

SB 64 Briefing Session for Observers

Logistics and Code of Conduct



1. Welcome & introduction
2. Arrangements for SB 62
3. Code of Conduct
4. Q&A



SB 64 - sixty-fourth sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI) under the UNFCCC

- World Conference Center Bonn (WCCB),
Bonn, Germany
- 08–18 June 2026
- Information for SB 64 Participants (A-Z)
(incl. how to reach the venue)

<https://unfccc.int/sb64/ifp>



 **Venue closes at 18:00**

 **Limited meeting rooms available until 22:00**

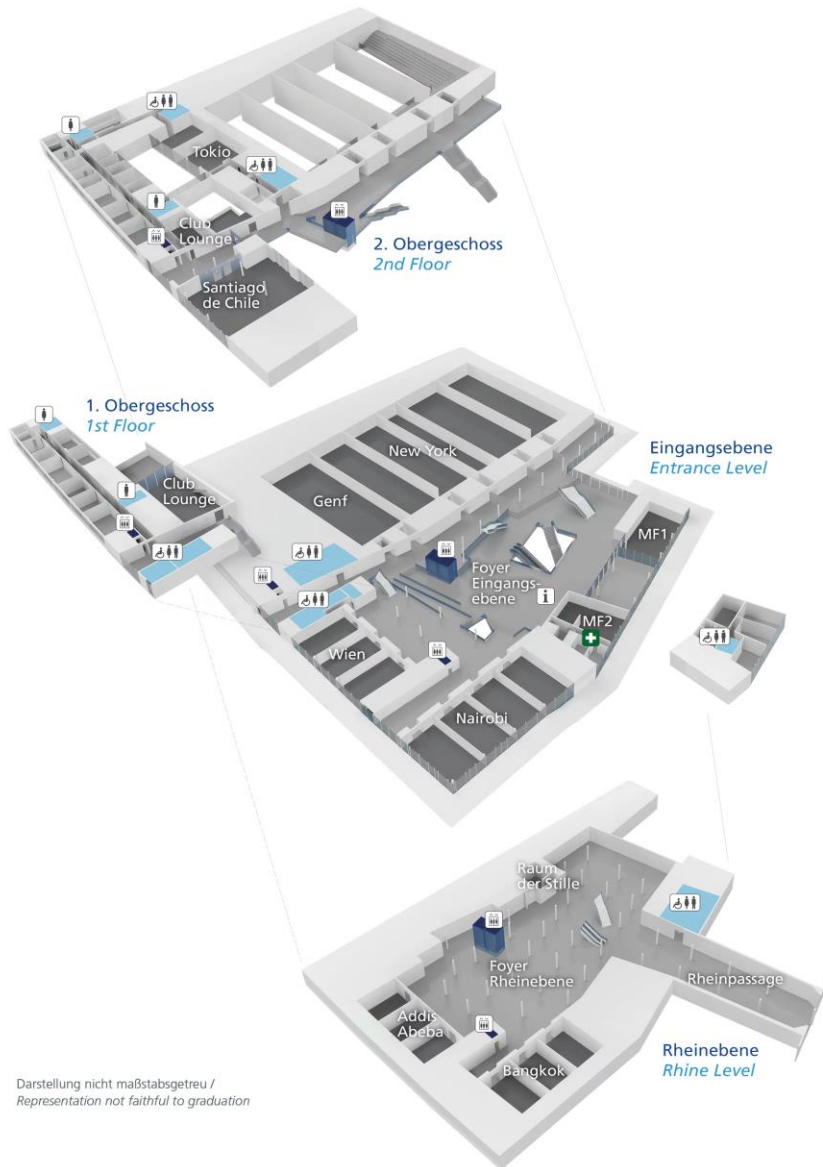
(in line with past practice)



Arrangements for SB 64

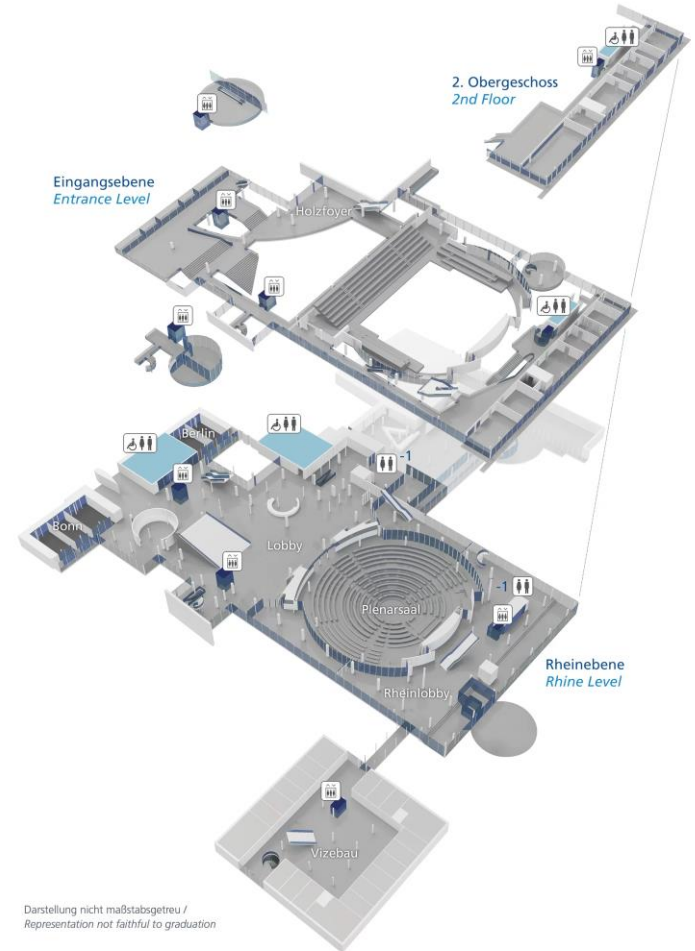


3D-Plan Hauptgebäude // 3D plan Main Building



Darstellung nicht maßstabsgetreu /
Representation not faithful to graduation

3D-Plan Plenargebäude // 3D plan Plenary Building



Darstellung nicht maßstabsgetreu /
Representation not faithful to graduation

Accessibility

Fully accessible venue for participants with mobility and accessibility needs

Medical Services

First aid room and emergency services available at the venue.

Wellbeing

Sanitary products available in female toilets (AH ground floor) and via first-aid at WCCB



Registration

- Registration via **the UNFCCC Online Registration System (ORS)**
- Observer delegates may collect badges **on 6–7 June 2026**
- **Access restricted:** only delegates attending pre-session meetings at WCCB may enter the venue on these days

Registration Desk Open Hours

- 6–7 June: 08:30 – 17:30
- 8–18 June: 08:00 – 17:30 (*closed Sunday, 14 June*)

 **Collect badges before 8 June to avoid delays on the opening day**



Daily Badges for IGOs and NGOs

- **Integrated daily badges** available
- **Confirmation deadline:** 7 June 2026, 23:59 (CEST)
- For **non-consecutive days**, Designated Contact Points must specify dates via ORS (*communication tab*)
- Further details: [ORS Integrated Daily Badge System Manual \(FAQs, Item 8\)](#)



Event Platform & Virtual Participation

- On-site participants have **full virtual access** (*including one-day delegates*) – no separate registration required
- **IGOs and NGOs** may also register for virtual-only participation via ORS
- **Quota:** up to 10 virtual participants per observer organization
- **Virtual-only participants do not have access to the venue**
- The platform provides access to **eligible UNFCCC meetings remotely** (*subject to session status*)
- Online access **limited** to official plenary sessions, press conferences and negotiation meetings (*virtual access to other events, e.g. side events, not available*)
- **Plenary meetings** are streamed online: <https://unfccc.int/sb64>



Visa

- Valid passport required for all participants
- Participants requiring visas should contact consular authorities **as early as possible**
- Schengen visa applications are accepted up to 6 months in advance and generally **no later than 15 days before travel**
- The Online Registration System (ORS) **acknowledgment letter** serves as official proof of the purpose of stay



Visa

- Please consult the website of the competent mission for additional required documents
- Schengen visa issuance is subject to **comprehensive insurance covering the full stay**; for multiple entries, insurance covering **all intended travel periods** is recommended
- Further details: <https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node>
- Questions: visas@unfccc.int



Accommodation

Hotels & local transport <https://www.meet-bonn-region.de/unfccc> (*includes free local transport ticket for SB 64 dates*)

Getting to the Venue

UN Campus / WCCB - Platz der Vereinten Nationen 1–2, Bonn

- **Bus stops:** Heussallee/Museumsmeile & Deutsche Welle - Line 610, 611, 634
- **Tram stop:** Heussallee/Museumsmeile - Line 16, 63, 66
- **Train stop** (Deutsche Bahn Station): UN Campus & 5–10 min walk or bus




Meeting Rooms

- **Booking limit:** max. 55 min per observer organization per day (08:00–17:55)
- **Meeting Room Assignment (MRA) counter** open hours: 08–18 June 08:00–18:00 (*closed Sunday, 14 June*)
- **Requests for 8 June** meetings: 25 May – 5 June 2026 (*electronic submission*)
- Submit MRA forms to meetingrequest@unfccc.int
- More information: <https://unfccc.int/sb64/ifp>



Catering

- **Snack point** (*Rhine level - connecting tunnel*): 07:30 – 18:00
 - **Warm lunch** (*Rhine level*): 12:00 – 15:00
 - **Reception-style catering** available in the Club Lounge (*arrange directly with Broich Premium Catering GmbH at least one week in advance; contact details to follow in Information for Participants*)
-  **✗ Food and drinks not permitted in meeting rooms**

Information for Participants

All logistical information is available on SB 64 website <https://unfccc.int/sb64>

Additional updates via the UN Climate Change app

UN Climate Change mobile apps.

Key information on your mobile!



Get the UN Climate Change apps

If you are physically participating in or virtually following the June Climate Meetings we encourage you to download the two official mobile apps on offer.

Key information at your fingertips

The UN Climate Change app is available in the [Google](#) (Android) and [Apple](#) (IOS) stores (smartphone or tablet) and is a great way to follow international climate action at any time. Use this app to watch public webcast, access event schedules, session information, news and documents and sign-up for document notifications.



UNFCCC Code of Conduct

Purpose

- Ensure a respectful, inclusive, and safe environment at all UNFCCC events
- All participants must sign to abide by the Code of Conduct at registration and badge collection
- Applies to all participants – Parties, observers, contractors, media, and staff

Expected Behaviour

- Treat everyone with **respect and dignity**
- Follow **venue rules** and UN security/UNFCCC instructions
- Wear **badges** visibly (badges are strictly personal and non-transferable)
- Respect **UN symbols and flags**
- Use **recording devices** only with permission

 **Zero tolerance for harassment, discrimination, intimidation or abusive conduct**



UNFCCC Code of Conduct

Reporting Misconduct

- If you experience or witness a violation or harassment, report immediately

Handling & Confidentiality

- Cases reviewed jointly by UNDSS and UNFCCC Secretariat
- Investigations carried out and actions taken
- All reports handled confidentially and with respect

Accountability & Consequences

- Parties and observer organizations are responsible for their representative conduct
- Non-compliant behaviour may result in debadging or exclusion from future UNFCCC events

WAYS TO REPORT AN INCIDENT:



1 Information Desk

Visit any Information Desk at the venue for assistance.



2 Contact any UNDSS officer, in person or through the hotline

UNDSS officers are available across the venue or via the dedicated hotline.



3 Email: SpeakUp@UNFCCC.int

Report via email – we are here to listen and help.



Common Conduct Issues Observed

- Badge sharing or misuse
- Harassment or aggressive behavior
- Unauthorized filming/recording
- Disruptive advocacy actions
- Failure to follow venue/security instructions

Most incidents are preventable through awareness, respect, and compliance with venue rules.



UNFCCC Code of Conduct

KEY REMINDERS

Let's work together to ensure a respectful, safe, and inclusive environment for all.



BADGE = PERSONAL & NON-TRANSFERABLE

Wear your badge visibly at all times.
Do not share or transfer your badge.



RESPECT ALL PARTICIPANTS

Treat everyone with respect and dignity.
Respect UN symbols, flags, and the venue rules.



REPORT MISCONDUCT IMMEDIATELY

If you experience or witness a violation or harassment, report it immediately.



HARASSMENT/ DISCRIMINATION NOT TOLERATED

Zero tolerance for harassment, discrimination, intimidation, or abusive conduct.



THANK YOU FOR HELPING US MAINTAIN A CULTURE
OF RESPECT, SAFETY AND INTEGRITY.

UNFCCC Code of Conduct



FOR CONFERENCES, MEETINGS AND EVENTS



To Prevent
Harassment,
Including Sexual
Harassment,
AT UNFCCC EVENTS



We wish you a productive SB 64!

For any questions, please reach out to
cool@unfccc.int.

