

**SESSIONS OF THE UNFCCC SUBSIDIARY BODIES  
JULY 28 - AUGUST 7, 1997  
HOTEL MARITIM, BONN**

**INFORMATION FOR PARTICIPANTS**

This document provides information of a practical nature. Please keep this with you throughout the meeting for easy referral.

Registration

Accreditation and registration of participants will take place at the **Registration desk**, located at the main entrance of Hotel Maritim. Opening hours: 9:00 - 13:00 and 14:00 - 17:00 Friday, July 25 to Wednesday August 6 (except weekends).  
Contact: Ms. Laurence Pollier, Tel: 37-6712.

**Press Registration desk** will be located next to the Registration desk.  
Contact: Ms. Adreana Kakavas, Tel: 37-6510.

Funding for Delegates

Delegates from Parties eligible for funding are requested to collect their Daily Subsistence Allowance (DSA) from the secretariat's **Administration desk** in the **Hauptmann Room**. Please note that delegates will be able to receive their allowances only upon presentation of their passports and travel tickets. Opening hours: 10:00 - 13:00 and 14:00 - 17:00 for the duration of the meetings. Contact: Mr. Horacio Pellufo, Tel: 37-6669.

NGO Facilities

Rooms 130 and 131 in the hotel section of the Maritim have been allocated to the Environmental NGO constituency. Tel: 810-8130/8131.

Rooms 136 and 137 in the hotel section of the Maritim have been allocated to the Business and Industry NGO constituency. Tel: 810-8136/8137.

Information

Several sources of information will be available to participants by the secretariat:

**Information Folder:** This folder is being distributed to participants at the moment of registration. It includes: this document, a questionnaire on the meeting facilities, an invitation by the Executive Secretary to a reception on Thursday, 31 July 1997, an information leaflet on the UNFCCC Library, as well as maps of Bonn and the Hotel Maritim and its surroundings.

**CC:INFO desk.** This desk is located at the entrance of Hotel Maritim, next to the Registration desk. Participants are encouraged to update their contact information, and other information related to climate change activities in their countries, at the CC:INFO desk. Also available at the desk are computers (courtesy of Digital Equipment Corporation) which participants may use to access climate change related information on the World Wide Web.

Opening hours: 9:30 - 18:30. Contact: Ms. Nardos Assefa, Tel: 37-6545/37.

**Library.** The UNFCCC Library and Documentation Centre, located at secretariat headquarters in Haus Carstanjen, is open to participants throughout the sessions. Please consult the **Library Brochure** included in the Information Folder or available at the CC:INFO desk for directions and opening hours. Bibliographic searches (limited to CLIMA database) could be made on climate change and related issues upon completing a **bibliographic search request form**. This form is available at the CC:INFO desk. The UNFCCC librarian will be at the CC:INFO desk between 14:00 - 17:00 daily. Contact: Ms. Nalini Basavaraj, Tel: 815-1003.

**Information desk.** The Information desk, located next to the Registration desk, will provide general information about the meeting, and will operate the Information Hotline. Photocopy cards will be sold at this desk. Opening hours: 9:00 - 13:00 and 14:00 - 17:00 daily. Information Hotline: Tel: 37-6533.

**Daily Programme.** This document will list all scheduled events for the day. It will be available at the Documentation Distribution Counter and the Information and CC:INFO desks. It will also be available on the World Wide Web (<http://www.unfccc.de>).

**Electronic Notice Board.** Please consult this notice board in the Foyer for important announcements/last minute changes.

#### Documentation

All documents, the Daily Programme, and lists of participants will be made available at the **Documentation Distribution Counter** in the Foyer. UNFCCC documents are available on the World Wide Web (<http://www.unfccc.de>); on the APC Networks (EcoNet conference: [un.fccc](http://un.fccc)); and by direct electronic mail upon request to: [secretariat@unfccc.de](mailto:secretariat@unfccc.de). Document Distribution Counter opening hours: 8:00 - 18:00 daily. Tel: 37-6612 or 37-6706.

#### Computer and Communication Services

**Computer Centre.** Six computers and a printer will be available to participants on a first come, first served basis. These computers are located on the first floor between Beethoven and Maritim Halls. Please try not to monopolize the equipment for too long, as all participants should have access.

**Photocopy Machines.** Two photocopy machines are available to participants for the duration of

the meetings. These machines are located behind the main stairs of the Foyer. The cards needed to operate these machines can be purchased from the Information Desk.

**Telephones, Fax Machines, and Modem Jacks.** Two coin-operated telephones and 2 card-operated telephones, 2 fax machines, and 2 modem jacks are located in the Foyer, behind the main stairs. The Deutsche Telekom cards required to operate the afore mentioned may be purchased at the **Bonn Information desk**, which is located in the Foyer.

#### Other services

**Bonn Information desk.** Tourismus & Congress GmbH, will provide general tourist information at a desk in the Foyer. Deutsche Telekom Cards needed to operate the telephones, fax machines and modem jacks may be purchased at the this desk.  
Opening hours: 9:00 - 18:00 (daily), Tel: 37-6553.

**Bank.** Sparkasse Bonn will provide banking services in the Foyer.  
Opening hours: 10:00 - 16:00 (28 and 29 July) and 9:00 - 15:00 (as of 30 July), Tel: 37-6551

**Travel Services.** An American Express travel office, located in the Foyer, will provide travel services. Opening hours: 13:00 - 15:00 (daily), Tel: 37-6556.

#### Miscellaneous Items

**Emergency Situations.** For emergency situations (security, fire, medical), immediately contact UN security staff (wearing uniform or a UN armband), who will be stationed at the entrance of the conference area near the Registration desk, **or** call extension **736** using any of the hotel's internal phones. Pressing the grey button will connect you with the reception desk of the hotel. If calling from the outside, please contact the Hotel Maritim operator, Tel: 8-1080.

**Personal Items.** Please be aware that unattended items will be removed. Contact UN security staff for lost and found.

**Badges:** Badges must be worn at all times.

**Not permitted.** Smoking is not permitted in meeting rooms; nor is bringing food or drinks.

**Parking.** Ample underground and open-air parking is available at Hotel Maritim. Please note that underground parking is not free of charge. Cost is DM 17.00 per car per day.

**Transportation.** Taxi service: Tel: 55-5555  
Train station: Tel: 7151 ( Deutsche Bahn-Hauptbahnhof)

**UN approved physicians:** Dr. Dagmar Hild, Kronprinzenstr. 8 , Tel: 36-4567  
Dr. Dammeier de Gomez, Engeltalstr. 6, Tel: 77-3763

Contact Information

<b>Name</b>	<b>Function</b>	<b>Location</b>	<b>Telephone number</b>
Mr. Horacio Peluffo	Liaison with governments	Hauptmann	37-6669
Ms. Azza Taalab	Liaison with observer organizations	Hauptmann	37-6664
Ms. Maria Netto	Liaison for Special Events	Hauptmann	37-6670
Ms. Francesca Foppiano	Meetings assistant (including room assignments)	Rheinaue	37-6565
Ms. Laurence Pollier	Registration and list of participants	Registration desk Foyer	37-6712
Ms. Nardos Assefa	CC:INFO desk	Foyer	37-6545
Ms. Nalini Basavaraj	Library	Haus Carstanjen	815-1003

Summary Table of Services

<b>What</b>	<b>Where</b>	<b>Notes</b>
<b>Registration</b>	Registration Desk (Foyer)	Open 9:00 - 13:00 and 14:00 - 17:00 Tel: 37-6712 (please see pg. 1)
<b>Funding for delegates</b>	Hauptmann Room (1 <sup>st</sup> Floor)	Open 10:00 - 13:00 and 14:00 - 17:00 Tel: 37-6669 (please see pg. 1)
<b>CC:INFO desk</b>	Foyer	Open 9:30 - 18:30 Tel: 37-6545/37 (please see pgs. 1-2)
<b>Library</b>	Haus Carstanjen	Open 9:30 - 17:30 daily Tel: 815-1001/1003 (please see pg. 2)
<b>Information</b> (Info. Hotline)	Information desk (Foyer)	Open 9:00 - 13:00 and 14:00 - 17:00 Tel: 37-6533 (please see pg. 2)
<b>Official Documents</b>	Documentation Distribution Counter	Open 8:00 - 18:00 Tel: 37-6612 or 37-6706 (please see pg. 2)
<b>Computer Centre</b>	Between Bethooven/ Maritim (1 <sup>st</sup> Floor)	Open 9:00 - 13:00 and 14:00 - 18:00 (please see pg. 2)
<b>Photocopy machines</b>	Foyer	Cards available at Information Desk (please see pg. 2)
<b>Public telephones, fax machines and modem jacks</b>	Foyer (behind main stairs)	Require Deutsche Telekom cards available at Bonn Information stand (please see pgs. 2-3)
<b>Web Access</b>	CC:INFO desk Foyer	Open 9:00 - 13:00 and 14:00 - 19:00 (please see pg. 3)
<b>Bonn information</b>	Foyer	Open 8:00 - 18:00, Tel: 37-6553 (Tourismus & Congress, please see pg. 3)
<b>Travel services</b>	Foyer	Open 13:00 - 15:00 Tel: 37-6556 (American Express, please see pg. 3 )
<b>Banking services</b>	Foyer	Open 10:00 - 16:00 (28-29/07) and 9:00 - 15:00 (afterwards)Tel: 37-6551 (Sparkasse Bonn, please see pg. 3 )
<b>Security</b>		To be contacted for emergencies Tel: (ext.) 736 (please see pg. 3)