

# 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

\_\_\_\_\_ June 2025

☐ Recurrent

from / to

\_\_\_\_\_ June 2025

**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 and recording 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:		