MESSAGE TO PARTIES AND OBSERVER ORGANIZATIONS

United Nations Climate Change Conference 2026

Antalya, Republic of Türkiye

Preliminary* Arrangements for Antalya Leaders Summit
Wednesday 11 and Thursday, 12 November 2026

and

the First Part of the High-Level Segment for Heads of State and Government
Wednesday 11 and Thursday, 12 November 2026

7 October 2026

* **Information in this communication pertains ONLY to arrangements for the Antalya Leaders Summit and activities during the Summit. It does not pertain to other arrangements, events and meetings of COP 31.**

* **These are preliminary arrangements and are subject to change. Updated message(s) will be communicated accordingly.**

Contents

I. Introduction 3
II. Antalya Leaders Summit 4
Schedule of Events 4
III. Modalities for the Antalya Leaders Summit 5
Registration of Party Delegations 5
Access to the VVIP Area – "Red Zone" 5
Access to the formal opening session of the Summit 6
Designated Liaison Officers 6
Distribution/Collection of pins and badges for access to the Red Zone and formal opening of the Summit. 6
IV. Modalities for the High-Level Segment 7
Access and Seating Arrangements for the High-Level Segment 7
V. Protocol, Registration and Delivery of National Statements for the First Part of the High-Level Segment for Heads of State or Government 7
VI. Statements during the High-Level Segment 7
VII. Interpretation 8
VIII. Media Arrangements and Services 9
IX. Security and Access Arrangements 9
General Principle 9
Security at the Antalya Leaders Summit 9
Arrivals to the Republic of Türkiye 9
Access to the Conference Site 9
X. COP 31 Host Country High-Level Events 9
XI. High-Level Party Events 10
XII. Arrangements for Bilateral Meetings 11
How to Book a Bilateral Meeting Room 11
XIII. Briefings to Advanced Teams 11
Virtual Briefings 12
In-person Advanced Team Briefings 12
XIV. Additional Information 13
XV. United Nations Focal Points for Arrangements 14
XVI. Republic of Türkiye Focal Points for Arrangements 14
Annex COP 31 Teleprompter Guidelines 15

ANTALYA LEADERS SUMMIT

and

FIRST PART OF THE HIGH-LEVEL SEGMENT

I. Introduction

1. The formal opening plenary of the thirty-first session of the Conference of the Parties, the twenty-first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the eighth session of the Conference of the Parties serving as the meeting of the Paris Agreement (COP 31/CMP 21/CMA 8), also referred to as the United Nations Climate Change Conference 2026 is scheduled to begin at **10:00 am** on Monday, 9 November 2026 at the COP 31 Venue in Soğucaksu, Antalya, Republic of Türkiye.
2. The Government of the Republic of Türkiye invites Heads of State and Government (HoS/G) of all Parties to the Convention to the Antalya Leaders Summit (ALS) which will for be held within the Blue Zone during COP 31 on Wednesday, 11 and Thursday, 12 November 2026.
3. More information on the arrangements for the participation of Heads of State and Government and relevant plans and programme of events on these two days will be provided in due course by the secretariat.
4. The Summit during COP 31 will be held under the main theme “Towards a Sustainable, Resilient and Equitable Future”.
5. The formal opening of the Summit will be held on Wednesday, 11 November 2026 in the main plenary of the conference premises.
6. The opening of the Summit will be attended by HoS/G, Party delegations, specially invited guests of the President of the Republic of Türkiye, Heads of United Nations system, specialized agencies and other relevant organizations (UN organizations) and selected heads of inter-governmental and constituencies of non-governmental organizations. Special access arrangements for the Summit and related events will be communicated in due course.
7. Following the formal opening of the Summit, led by the President of the Republic of Türkiye on Wednesday, 11 November 2026, the programme of events for the participation of HoS/G on Wednesday, 11 and Thursday, 12 November 2026, will include the delivery of National Statements during the first part of the High-Level Segment (HLS) for HoS/G, Host Country High-Level Events, and a limited number of High-Level Party Events (HLPE) organized by other World Leaders.
8. 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, UN organizations, inter-governmental and other observer organizations.

II. Antalya Leaders Summit

Schedule of Events

9. The events on 11 November will be held according to the following schedule:

08:30 – 11:00	Arrival of Heads of State or Government at Conference venue (Blue Zone)
09:00 – 11:45	Bilateral Meetings for Heads of State and Government
11:45 – 12:15	Family Photo – Heads of State or Government only
12:15 – 13:30	Opening session of the Antalya Leaders Summit (Blue Zone)
13:30 – 14:00	Break
14:00 – 14:30	Opening ceremony of the first part of the High-Level Segment for Heads of State and Government
14:30 – 18:30	Parallel Events as follows: • Delivery of National Statements by Heads of State and Government • COP 31 Host Country High-Level Events and Roundtables. *Further information on these sessions will be provided in due course* • High-Level Party Events • Bilateral Meetings for Heads of State and Government
19:30	Gala Dinner hosted by His Excellency Mr. Recep Tayyip Erdoğan, President of the Republic of Türkiye and First Lady Emine Erdoğan at the NEST Congress Centre • For Parties whose HoS/G is accompanied by their spouse, the attendance format for the dinner will be 1+1. • For Parties whose HoS/G is not accompanied by their spouse, attendance will be limited to the HoS/G only. • *Invites for the Gala Dinner will be shared by the President of the Republic of Türkiye.*

10. The events on 12 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 – 17:00	Parallel Events as follows: • Delivery of National Statements by Heads of State or Government • COP 31 Host Country High-Level Events and Roundtables. *Further information on these sessions will be provided in due course.* • High-Level Party Events • Bilateral Meetings for Heads of State and Government
17:00	End of the Antalya Leaders Summit

*Timings are subject to minor changes

III. Modalities for the Antalya Leaders Summit

Registration of Party Delegations

11. An official UNFCCC conference badge is needed to access the premises. The badge is issued only based on a confirmation from UNFCCC Online Registration System ORS.
12. All members of official Party delegations, **including HoS/G and their entourage**, should be registered through the ORS to receive the mentioned conference badge.
13. 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.
14. 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 Area – "Red Zone"

15. A secure VVIP Area - "Red Zone" - will be established within the Blue Zone for the safety and security of HoS/G that will encompass all areas of the premises associated with the event (e.g., VVIP lounge, meeting rooms etc.).
16. Heads of State and Government will arrive at the dedicated entrance for leaders at the COP 31 Conference Venue in Soğucaksu where they will be greeted by the President of the Republic of Türkiye, His Excellency Mr. Recep Tayyip Erdoğan, and the Secretary General of the United Nations, Mr. António Guterres, and escorted to the VVIP Lounge.
17. Heads of State or Government will receive a lapel pin.
18. Accompanying members in the entourage will receive a secondary badge that will allow entry into the Red Zone with the HoS/G.
19. Accompanying members in the entourage of the leader will be limited to three (3).
20. These secondary badges are interchangeable and can be exchanged among delegation members as needed.
21. For security reasons, secondary badges will not be replaced if badges are lost or misplaced.
22. One National Security Officer (NSO) of the Leader is allowed in the Red Zone with the HoS/G.
23. The NSO of the Leader will receive an NSO badge that will allow entry into the Red Zone.
24. The NSO of the Leader is not included in the entourage figure indicated above.
25. A Turkish Close Protection Officer (CPO) assigned to the Leader will not be allowed in the Red Zone with the HoS/G.
26. The HoS/G lapel pin and secondary badges will be distributed by the Republic of Türkiye's Designated Liaison Officers (DLOs).
27. Ministers, unless accompanying a HoS/G as part of the 1 +3 of their national delegation, will not have access to the Red Zone.
28. Ministers will not be included in the family photo.
29. Other dignitaries representing HoS/G will not have access to the Red Zone or be included in the family photo.
30. *More detailed information on access arrangements will be confirmed in due course.*

Access to the formal opening session of the Summit

31. All Parties attending COP 31 will have access to the formal opening of the Summit.
32. The secondary badge that allows the accompanying entourage of participating HoS/G access to the Red Zone will also allow access to the formal opening of the Summit.
33. Tickets will be provided to Parties with no participating HoS/G for accessing the formal opening of the Summit.
34. Tickets will be provided to UN organizations and IGOs for accessing the formal opening of the Summit.
35. A select number of tickets will be provided to the NGO constituencies through their respective constituency focal points.
36. Attendance to the formal opening session of the Summit is only with the HoS/G pin, the indicated secondary badge or ticket.
37. Tickets for Parties with no participating HoS/G, UN organizations, and IGOs will be distributed from the Distribution Counter located in the Information and Service Hub at the Conference venue.
38. Collection of the above-mentioned tickets from the Distribution Counter will be on Monday 9, and Tuesday, 10 November 2026 from 10:00 to 17:00 hrs.
39. Collection of these tickets will be only on the dates indicated above. Delegations are requested to pick up their tickets from the Distribution Counter. The conference badges of the person collecting will be scanned to confirm receipt.
40. For security reasons, tickets will not be provided in the event of lost or misplaced.
41. An overflow room, to view the live webcast of the formal opening session of the Summit will be available for those delegates who will not have a seat at the formal opening of the Summit.

Designated Liaison Officers

42. Each HoS/G will be assigned a Designated Liaison Officer (DLO) by the Government of the Republic of Türkiye.
43. 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 Türkiye.
44. The DLO will hand over to the delegation/entourage relevant access badges as outlined above.

Distribution/Collection of pins and badges for access to the Red Zone and formal opening of the Summit.

45. DLOs 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 secondary badges for the remaining entourage of the HoS/G that will allow entry into the Red Zone and formal opening of the Summit.
46. Names and contact details of DLOs assigned to HoS/G will be provided by the Host Government through their diplomatic missions in the Republic of Türkiye.

IV. Modalities for the High-Level Segment

Access and Seating Arrangements for the High-Level Segment

47. Subject to further consideration, no special tickets or badges are envisaged for Parties to attend the opening of the High-Level Segment (HLS) and hear the delivery of national statements by HoS/G.
48. UN organizations will be able to attend the event.
49. Arrangements for the participation of IGOs and NGOs will be communicated in a follow-up message.
50. For the opening of the HLS and delivery of national statements, four seats per Party delegation, including the HoS/G, will be made available behind the country nameplate of each Party.
51. An overflow room, to view the live webcast of the opening session of the HLS on 11 November, will be available for those delegates who will not have a seat in the plenary.
52. More detailed information on arrangements for the delivery of national statements for the HLS will be communicated in due course.

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

53. Parties are reminded that a letter to the Government of the Republic of of Türkiye, accepting the invitation to the Summit is not enough to register and request a speaking slot for the first part of the high-level segment for HoS/G.
54. The ORS is the only official channel for registration of speakers.
55. The list of speakers was opened for registration on Monday, 7 September 2026 Central European Summer Time (CEST) and will close on Friday, 16 October 2026, at midnight, CEST.
56. Registration for the list of speakers for the first part of the HLS for HoS/G should be done exclusively through ORS. The secretariat is not able to process nominations submitted by any other methods.
57. Parties whose HoS/G will attend the Summit on 11 and 12 November and wish to deliver a national statement are requested to register the speaker in the ORS**.**
58. A letter acknowledging receipt of the registration for the list of speakers is generated upon completion of the registration.
59. 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.

VI. Statements during the High-Level Segment

60. **There will be no statements on behalf of Groups at the first part of the high-level segment for Heads of State and Government.**
61. 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 Kings, Heads of State, Crown Princes, speaking before Heads of Government.
62. Parties are strongly encouraged to ensure their national statements do not exceed a maximum of **three (3) minutes**.
63. 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 and copied to cophls@unfccc.int by latest **Tuesday, 10 November 2026**.

64. 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.

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

VII. Interpretation

66. 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 the ALS and HLS for all official plenaries at COP 31, including the High-Level Segment, the Summit and some high-level mandated events where possible.

67. Turkish interpretation will be available in all official meetings.

68. During the Summit and HLS, it is possible for a speech to be given in a language other than the six official United Nations languages.

69. Parties wishing to deliver their national statements in their national language, other than the six UN languages, are requested to inform the secretariat at least 48 hours in advance at cophls@unfccc.int so that adequate setup arrangements can be made.

70. Parties will need to provide their own interpreter.

71. 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.

72. Parties wishing to have interpretation in other languages for the Summit or the entire conference can include their personal interpreters as part of their delegation to the COP.

73. 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.

74. Interpretation at HLPE can be arranged through the officially appointed commercial service provider, subject to availability.

75. For information on booking an interpreter, please refer to the Commercial Interpretation section, at the COP 31 website (https://cop31.tr/contact) or contact interpretation@cop31.tr.

76. Parties who wish to avail of Simultaneous Interpretation (SI) or Remote Simultaneous Interpretation (RSI) must submit a SI/RSI request online form, for the official appointed vendor to provide you with costs estimate and check availability.

77. Parties who wish to have interpretation in meetings they will participate as a speaker are also asked to inform the meeting organizer from whom the invitation was issued at least 48 hours in advance so that adequate set-up arrangements can be made.

78. To ensure proper facilitation, please copy copprotocol@unfccc.int and vpuigdengolas@unfccc.int.

79. Parties are informed that interpretation in another language may not always be possible and that not all rooms in which meetings will take place will have interpretation capabilities.

80. Parties are also informed that all rooms may not have sufficient booths to accommodate other languages.

81. Parties who submit interpretations requests will be informed once their request is approved.

VIII. Media Arrangements and Services

82. 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.

83. Access for media teams to record and observe the HoS/G delivery of national statements will be coordinated by the UNFCCC media team and UNDSS.

84. 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 Türkiye will be communicated in due course.

85. All questions regarding media accompanying HoS/G and access should be directed to mediaservices@unfccc.int and media@cop31.tr.

86. A detailed media logistics note for media teams accompanying HoS/G will be shared in due course.

IX. Security and Access Arrangements

General Principle

87. 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 Türkiye.

Security at the Antalya Leaders Summit

88. A secure VVIP Area - "Red Zone" - will be established for the safety and security of HoS/G that will encompass all areas of the premises associated with the event (e.g., VVIP lounge, meeting rooms etc.).

89. One unarmed National Security Officer and will be authorized to escort their HoS/G in the Red Zone.

90. Access to the Red Zone Area will require HoS/G pins and secondary badges or tickets as outlined above.

Arrivals to the Republic of Türkiye

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

Access to the Conference Site

92. Vehicles transporting HoS/G will have direct access via a dedicated Leaders drop-off area.

93. All other vehicles will park in dedicated parking areas according to allotted Vehicle Access Parking Permit (VAPP).

94. All vehicles will need to comply with the security checks in place.

X. COP 31 Host Country High-Level Events

95. A series of COP 31 Presidency High-Level Events will be held during the Summit.

96. The events will be open to invited HoS/G with pins and session specific tickets for other participants.

97. The session specific tickets are managed by the Republic of Türkiye Presidency team.

98. Information on the distribution of these tickets will be communicated by the COP 31 Presidency team.

99. Information on the COP 31 Host Country High-Level Events, including themes and schedule can be found on the host country website.

100. Invited participants will be informed of their participation in specific COP 31 Presidency High-Level Events by the COP 31 Presidency team.

XI. High-Level Party Events

101. High-Level Party Events (HLPE) are intended to be hosted by HoS/G, and with the participation of other HoS/G.

102. Over the two days of the Summit, **a limited number of HLPE can be accommodated**. Each HLPE should not exceed one and a half hours (1.5 hour) in duration.

103. HLPE will be accommodated between 14.30 and 18.00 on Wednesday, 11 November and 09:00 and 17:00 on Thursday, 12 November 2026.

104. At least two HoS/G should be in attendance.

105. **Ministers only events will not be accommodated.**

106. Events will be in square table format. In the interest of fairness to all Parties and owing to the limited available space for holding such events, and in accordance with available resources, **requests to host HLPE will be allocated on a first-come, first-served basis**.

107. Registration for hosting a HLPE was opened on Monday, 7 September and will close on Saturday, 10 October 2026.

108. Parties requesting to host a HLPE are requested to complete the HLPE event form which can be found here or by scanning the QR code below.

109. For questions relating to HLPE, please contact the secretariat at cophlpe@unfccc.int.

110. The secretariat will confirm and provide logistical details, to the respective Party(ies) by **Friday, 16 October 2026**.

111. Access to the HLPE will be by invitation from the host of the event.

112. Interpretation at HLPE can be arranged through the the officially appointed commercial service provider, subject to availability.

113. To arrange interpretation services for HLPE, Parties are requested to refer to the Commercial Interpretation section, at the COP 31 website (https://cop31.tr/contact).

114. Parties whose HoS/G will host a HLPE will be responsible for any cost related to the provision of interpretation services.

XII. Arrangements for Bilateral Meetings

115. Bilateral meeting rooms are available in the Red Zone to enable HoS/G to meet bilaterally.

116. Parties are encouraged to make bookings as early as possible as their use is on a first-registered, first-served basis.

117. The bilateral meeting rooms are equipped with lounge furniture for a maximum of 10 persons. Wi-Fi will be available.

118. 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.

119. Parties wishing to have their country table flags in the bilateral meeting room are kindly requested to bring their own flags.

120. **Please note that food and drinks are not allowed in any of the conference rooms on the premises, including the bilateral meeting rooms**.

How to Book a Bilateral Meeting Room

121. Parties whose Head of State or Government wish to have bilateral meetings on Wednesday, 11, or Thursday, 12 November 2026 are requested to complete this form Parties requesting to reserve a bilateral meeting room, are requested to complete the Bilateral meeting room from found here or by scanning the QR code below.

122. **The form MUST be completed by the requesting Party with the details of the secondary Party.**

123. Once the request is received, the External Relations unit of the UNFCCC secretariat will communicate with both Parties to confirm receipt of the meeting request.

124. Three days prior to the opening of the Summit, a communication will be sent with room details.

125. Last-minute requests will be accommodated subject to the availability of rooms.

126. 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.

127. Delegations requiring further information regarding requests for bilateral meeting rooms should email their questions or enquiries to cophosgbilateral@unfccc.int.

128. The deadline to reserve a bilateral meeting room is Saturday, 7 November 2026.

XIII. Briefings to Advanced Teams

129. Parties should ensure that in addition to informing the Government of Türkiye of the participation of their HoS/G in the summit, that the HoS/G is also registered in the ORS to ensure access to the virtual and in-person briefing.

Virtual Briefings

130. Two (2) joint virtual briefings by the secretariat in conjunction with UNDSS and the Government of the Republic of Türkiye concerning facilities, procedures, and protocol within United Nations premises will be organized for contact persons, HoS/G advanced teams and authorized officials of HOS/G on Monday, 26 October at 10:30 Turkish time (TRT), and Tuesday, 27 October at 14:00 TRT.
131. **Participation in the virtual briefing will be limited to three (3) persons from each Party whose HoS/G will attend the summit**.
132. Please note that Parties whose HoS/G will not attend the Summit will not be able to participate in the briefing.
133. To register the names and contact details of the persons attending the virtual briefing, please complete the registration included in the links below.
    - Monday, 26 October 2026 (10:30 – 12:30 TRT) – Registration link here
    - Tuesday, 27 October 2026 (14:00 – 16:00 TRT) – Registration link here
134. The deadline for completing registration is Wednesday, 21 October 2026.
135. Further information for the virtual advanced teams briefing, and relevant links will be communicated to registered advanced teams of HoS/G attending the Summit.

In-person Advanced Team Briefings

136. Physical walk-throughs of the secured areas for HOS/G and facilities/venues of activities for the Summit will be organized for advanced teams of **those Parties whose HoS/G is attending the Summit**.
137. The physical walk through will be held at 10:00 and 14:00 TRT on Monday, 2 and Tuesday, 3 November.
138. These visits will include airport, meeting venues, transport arrangements, and spouse/partner programme.
139. Each delegation will be accompanied by their respective DLO.
140. Participants will be able to walk through most of the venues, depending on the status of preparations of parts still under construction.
141. In the interest of safety and security, and to provide an efficient and efficient physical walk though, **participation will be limited to two (2) persons from each country**.
142. **In-person advanced team briefings for individual Parties will not be possible.**
143. **Parties with no HoS/G attending the Summit will not be able to attend the physical walk-through of the secure Red Zone for HoS/G and facilities/venues of activities for the Summit.**
144. Information and links to the virtual briefing and the physical walk through will be sent in a follow up message and directly to diplomatic missions and contact persons for HoS/G.
145. **Neither the secretariat, the Government of the Republic of Türkiye, the venue nor other local partners in the Republic of Türkiye can support advance visits by individual countries.**

146. To register the names and contact details of the persons attending the in-person briefing, please complete the advanced team briefing form located here or by scanning the QR code below.

147. The deadline for completing this form for the in person advanced team briefing is Sunday, 25 October 2026.

148. Further information on the physical walk through for advanced teams of HoS/G of those Parties whose HoS/G is attending the Summit will be communicated in due course.

149. For security and liability reasons, no visits can take place during the set-up of the conference facilities.

XIV. Additional Information

150. The provisional list of speakers for the delivery of national statements by HoS/G, first in alphabetical order, will be communicated once the registration for HLS closes on 16 October 2026.

151. Additional information on the HLS and the Summit will be communicated in follow-up messages before the start of the Summit.

XV. United Nations Focal Points for Arrangements

UNFCCC Protocol:	Luca Brusa, Manager, External Relations and Protocol Grace Smith Deputy Head, External Relations and Protocol copprotocol@unfccc.int
UNDSS:	Event Security Coordinator Chief Kevin O Hanlon kevin.ohanlon@un.org VIP Security Coordinator Lieutenant Yves Nabet yves.nabet@un.org
Advanced Team briefings:	Ulfath Ibrahim Ahmad Shafiq Rassa advancedteambriefing@unfccc.int
Bilateral meetings:	Imran Khushnud Shah Caroline Njogu cophosgbilateral@unfccc.int
High-Level Party Events:	Sarah Klinghammer Frishta Hazhir Sabiss cophlpe@unfccc.int
List of Speakers:	Mundiwana Dube Moitse Florence Willie cophls@unfccc.int
Media Liaison:	Alexander Saier Thomas Bahr mediaservices@unfccc.int
Report of the Summit	Ulfath Ibrahim Maria Chepurina William Otieno copprotocl@unfccc.int
Teleprompter Support	Dimitri Maryczuk Yann Michiels cophls@unfccc.int

XVI. Republic of Türkiye Focal Points for Arrangements

Protocol:	protocolcop31@mfa.gov.tr
Security/Close Protection:	securitycop31@mfa.gov.tr
Media Liaison	media@cop31.tr
General Logistical Enquiries:	destek@cop31.tr
Interpretation:	interpretation@cop31.tr tijen.keten@cop31.com https://cop31.tr/contact

Annex

COP 31 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: **cophls@unfccc.int/Copteleprompter@gmail.com.**
Please be precise in the subject line: date of speech, country, title. name of speaker and version.

or share via **USB** at the venue (please call UNFCCC contact below)

Please contact the UNFCCC the teleprompter colleagues below prior to your email or USB delivery. Contact phone numbers will be proved in a follow up communication.

Time constraints

A minimum of 60 minutes of preparation is 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.

Equipment

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

Teleprompter Support	Dimitri Maryczuk Telephone. *To be provided in a follow up message.*
	Yann Michiels Telephone. *To be provided in a follow up message*