

Meeting Room Assignment Form



United Nations
Framework Convention on
Climate Change

General Information

Delegation / Organization

(Please select only one group type)

- Negotiating Group Observer
 Party UN

Contact Name

E-mail

Mobile Phone

Date of Submission

Signature

Meeting Information

Meeting Date

_____ June 2026 Recurrent from / to _____ June 2026

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

(Only for Negotiation Groups)

Yes No

Announcement Title

Meeting Room Assignment (MRA) Policy

- Requests for meeting rooms may be submitted for a maximum duration of 55 minutes per Party or observer organization, per day, for meetings scheduled between 08:00 and 17:55 hrs.
- Availability and location of meeting rooms will be confirmed one day before the meeting, from 12:00 hrs onwards, in person at the MRA counter. Requests that are not confirmed by the MRA team will be considered void.
- Layout of meeting rooms is fixed and complies with applicable safety regulations. Changes to the setup, removal or relocation of furniture, or the use of external equipment, including audiovisual equipment, are not permitted.
- Food and beverages are not permitted inside meeting rooms. Only water is allowed.
- Virtual participation, streaming and recording services are not available.
- 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 a meeting room is required for negotiation meetings, the secretariat may cancel or reallocate a confirmed meeting at short notice prior to its start. Requestors will be notified via the email address and/or mobile telephone number provided in the request form and supported, where possible, in identifying an alternative solution.
- By submitting this form, you confirm that you have read, understood and agreed to these conditions.

Assigned Meeting Room (To be completed by MRA Team)

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