, 12 and Wednesday, 13 November 2024, when the first part of the High-Level Segment (HLS) for HoS/G will also take place.
3. The formal opening of the Summit will be held on Tuesday, 12 November 2024 in Plenary Hall Nizami.
4. The invitation to the WLCAS in the Republic of Azerbaijan during COP 29 signifies the importance for World Leaders to engage and enhance ambition and enable action to reduce emissions, adapt to climate change, and address loss and damage, to implement and transform key climate related decisions into concrete actions and credible plans to tackle climate change.
5. Following the formal opening of the Summit, led by the President of the Republic of Azerbaijan on Tuesday, 12 November 2024, the programme of events for the participation of HoS/G on Tuesday, 12 and Wednesday, 13 November 2024, will include the delivery of National Statements, COP 29 Host Country High-Level Events, and a limited number of High-Level Party Events (HLPE) organized by other World Leaders.
6. The opening of the Summit will be attended by HoS/G, Party delegations, specially invited guests of the President of the Republic of Azerbaijan, Heads of United Nations and related organizations and specialized agencies, and selected Heads of inter-governmental and non-governmental organizations.
7. The first part of the HLS to hear the delivery of national statements by HoS/G, will be open to all Parties and observer States, United Nations and related organizations, specialized agencies, inter-governmental and other observer organizations.

## II. World Leaders Climate Action Summit

### Schedule of Events

8. The events on 12 November will be held according to the following schedule:
- |               |   |
|---------------|---|
| 08:30 – 11:30 | Arrival of Heads of State or Government at Conference venue (Blue Zone)   |
| 09:00 – 11:00 | Bilateral Meetings for Heads of State and Government  |
| 11:30 – 12:00 | Family Photo – Heads of State or Government only  |
| 12:00 – 13:00 | Opening session of the World Leaders Climate Action Summit in Plenary Hall Nizami (Blue Zone)   |
| 13:00 – 13:30 | Break   |
| 13:30         | Opening ceremony of the first part of the High-Level Segment for Heads of State and Government in Plenary Hall Nizami)  |
| 14:00 – 18:30 | Parallel Events as follows: <ul style="list-style-type: none"><li>• Delivery of National Statements by Heads of State and Government</li><li>• High-level Round Tables and High-Level Special Events hosted by the COP 29 Presidency. The list of events and additional information can be found on the <a href="#">UNFCCC World Leaders Climate Action Summit at COP 29 webpage</a> and the <a href="#">host country website</a>.</li><li>• High-Level Party Events</li><li>• Bilateral Meetings for Heads of State and Government</li></ul> |
| 20:00         | Gala Dinner. <i>Invites for the Gala dinner will be shared by the President of the Republic of Azerbaijan.</i>  |
9. The events on 13 November will be held according to the following schedule:
- |               |  |
|---------------|--|
| 08:00 – 10:00 | Arrival of Heads of State or Government at Conference venue (Blue Zone)  |
| 09:00 – 18:30 | Parallel Events as follows: <ul style="list-style-type: none"><li>• Delivery of National Statements by Heads of State or Government in Plenary Hall Nizami</li><li>• High-level Round Table and High-Level Special Events hosted by the COP 29 Presidency</li><li>• High-Level Party Events</li><li>• Bilateral Meetings for Heads of State and Government</li></ul> |
|               | End of the World Leaders Climate Action Summit   |

\*Timings are subject to minor changes

### III. Modalities for the World Leaders Climate Action Summit

#### Registration of Party Delegations

10. All members of official Party delegations, including HoS/G, should be registered through the [UNFCCC Online Registration System](#) (ORS).
11. National focal points are reminded to include the HoS/G and any accompanying officials in the ORS. For correct reflection in the list of participants for the conference, nominations should be made in the corresponding national protocol, as appropriate.

#### Access to the VVIP Lounge

12. Heads of State and Government will arrive at the VVIP entrance, where they will be greeted by His Excellency, Mr. Ilham Aliyev, President of the Republic of Azerbaijan and the Secretary General of the United Nations, Mr. António Guterres, and escorted to the VVIP lounge.
13. Heads of State or Government will receive a lapel pin.
14. Accompanying members in the entourage will receive a secondary gold overlay that will allow entry into the VVIP lounge with the HoS/G.
15. Accompanying members in the entourage of the leader will be limited to three (3).
16. The National Security Officer of the Leader will receive a National Security Officer overlay that will allow entry into the VVIP lounge with the HoS/G.
17. The National Security Officer of the Leader is not included in the entourage figure indicated above.
18. The HoS/G lapel pin and secondary gold overlay will be distributed by the Republic of Azerbaijan Designated Liaison Officers (DLOs).
19. The secondary gold overlay has no names and can be interchanged among the delegation.
20. The secondary gold overlay and the national security officer overlay is valid for the two days of the summit
21. **Ministers or other dignitaries representing HoS/G will not have access to the VVIP lounge or be included in the family photo.**
22. Invited guests of the Host Country who have been assigned a Liaison Officer should kindly contact their Liaison officer for further details on access arrangements.
23. Invited guests who have not been assigned a Liaison Officer are kindly requested to contact [secretariat.wls@cop29.az](mailto:secretariat.wls@cop29.az) for details on access arrangements.

#### Access to the formal opening session of the Summit

24. All Parties attending COP 29 will have access to the formal opening of the Summit, which will take place in Plenary Hall Nizami.
25. The secondary gold overlay that allows the accompanying entourage of participating HoS/G access to the VVIP lounge will also allow access to the formal opening of the Summit in Plenary Hall Nizami.
26. 2 Silver overlays will be provided to Parties with no participating HoS/G for accessing the formal opening of the Summit in Plenary Hall Nizami.

27. 2 Tickets will be provided to UN organizations and IGOs for accessing the formal opening of the Summit in Plenary Hall Nizami.
28. A select number of tickets will be provided to the NGO constituencies through their respective constituency focal point.
29. Attendance to the formal opening session of the WLCAS in Plenary Hall Nizami is only with the HoS/G pin, the indicated secondary gold or silver overlay or ticket.
30. The silver overlays for Parties with no participating HoS/G, and the tickets for UN organizations, and IGOs will be distributed from the Distribution Desk located in the Services Hub in Zone C at the Conference venue.
31. The silver overlay is only valid for the opening of the Summit.
32. Collection of the above-mentioned secondary silver overlays and tickets from the Distribution Desk located in the Services Hub in Zone C at the Conference venue will be on Sunday, 10 November and Monday, 11 November 2024, from 10:00 to 17:00 hrs.
33. Collection of these secondary silver overlays and tickets will be only on the dates indicated above. Delegations are requested to pick up their tickets from the Distribution Desk. The conference badge of the person collecting will be scanned to confirm receipt.
34. For security reasons, lost or misplaced secondary overlays and tickets will not be replaced.
35. Plenary Hall Caspian will be available for those delegates who will not have a seat in Plenary Hall Nizami to view the live webcast of the formal opening session of the Summit. No ticket or secondary overlay is needed to view the live webcast.

#### **Designated Liaison Officers**

36. Each HoS/G will be assigned a Designated Liaison Officer (DLO) by the Government of the Republic of Azerbaijan.
37. The DLO will serve as the key point of contact for the HoS/G and their entourage from arrival in and departure from the Republic of Azerbaijan.
38. The DLO will hand over to the delegation/entourage relevant access overlays as outlined above.

#### **Distribution/Collection of pins and overlays for access to the VVIP lounge and formal opening of the Summit**

39. Designated Liaison Officers will be provided with an envelope to transfer to the delegation/entourage of their assigned HoS/G. The envelope will contain:
  - The Head of State and Government lapel pin.
  - The three (3) secondary gold overlays that will allow entry into the VVIP lounge and formal opening of the Summit.
  - The National Security Officer overlay.

### **IV. Modalities for the High-Level Segment**

#### **Access and Seating Arrangements for the High-Level Segment**

40. Subject to further consideration, no special tickets or overlays are envisaged for Parties to attend the opening of the High-Level Segment (HLS) and hear the delivery of national statements by HoS/G.

41. For the opening of the HLS and delivery of national statements, four seats per Party delegation, including the seat of the HoS/G, will be made available behind the country nameplate of each Party.
42. UN organizations will be able to attend the event.
43. Tickets will be provided to IGOs for accessing the formal opening of the HLS in Plenary Hall Nizami.
44. A select number of tickets will be provided to the NGO constituencies through their respective constituency focal point.
45. Plenary Hall Caspian will be available for those delegates who will not have a seat in Plenary Hall Nizami to view the live webcast of the formal opening of the HLS.
46. No ticket or secondary overlay is needed to view the live webcast in Plenary Hall Caspian.

**V. Protocol, Registration and Delivery of National Statements for the First Part of the High-Level Segment for Heads of State or Government**

47. Parties are reminded that a letter to His Excellency Mr. Ilham Aliyev, President of the Republic of Azerbaijan, accepting the invitation to the WLCAS is not enough to register and request a speaking slot for the first part of the high-level segment for HoS/G.
48. The provisional list of speakers as at today, Monday, 4 November 2024, for Parties whose Head of State or Government will attend the Summit and deliver a national statement during the first part of the high-level segment of COP 29 on 11 or 12 November 2024 can be found [here](#).
49. Follow-up communications and any further enquiries regarding the participation of HoS/G at the HLS should be sent by the official contact person to [cophls@unfccc.int](mailto:cophls@unfccc.int).

**VI. Statements during the High-Level Segment**

50. **There will be no statements on behalf of Groups at the first part of the high-level segment for Heads of State and Government.**
51. Statements will be delivered in accordance with the time of inscription in the list of speakers and reflecting protocol order in accordance with the United Nations, with Heads of State speaking before Heads of Government.
52. Parties are strongly encouraged to ensure their national statements do not exceed a maximum of **three (3) minutes**.
53. To ensure the quality of interpretation of national statements, Parties speaking at the HLS are requested to send an electronic copy of the statement to the Conference Officer at [Conference-Officer@unfccc.int](mailto:Conference-Officer@unfccc.int) and copied to [cophls@unfccc.int](mailto:cophls@unfccc.int) by latest **Monday, 11 November 2024**.
54. Parties wishing to deliver their statements in their national language, other than the six UN languages, are requested to inform the secretariat in advance. Parties can provide their own interpreter for the duration of their statement only, or a written official English translation and a prompter from the speaker's delegation to support the English booth to check against delivery.
55. Hard copies of statements will not be circulated in Plenary Hall Nizami during the HLS. Full texts of official statements will be posted on the UNFCCC website. To have full text of official statements posted on the website, Parties should email a copy, in advance to the delivery of their statement to [cophls@unfccc.int](mailto:cophls@unfccc.int).

56. Those Parties who will require a teleprompter, please see instructions in Annex II to this message.

### **Registration of Party Delegations**

57. An official UNFCCC conference badge is needed to access the premises. The badge is issued only based on a confirmation from [ORS](#).
58. All members of official Party delegations, **including HoS/G and their entourage**, should be registered through the [ORS](#) to receive the mentioned conference badge.
59. National focal points are reminded to include the HoS/G and any accompanying officials in the [ORS](#) in the corresponding national protocol to be included in the list of participants, as appropriate.

## **VII. Interpretation**

60. The United Nations Department for General Assembly and Conference Management (DGACM) is responsible for providing simultaneous interpretation in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) for all official plenaries at COP 29, including the High-Level Segment, the World Climate Action Summit and some high-level mandated events where possible.
61. During the Summit and HLS, it is however possible for a speech to be given in a language other than the six official United Nations languages.
62. Parties wishing to deliver their statements in their national language, other than the six UN languages, are requested to inform the secretariat in advance.
63. Parties can provide their own interpreter for the duration of their statement only, or a written official English translation and a prompter from the speaker's delegation to support the English booth to check against delivery.
64. Parties wishing to have interpretation in other languages for the Summit or the entire conference can book interpreters from the officially appointed interpretation services provider for the conference on a commercial basis.
65. For information on booking an interpreter, please follow <https://www.interactio.io/cop29-book-interpreters>.

## **VIII. Media Arrangements and Services**

66. Media teams accompanying HoS/G must be registered in [ORS](#) as part of the delegation. This is the only official channel for media registration and the secretariat will not accept applications for accreditation via any other channel.
67. Access for media teams accompanying HoS/G to the opening of the Summit will be coordinated by the COP 29 and UNFCCC media teams and the United Nations Department of Safety and Security (UNDSS).
68. Access for media teams to accompany HoS/G to hear the delivery of national statements will be coordinated by the UNFCCC media team and UNDSS.
69. Permits are required for the temporary importation of media equipment during the conference. Further details on how to apply for these permits for arrivals at all airports in the Republic of Azerbaijan will be communicated in due course.



70. All questions regarding media accompanying HoS/G and access should be directed to [mediaservices@unfccc.int](mailto:mediaservices@unfccc.int) and [media\\_accreditation@mfa.gov.az](mailto:media_accreditation@mfa.gov.az).
71. A detailed media logistics note for media teams accompanying HoS/G or has been shared with Parties and observers and can be found [here](#).

## **IX. Security and Access Arrangements**

### **General Principle**

72. The United Nations Climate Change Conference is under the authority of the United Nations. Safety and Security will be provided by the United Nations Department of Safety and Security (UNDSS) in collaboration with the Government of the Republic of Azerbaijan.

### **Security at the World Leaders Climate Action Summit**

73. A secure zone will be established for the safety and security of HoS/G that will encompass all the premises associated with the event (e.g., VVIP lounge, meeting rooms etc.).
74. No Weapons are allowed in the Blue Zone
75. One unarmed national security officer will be authorized to escort their HoS/G in the Blue Zone.
76. Access to the secure zone and the VVIP lounge will require HoS/G pins and secondary overlays as outlined above.

### **Arrivals to the Republic of Azerbaijan**

77. Details on arrival and departure arrangements for HoS/G to and from the Republic of Azerbaijan should be communicated to the host Government through the respective diplomatic channels.

### **Access to the Conference Site**

78. Vehicles transporting HoS/G will have direct access via a dedicated drop-off area.
79. All vehicles will need to comply with the security checks in place.
80. National security officers accompanying HoS/G who require further information or have any questions regarding security, should contact United Nations VIP Security Coordinator Mr. Yves Nabet at [yves.nabet@un.org](mailto:yves.nabet@un.org) for issues within the UN Blue Zone and [secretariat.wls@cop29.az](mailto:secretariat.wls@cop29.az) for issues regarding security arrangements in the Republic of Azerbaijan.

## **X. High-level Events During the Summit**

### **High-Level Round Tables and High-Level Special Events hosted by the COP 29 Presidency**

81. A series of High-level Round Tables and High-Level Special Events hosted by the COP 29 Presidency will be held during the Summit.
82. The events will be open to invited HoS/G with pins and session specific tickets for other participants.
83. The session specific tickets are managed by the Republic of Azerbaijan Presidency team.
84. Information on the distribution of these tickets will be communicated by the COP 29 Presidency team.
85. Information on the High-level Round Tables and High-Level Special Events hosted by the COP 29 Presidency, including themes and schedule can be found on the [UNFCCC World Leaders Climate Action Summit at COP 29 webpage](#) and the [host country website](#).

86. Invited participants will be informed of their participation in specific COP 29 Presidency High-Level Events by the COP 29 Presidency team.

#### **High-Level Party Events**

87. Several [High-Level Party Events](#) hosted by Heads of State and Government and with the participation of other Heads of State and Government will be held over the two days of the Summit.
88. Attendance to High-Level Party Events is by invitation only from the host(s). Invitees will be or have been contacted by the host(s) of the High-Level Party Event(s).
89. Access to the HLPE will be by pin for Heads of State and Government, secondary gold overlay for accompanying entourage, and tickets for other invitees.
90. Please note that the UNFCCC secretariat is not able to provide information on the modalities for the High-level Party Events.
91. Questions should be directed to the host(s).

#### **Media access for High-Level Party Events, High-level Round Tables and High-Level Special Events hosted by the COP 29 Presidency**

92. Media (accredited and travelling) attendance to High-Level Party Events, High-level Round Tables and High-Level Special Events hosted by the COP 29 Presidency is at the discretion of the event organizer and if space allows.
93. If media (accredited and travelling) is allowed to enter these events, they must present themselves to the Media Meeting Point outside of each venue at least 30 minutes ahead of the event. Media will be escorted into the event locations with sufficient time to set up ahead of the event.

### **XI. Arrangements for Bilateral Meetings**

94. Bilateral meeting rooms are available in the **VVIP lounge** within the secure zone of the conference site to enable HoS/G to meet bilaterally.
95. Parties are encouraged to make bookings as early as possible as their use is on a first-registered, first-served basis.
96. The bilateral meeting rooms are equipped with lounge furniture for a maximum of 10 persons. Wi-Fi will be available.
97. The secretariat is not able to make additional arrangements, such as change of layout, provision of additional furniture and/or country flags or poles, or interpretation services for bilateral meetings.
98. Parties wishing to have their country table flags in the bilateral meeting room are kindly requested to bring their own flags.

#### **Access to bilateral meeting with HOS/G for delegations outside of the VVIP Lounge**

99. Persons who have been invited to bilateral meetings with HOS/G inside the VVIP lounge will need to access via the external entrance to the bilateral rooms, located in area D of the conference venue.
100. Special access tickets will be needed to enter the VVIP lounge for these meetings.
101. The form for bilateral meeting will need to be completed by the Party whose HOS will host the bilateral meeting and indicate the names of the external persons with whom the HOS/G will meet.
102. The meeting participants will need to approach bilateral meetings desk located in area D of the conference venue.

103. Names will be checked, and access will be granted by special tickets.
104. Upon conclusion of the meetings, external meeting participants will be required to leave the VVIP lounge and return the ticket.

#### **Media access to bilateral meetings**

105. Due to space constraints and only a maximum of 10 people allowed in the bilateral room (1+4 from each Party), the media team wishing to access bilateral meetings for their respective leaders will only be permitted to enter the room briefly to take photos before the official start of the meeting.
106. Travelling media should present themselves to the Media Meeting Point, which will be located next to the Bilateral Booking Desk outside the entrance to the bilateral meeting rooms located in area D of the conference venue, 15 minutes before the bilateral is scheduled to start.
107. Media should inform those at the desk what bilat they are there to capture.
108. Media will be given an overlay pass and escorted into the bilateral rooms where they will be able to capture the first minute of the greeting between the Leaders before being escorted out.
109. The overlay pass must be returned before departure.
110. Large media equipment is not allowed in the bilateral meeting room.
111. Please note that food and drinks are not allowed in any of the conference rooms on the premises, including the bilateral meeting rooms.

## **XII. How to Book a Bilateral Meeting Room**

112. To reserve a bilateral meeting room, the relevant Parties should send an email, as soon as possible and no later than seven days in advance of the preferred meeting date, to [cophosgbilateral@unfccc.int](mailto:cophosgbilateral@unfccc.int) providing details of the meeting.
113. The bilateral meeting room request form, included as Annex I to this message, should be completed and signed on behalf of each Party organizing each bilateral meeting. A separate booking form is required for each meeting.
114. Confirmation of the room booking will be provided by email as early as possible, but at the latest two days prior to the meeting. The preferred time of the meeting with first, second, and third choice options should be clearly indicated on the form. Should none of the requested times be available, the secretariat will contact the persons indicated on the form.
115. Last-minute requests will be accommodated subject to the availability of rooms.
116. To allow for a maximum number of bilateral meetings between participating HoS/G, the use of bilateral meeting rooms is limited to 30 minutes for each booking, which will be strictly implemented. The secretariat thanks Parties in advance for their cooperation.
117. Delegations requiring further information regarding requests for bilateral meeting rooms should email their questions or enquiries to [cophosgbilateral@unfccc.int](mailto:cophosgbilateral@unfccc.int).

### **XIII. United Nations Focal Points for Arrangements**

UNFCCC Protocol:	Luca Brusa Chief, Protocol and External Relations Grace Smith Deputy Head, Protocol and External Relations <a href="mailto:copprotocol@unfccc.int">copprotocol@unfccc.int</a>
UNDSS:	Safety and Security Chief Kevin O Hanlon <a href="mailto:kevin.ohanlon@un.org">kevin.ohanlon@un.org</a>  VIP Protection Yves Nabet <a href="mailto:yves.nabet@un.org">yves.nabet@un.org</a>
List of Speakers:	Mundiwana Dube <a href="mailto:cophls@unfccc.int">cophls@unfccc.int</a>
Teleprompter Support	Dimitri Maryczuk Yann Michiels <a href="mailto:cophls@unfccc.int">cophls@unfccc.int</a>
High-Level Party Events:	Sarah Klinghammer <a href="mailto:cophlpe@unfccc.int">cophlpe@unfccc.int</a>
Bilateral meetings:	Tanushree Sandhu <a href="mailto:cophosgibilateral@unfccc.int">cophosgibilateral@unfccc.int</a>
Media Liaison:	Alexander Saier Thomas Bahr <a href="mailto:mediaservices@unfccc.int">mediaservices@unfccc.int</a>
Report of the Summit	Alexandre Gellert Paris <a href="mailto:copprotocol@unfccc.int">copprotocol@unfccc.int</a>

### **XIV. Republic of Azerbaijan Focal Points for Arrangements**

Protocol:	<a href="mailto:secretariat.wls@cop29.az">secretariat.wls@cop29.az</a>
Security/Close Protection:	<a href="mailto:secretariat.wls@cop29.az">secretariat.wls@cop29.az</a>
Media Liaison	<a href="mailto:media_accreditation@mfa.gov.az">media_accreditation@mfa.gov.az</a>
General Logistical Enquiries:	<a href="mailto:secretariat.wls@cop29.az">secretariat.wls@cop29.az</a>



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Azerbaijan

**Annex I**

**Heads of State or Government Bilateral Meeting Room Booking Form  
12 and 13 November 2024**

**United Nations Climate Change Conference 2024  
Baku, Republic of Azerbaijan**

Parties whose Head of State or Government wish to have bilateral meetings on 12 or 13 November 2024 are requested to complete this form **electronically**. **The form MUST be duly signed by both Parties** and emailed to the External Relations unit of the UNFCCC secretariat at [cophosgibilateral@unfccc.int](mailto:cophosgibilateral@unfccc.int).  
**Illegible forms will be rejected.**

Requesting Party I		Participating Party II	
Party		Party	
Title of Head of State/Government		Title of Head of State/Government	
Name of Contact Person		Name of Contact Person	
Title		Title	
Ministry/Department		Ministry /Department	
Telephone		Telephone	
Email		Email	

Signature of the contact person \_\_\_\_\_ Signature of the contact person \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Bilateral meeting room request details, 12 and 13 November 2024			
	Please clearly indicate your preference below with first, second and third options		
Date	12 November		13 November
Time		Time	
09:00 – 09:30		09:00 – 09:30	
09:40 – 10:10		09:40 – 10:10	
10:20 – 10:50		10:20 – 10:50	
		11:00 – 11:30	
14:00 – 14:30		11:40 – 12:10	
14:40 – 15:10		12:20 – 12:50	
15:20 – 15:50		13:00 – 13:30	
16:00 – 16:30		13:40 – 14:10	
16:40 – 17:10		14:20 – 14:50	
17:20 – 17:50		15:00 – 15:30	
		15:40 – 16:10	
		16:20 – 16:50	
		17:00 – 17:30	



## Annex II

### **COP 29 - TELEPROMPTER GUIDELINES**

#### **File delivery and format**

The file has to be delivered in **Word format** (.doc or .docx)

No other format is compatible with the prompter.

By e-mail, you can send the file to: [copteleprompter@gmail.com](mailto:copteleprompter@gmail.com) and [cophls@unfccc.int](mailto:cophls@unfccc.int)  
*Please be precise in subject line: date of speech, country, title, name of speaker, version*  
or via **USB** at the venue (please call UNFCCC contact below)

Please **call** UNFCCC contact below prior to your email or USB delivery.

#### **Time constrains**

A minimum of 60 minutes of preparation are required for each speech (*layout, font, space, breaks, etc....*)

We recommend the delivery of the script the night before for loading, especially if the file is not in Latin fonts.

#### **Operator**

The operator speaks English only, for other languages, the applicant must provide their **own** operator, or someone to assist the operator.

Operator will not get a badge to access the room. They will meet the UNFCCC contact at the entrance of the plenary 30 minutes prior to their leader's speech. The contact will escort the operator in and out after the speech is delivered

#### **Equipment**

The prompter is electrically adjustable, nevertheless, it is better to communicate the height of the guest prior to his/her arrival.

#### **UNFCCC Contact**

Dimitri Maryczuk: +994 102 569 474  
Yann Michiels: +994 102 569 471