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## INFORMATION NOTE

### Opening of the Online Registration System (ORS)

#### United Nations Climate Change Conference - SB52 1 - 11 June 2020 Bonn, Germany

I am pleased to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the Online Registration System (ORS) for the United Nations Climate Change Conference - SB52, to be held in Bonn, Germany from 1 to 11 June 2020, is now open for registration of delegations. The ORS will remain open for such nominations until 30 March 2020, midnight Central European Time (CET).

The ORS will be open for the **confirmation by IGOs and NGOs of their representatives** from 6 April to 25 May 2020, midnight CET.

The secretariat strongly recommends accessing the ORS as early as possible within the above-mentioned time periods for both nomination and confirmation, to avoid any problems that may jeopardize the registration of your representatives for the sessions. To facilitate the processing of visas, please ensure that accurate information is provided in the ORS.

The secretariat will greatly appreciate observance of the deadlines for nomination and confirmation. Late nominations or confirmations cannot be accommodated.

**Distribution:** To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.



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Online registration is the only official channel for nominating participants for the sessions. The secretariat cannot process nominations sent by any other method. The ORS is available at:

<https://onlinereg.unfccc.int/>

The ORS user manual for admitted observer organizations (IGOs and NGOs), which contains helpful information and guidelines on how to use the system, is available at:

[https://onlinereg.unfccc.int/onlinereg/public/UNFCCC\\_ORIS\\_User\\_Manual-Observer\\_Organisations.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf)

Requests for technical support can be emailed to:

[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)

Please note that, owing to the anticipated capacity of the meeting facilities at SB 52 and taking into consideration safety and security concerns, NGOs will be limited to **1,500 participants**. The daily badging system will be in operation in the ORS during the confirmation period indicated above to enable flexible participation by delegates.

I look forward to welcoming you to the forthcoming Climate Change Conference

Yours sincerely,

*(Signed by)*

Ovais Sarmad  
Deputy Executive Secretary