



INFORMATION FOR PARTICIPANTS

**44th session of the UNFCCC Subsidiary Bodies
(SBI/SBSTA) and 1st session of the APA
Bonn, 16 - 26 May 2016**

In line with the secretariat's efforts towards climate neutrality, this "Information for Participants" brochure will be available in electronic format only. We invite participants to support this initiative by not printing the document or by printing only the necessary information.

You can scroll the document down to view all the pages or you can click one specific title from the table here below for a quick access to a specific content.

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Welcome

Welcome to the United Nations Climate Change Conference May 2016, taking place at the World Conference Center Bonn (main building and plenary building), Bonn, Germany, from 16 to 26 May 2016. The conference includes the forty-fourth sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation, as well as the first session of the Ad Hoc Working Group on the Paris Agreement.

This document answers commonly asked questions and provides a range of information to facilitate your participation and stay during the conference.

Reception

Tuesday, 17 May 2016 at 7 p.m.

A reception hosted by the Federal Ministry for the Environment, Nature Conservation,
Building and
Nuclear Safety and the City of Bonn will take place at:

Kunst- und Ausstellungshalle der Bundesrepublik Deutschland
(Art and Exhibition Hall of the Federal Republic of Germany)
Museumsmeile Bonn, Friedrich-Ebert-Allee 4, 53113 Bonn

Underground (U-Bahn) station: Heussallee/Museumsmeile

All conference participants are warmly invited

Conference badges

Upon first arrival at the venue, accredited representatives of Parties, observers and the media should proceed to the registration counter located at the entrance to the new World Conference Center Bonn, in order to have their photograph taken and complete the registration procedure to receive a conference badge.

Badges are issued to representatives of Parties or observer organizations on the basis of a letter of nomination/confirmation from a Party or observer organization.

Press badges are issued to accredited press representatives on presentation of a valid press card and identification document (e.g. a passport). Press badges allow access to all public meetings and sessions unless indicated otherwise.

Double registration for the sessions is not permitted (e.g. a participant may not be registered simultaneously as a nominee of a Party and of an observer organization, or simultaneously as a nominee of a Party and a press/media representative). Early collection of conference badges on Saturday, 14 May and Sunday, 15 May 2016 is highly recommended to avoid delays on the first day of the sessions.

Should you have any comments or corrections regarding your personal details please contact Ms. Vera-Lynn Watson at the registration counter.

Registration counter opening hours:

Saturday, 14 May to Thursday, 26 May: 8 a.m. to 7 p.m.
(except Sunday, 22 May – conference premises closed all day)

Registration contact person for Parties, observer States and observer organizations:

Ms. Vera-Lynn Watson
Tel: +49 152 016 8473 8
vwatson@unfccc.int

Registration contact person for press:

Ms. Carrie Assheuer
Tel: +49 172 179 8836
press@unfccc.int

Should you lose or forget your badge please report to the registration counter.

Enjoy using the UNFCCC lanyard. Please keep it for use at your next UNFCCC meeting. If you would like to update your badge photo, please request it at the registration counter.

Please note that access to the conference area is restricted to registered participants. In order to comply with the security requirements of the secretariat, participants are requested to wear their badges visibly at all times and in all areas. If you lose your badge, please report the loss to the registration counter immediately

Disclaimer: The United Nations and the UNFCCC secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation. It is thus strongly recommended that you obtain international medical insurance and other appropriate insurance for the period of travel and participation.

Information desk

The information desk located on the ground floor of the main building provides information about the meetings and the venues. In addition, photocopier cards may be purchased here.

Information desk opening hours:

Monday, 16 May to Thursday, 26 May: 8 a.m. to 6 p.m.

(Except Sunday, 22 May – conference premises closed all day)

Please note that Monday, 16 May and Thursday, 26 May are public holidays in Germany and shops in Bonn will be closed on those days.

Documents and Daily Programme

All official documents prepared for the sessions will be available at the documents counter located on the Rhine level in the main building. In addition, electronic versions of official documents, the list of participants and other relevant information will be made available on the UNFCCC website.

The Daily Programme is the official guide to each day's official meetings. It also provides an overview of the status of the previous day's negotiations.

These documents are available electronically on the UNFCCC website at

http://unfccc.int/meetings/bonn_may_2016/meeting/9413/php/view/dailyprogramme.php

Documents counter opening hours:

Monday, 16 May to Thursday, 26 May: 8:30 a.m. to 7 p.m.

(except Sunday, 22 May – conference premises closed all day)

Participants are encouraged to carry their laptops or mobile devices so as to benefit as much as possible from the availability of electronic versions of documents.

Paper usage and message distribution

In order to reduce paper usage and waste, the secretariat has decided to discontinue the use of pigeon holes at UNFCCC sessions. Messages to Parties and intergovernmental organizations should be conveyed through the information desk.

As part of ongoing efforts to reduce the carbon footprint of UNFCCC conferences, the distribution of flyers for events that are already announced in the Daily Programme or on the UNFCCC official website will not be authorized.

For information on distributing electronic materials at the Climate Change Resources Corner, please refer to http://unfccc.int/meetings/bonn_may_2016/items/9390.php (available in late April 2016)

or contact:

Ms. Zhanna Zhussupova
see@unfccc.int

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Meeting room booking

Meeting rooms may be booked, availability permitting, for a time slot of 1 hour between 8 a.m. and 8 p.m. on any day the conference venue is open.

Meeting room requests may be made in advance of the sessions by downloading the meeting room assignment (MRA) request form (see link below) and sending the completed form as an attachment to an e-mail to meetingrequest@unfccc.int

A response to/confirmation of your meeting room request will be sent closer to the start of the session (but not before Saturday, 7 May).

As of Monday, 16 May (the official start of the sessions), MRA forms will no longer be accepted by e-mail. From that date on, a request can only be made by handing in a completed hard-copy MRA form at the information desk or MRA counter. The MRA counter is located on the ground floor of the main building.

The availability and location of your meeting room will be confirmed in the evening of the day before your meeting date. This information can be obtained from the information desk or MRA counter. It is also recommended that you reconfirm the room availability for your meeting with the staff at the information desk or MRA counter shortly before the start of your meeting, as the negotiation process may require changes to room allocations.

You can **download** the MRA form by following this link:

http://unfccc.int/files/meetings/bonn_may_2016/application/vnd.openxmlformats-officedocument.wordprocessingml.document/unfccc_mra_request_form_sb44.docx

MRA guidelines:

- Rooms are assigned for a maximum of **ONE HOUR ONLY** per Party/organization, free of charge;
- Meeting room reservations are made on a provisional basis and their final confirmation depends on the demands of the negotiating process, which have priority over individual demands;
- It is advisable to reconfirm your reservation with our staff at the information desk or MRA counter at least two hours before the start of the meeting given the possibility of last-minute changes;
- If all meeting rooms are in use and your room is needed for a meeting of a Convention or Kyoto Protocol body, the secretariat may request that you vacate the room in which you are holding your meeting;
- Food and beverages are not permitted inside the meeting rooms.

Meeting Room Assignment Team:

Mr. Paul Jimenez

Ms. Federica Ardizzone

meetingrequest@unfccc.int

MRA counter opening hours:

Monday, 16 May to Thursday, 26 May: 8 a.m. to 8 p.m.
(Except Sunday, 22 May – conference premises closed all day)

Venue map

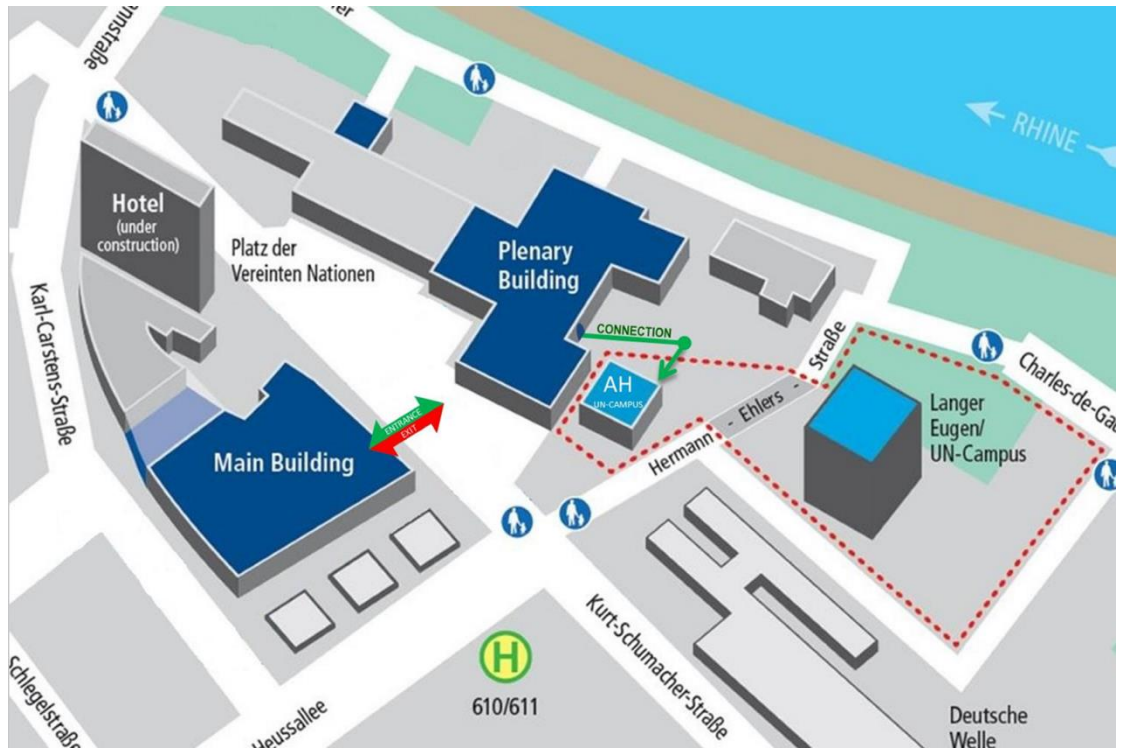


Fig.1 WORLD CONFERENCE CENTER BONN AND UN CAMPUS

Note:

The conference premises are a non-smoking environment. Smokers are encouraged to enjoy the fresh air around the main building and the plenary building.

Meeting rooms' location

Plenary New York and the meeting rooms Genf, Wien 1-2, Wien 3, Nairobi 1-3 and the press conference room Nairobi 4 are located on the ground floor of the Main Building

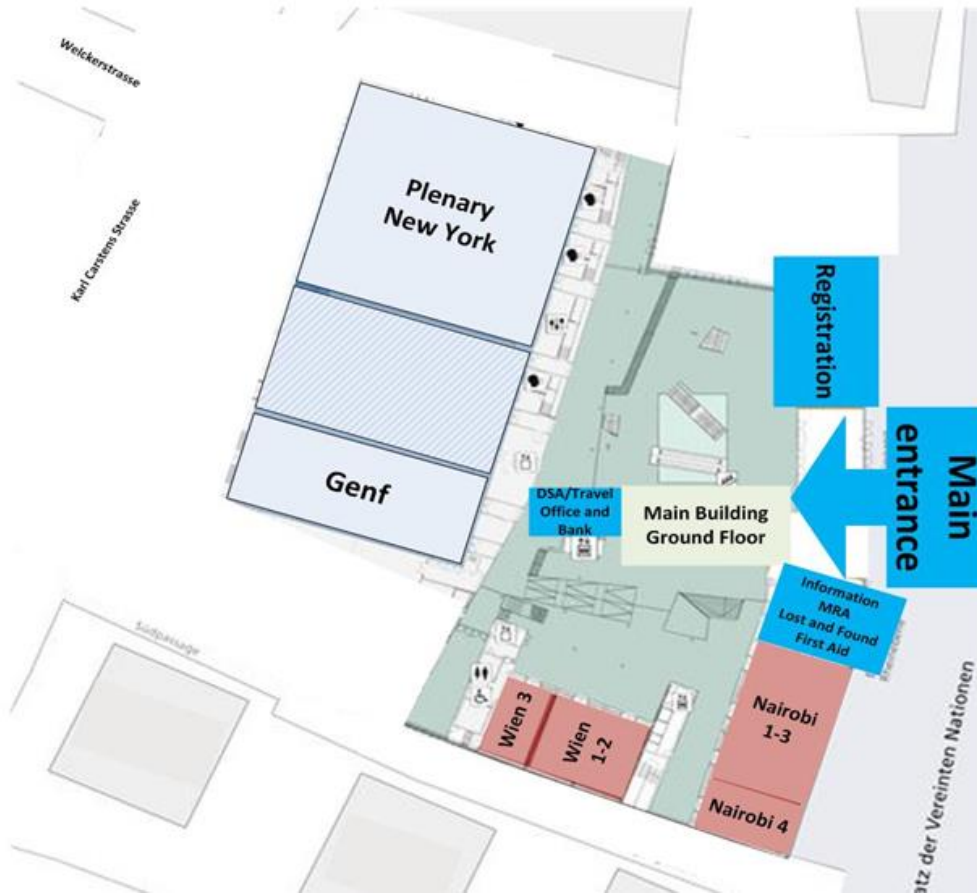


Fig. 2 MAIN BUILDING WORLD CONFERENCE CENTER – GROUND FLOOR

The meeting rooms Santiago de Chile, H-202 and Tokio are located on the second floor of the main building, and meeting rooms H-102 and H-104 are located on the first floor.

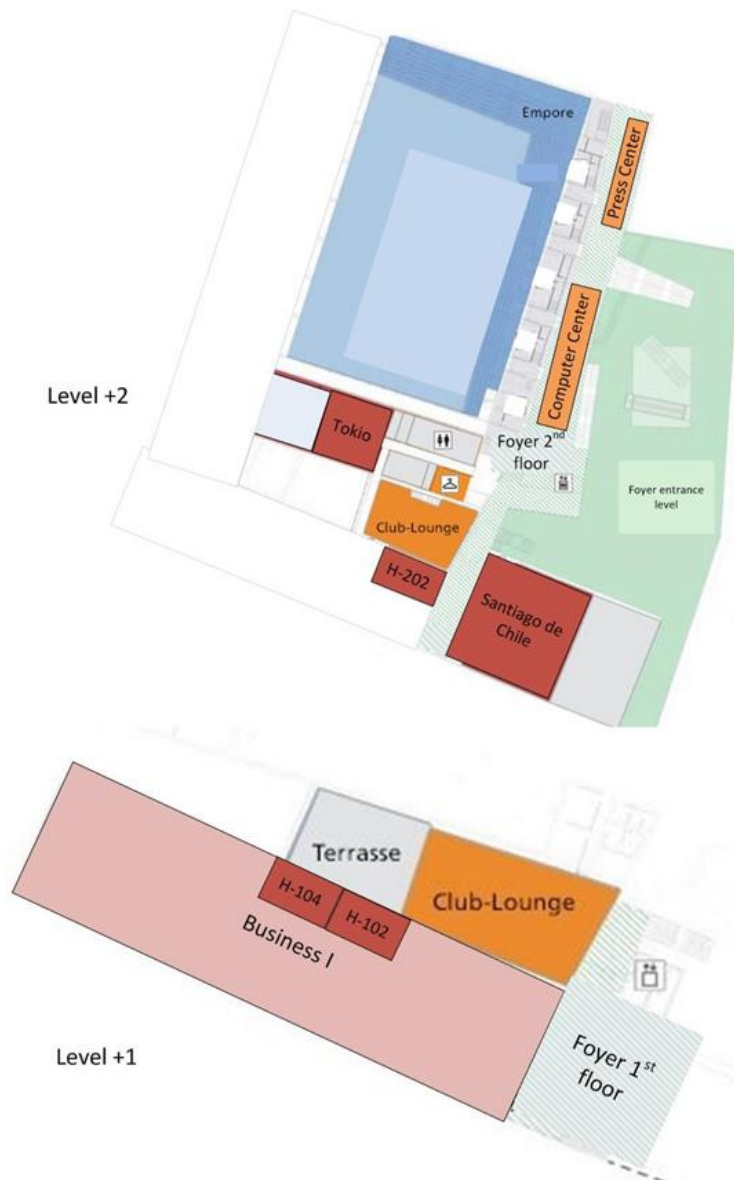


Fig. 3 MAIN BUILDING WORLD CONFERENCE CENTER – FIRST AND SECOND FLOORS

The meeting rooms Bangkok, Addis Abeba 1-2 and Addis Abeba 3 are located on the Rhine level of the main building.
The exhibit area is located on the Rhine level, in the underground passage between the main building and the plenary building.

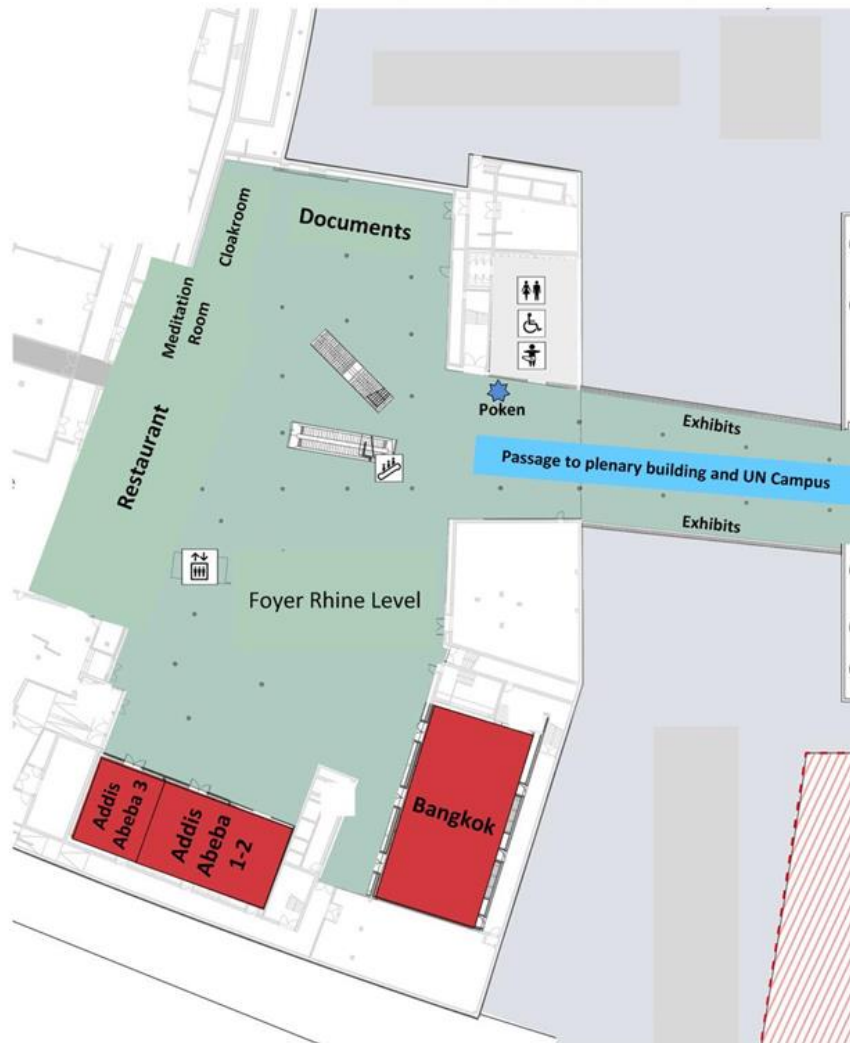


Fig. 4 MAIN BUILDING WORLD CONFERENCE CENTER – RHINE LEVEL

The majority of side events are held in the plenary building. Meeting rooms for side events are Kaminzimmer, Berlin 1-2, Bonn 1-2 and Bonn 3. The Chamber Hall and meeting room Kleiner Saal are also located in the plenary building.

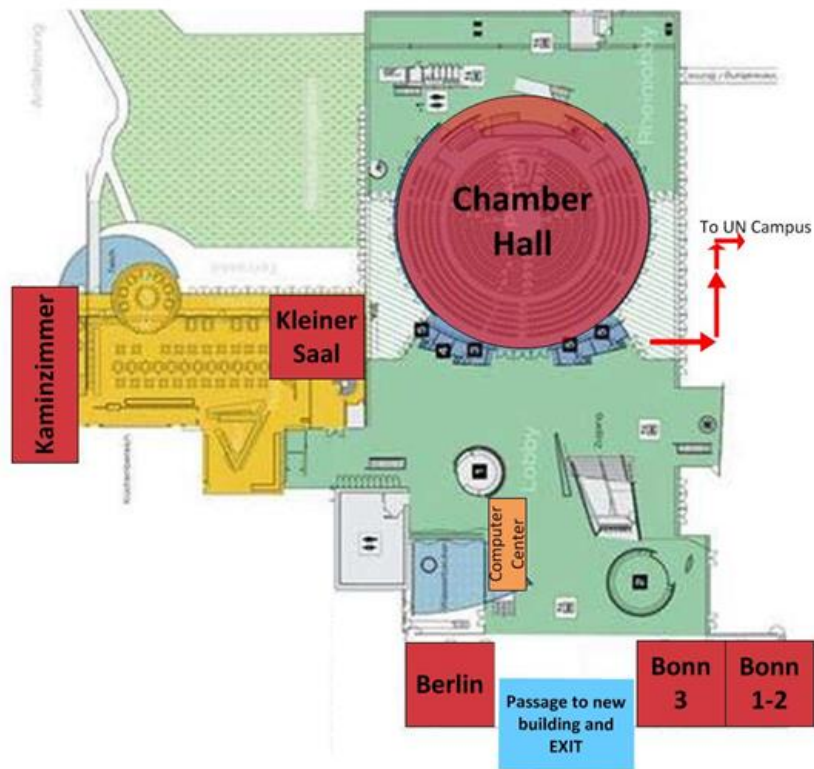


Fig. 5 PLENARY BUILDING WORLD CONFERENCE CENTER– RHINE LEVEL

Observer organizations

The Observer Organizations Liaison team can be contacted via e-mail or telephone during regular office hours.

Contact information:
Ms. Megumi Endo
Observer Organizations Liaison Officer
Tel.: +49 228 815 1523
cool@unfccc.int

Contact information of NGO Constituency focal points:

<http://unfccc.int/files/documentation/submissions_from_observers/application/pdf/constituency_focal_point_as_of_2016.pdf>

Side events and exhibits

Information on side events and exhibits is available at:

<http://unfccc.int/meetings/bonn_may_2016/items/9390.php>

Or contact:
Ms. Zhanna Zhussupova
Associate Observer Organizations Liaison Officer
Tel.: +49 228 815 1038
see@unfccc.int

Daily subsistence allowance (DSA) disbursement and travel

Delegates from Parties eligible for funding are kindly requested to contact the DSA office located in the temporary structure in the foyer of the main building of the World Conference Center Bonn as of Monday, 16 May 2016. Delegates attending the pre-session meetings of the regional groups are invited to come to the DSA office in room H-030 in the Altes Abgeordnetenhaus building on the UN Campus from Tuesday, 10 May to Friday, 13 May. Please bring your passport, electronic flight ticket confirmation and boarding pass(es). After receiving clearance from the DSA Office, delegates can proceed to the bank to collect their DSA.

DSA office opening hours:

Altes Abgeordnetenhaus

Tuesday, 10 May to Friday, 13 May: 9 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

World Conference Center Bonn

Monday, 16 May to Thursday, 26 May: 9 a.m. to 12 p.m. and 1 p.m. to 5 p.m.
(except Saturday, 21 May and Sunday, 22 May – closed all day)

Travel and DSA contact:

Ms. G. Rutahakana

grutahakana@unfccc.int

Media services

The press centre is located on the balcony on the second floor in the main building. Room Nairobi 4 is designated as the press conference room (main building, ground floor). Requests for interviews with the Executive Secretary should be directed to the media contact (see below). The press conference room is available to Parties and observer organizations that wish to book a 30-minute slot for a press briefing. Additional information is available at: http://unfccc.int/meetings/bonn_may_2016/meeting/9413/php/view/press.php

To request a press conference please send an e-mail to:

pressconf@unfccc.int

Media contact:

Ms. Carrie Assheuer

Tel: +49 172 179 8836

press@unfccc.int

Virtual participation

Webcasts

For the duration of the Bonn Climate Change Conference in May the webcasts of all official meetings and press conferences will be available live on the UNFCCC website <<http://unfccc.int>> with audio streams in the floor language and English. Webcasts will also be available on-demand shortly after the close of each meeting.

Accessing multimedia content

Multimedia coverage and webcasts will be posted on the official conference website at <http://unfccc.int/meetings/bonn_may_2016/meeting/9413.php>. In addition, the secretariat offers a mobile version of the UNFCCC website, <mobile.unfccc.int>, and the “Negotiator” app, available for iPhone, iPad and Android devices.

“Negotiator” users can:

- Get logistical information about the conference (directories, venue maps, etc.);
- Receive ‘push notifications’ with the latest news;
- Read the latest documents, agendas, articles and meeting information;
- View the latest YouTube videos and photos from the conference;
- Join the conference via the Facebook and Twitter channels.

The “Negotiator” app can be downloaded for free via iTunes at <<http://unfccc.int/iphoneapp>> and Google Play <play.google.com>.

Social media

Social media tools such as Facebook, Twitter, YouTube, Instagram and Flickr will allow users to participate in and respond to the conference in Bonn. All links may be found at

<http://unfccc.int/meetings/bonn_may_2016/meeting/9413.php>

(look for the relevant social media icons at the top and bottom of the page)

The secretariat will be posting regularly on its social media accounts, including:

- Twitter: the UNFCCC secretariat will tweet from its Twitter account @UNFCCC, and its Executive Secretary, Ms. Christiana Figueres from @CFigueres
- Facebook: <<https://www.facebook.com/UNclimatechange>>
- YouTube: <www.youtube.com/climateconference>
- Google+: <<https://plus.google.com/+UnfcccInt/posts>>
- Flickr: <<https://www.flickr.com/photos/unfccc>>
- Instagram: <<https://www.instagram.com/unfccc>>

Use of audio and video recording devices by participants

The making of audio and video recordings, including any external transmission, by delegations of Parties or observer organizations during open or closed official meetings and in designated security zones is not permitted. The secretariat provides audio recordings of official meetings, as required by Parties, and webcasts of open plenary meetings are provided.

Wireless connectivity

For the best possible Internet connection on your personal device you are advised to:

- Only select/use the PlugNPlay Wi-Fi service;
- Disable personal hotspots/tethering;
- Switch off your Mobile Wi-Fi (MiFi) device if you have one; and
- Avoid areas marked as "Weak Wi-Fi spot".

Ethernet cables are available at the computer centres for faster wired connectivity and in case of Wi-Fi problems.

Please report any issues to the IT customer support staff located at the computer centres, or call +49 288 815 1200, or look out for the support staff who are easily identifiable in their blue vests marked "IT SUPPORT".

Computer centers and photocopiers

The computer centers are located on the balcony on the second floor of the main building and on the Rhine level in the plenary building. Computers and high-speed printers are available for participants on a first come, first served basis. The computers have Internet access, word-processing and spreadsheet software.

Computer center opening hours:

Monday, 16 May to Thursday, 26 May: 8 a.m. to 9 p.m.
(Except Sunday, 22 May – conference premises closed all day)

Please be considerate and allow those who are waiting to use the equipment as well. The equipment is intended for use by all participants.

One card-operated photocopying machine is located at the documents counter in the main building. Copy cards can be purchased at the information desk. In case of technical problems, please contact the staff at the information desk.

Banking

Banking services are available from Deutsche Bank located next to the DSA office in room H-034 in the Altes Abgeordnetenhochhaus building on the UN Campus from Tuesday, 10 May to Friday, 13 May, from 11 a.m. to 2 p.m. daily. As of Tuesday, 17 May, the bank will be located in the foyer of the main building of the World Conference Center Bonn. The services available include foreign currency exchange into or from euros. A Deutsche Bank cash machine (ATM) is available in the lobby of the Langer Eugen building on the UN Campus. Other ATMs in the vicinity of the conference venue are at the Haus der Geschichte museum (Sparkasse ATM) located at Willy-Brandt-Allee 14, and at the Post Tower (Post Bank ATM), located at Platz der Deutschen Post 1. All cash machines are available during working hours.

Bank opening hours in the World Conference Centre:

Tuesday, 17 May	10.00 a.m. to 3 p.m.
Wednesday, 18 May	11.00 a.m. to 3 p.m.
Thursday, 19 May	11.00 a.m. to 3 p.m.
Friday, 20 May	11.00 a.m. to 2 p.m.
Saturday, 21 May	Closed
Sunday, 22 May	Closed
Monday, 23 May	10.00 a.m. to 3 p.m.
Tuesday, 24 May	11.00 a.m. to 3 p.m.
Wednesday, 25 May	11.00 a.m. to 3 p.m.

The bank is closed for lunch each day from 12 p.m. to 12.30 p.m.

Consignments

You may claim your consignments at the information desk, located on the left hand side of the main building's ground floor after passing through the security check. Please present all relevant shipment documents (e.g. air waybill) and information.

Opening hours of the information desk for consignments:

Sunday, 15 May: 10:00 a.m. to 5 p.m.
Monday, 16 May to Thursday, 26 May: 9:00 a.m. to 6 p.m.

To obtain the appropriate consignment label, please use the following contact points

Side events and exhibits	UNFCCC	Ms. Natalie Merjaneh	see@unfccc.int
Parties/delegations	World Conference Center Bonn		sb44@worldccbonn.com

Catering

Food and beverages are not permitted inside any of the meeting rooms. However, reception-style catering can be arranged in the Club Lounge. If you wish to order catering, please liaise directly with the catering company servicing the venue at least one week before the catering is needed:

Mr. Claus Meinen
Broich Premium Catering GmbH
worldccbonn@broichcatering.com
Tel: +49 228 243 80 24

The organizer must coordinate with the caterer to ensure that all food and beverages are served either in the Club Lounge. It is the responsibility of the organizer to ensure that the Club Lounge is left in good order for the next reception.

Your cooperation is appreciated.

Coffee and snack points are located on the Rhine level and in the Club Lounge in the main building and in the plenary building.
Snacks and beverages will be available from 7:30 a.m. to 9 p.m.

Lunch is available in the main building and in the restaurant of the plenary building and is served
from 12 p.m. to 3 p.m.

For suggestions on where to eat in Bonn, please pick up a copy of the “BonnJour” leaflet available at the Bonn Tourism & Congress display in the service area on the ground floor of the main building or search Google for “Where to eat in Bonn”.

Meditation room

The meditation room is located on the Rhine level of the main building between the counter area of the restaurant and the cloakroom.

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Sustainability measures

Please help to enhance the environmental sustainability of the conference by observing these measures:

Paper usage

- Reduce shipment of printed material to the minimum necessary.
- Only print what you need before travelling and request only essential documents from the documents desk.
- Refrain from distributing printed material on general information, other meetings, future conferences and activities of your organization or publicity material.
- As far as possible, access and provide information electronically. Consider alternatives to printing at the venue (memory sticks, websites, etc.).
- Print and photocopy on both sides, and keep font size to a legible minimum.
- Collect paper that has been used on one side only in collector trays and re-use.
- Any paper used (promotional material, programmes, signs) should be 100% recycled, with a minimum of 65% of post-consumer waste content, and totally chlorine free or elemental chlorine free.
- Reduce the use of coloured paper and colour printing in your information products.

Recycling and energy use

Recycle your waste such as bottles, cans and paper. In order to respect current waste regulations and help protect the environment, we ask all participants and colleagues to deposit waste into the appropriate bins designated for paper, recycling or residual waste, which are located around the conference premises.

- Turn off lights and electrical equipment when not in use and enable energy-saving features.
- Return your badge and lanyard to the secretariat after the conference (or keep the lanyard for re-use at a future UNFCCC meeting). Boxes will be placed at the main entrance of the World Conference Center to collect these items.

Travel and transportation

- Participants in a position to do so are invited to consider offsetting the carbon footprint associated with their attendance at the sessions (see <<http://climateneutralnow.org/>>).
- Travel on foot, by bicycle or by public transport as much as possible.
- Consider requesting group pick-up (e.g. by ordering a taxi van or minibus) from the hotel when local buses and trams are not an option.

Those wishing to travel to the venue by bicycle can park them at the end of Karl-Carstens-Strasse/the beginning of Dahmannstrasse or at Heussallee/the corner of Platz der Vereinten Nationen (see the venue overview map on page 7). Please do not secure bicycles to railings or fences.

We appreciate all the efforts made by participants and staff to achieve a cleaner and healthier environment.

Emergency services and important telephone numbers

For medical emergencies, please contact the German Red Cross, located in the emergency room in the corridor next to the information desk on the ground floor of the main building.

On-site Red Cross:
Tel: +49 (0) 151 20 92 67 95

For other emergencies, please contact United Nations security staff (wearing either a United Nations uniform or an armband), contact the information desk on the ground floor of the main building, or call:

On-site Security Duty Officer:
Tel: +49 (0) 151-72828357

Outside the premises of the World Conference Center Bonn, call the following numbers for assistance

<u>Police:</u> 110	<u>Fire brigade:</u> 112
<u>Emergency doctor/ambulance:</u> 112	<u>Taxi:</u> +49 228 555 555
<u>Telephone information service:</u> 11833 (national) 11834 (international)	

Lost and found

Please contact the information desk (located near the entrance of the main building) for any items that have been lost. For security reasons, unattended items found anywhere on the conference premises will be moved to the security office.

Contact information for the World Conference Center Bonn:

Platz der Vereinten Nationen 2,
53113 Bonn
+49 (0)228 9267 - 0
info@worldccbonn.com
Further information is available at
<<http://www.worldccbonn.com/?L=1>>

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Consulates and embassies

For further information, please refer directly to the German Foreign Office website at www.auswaertiges-amt.de/EN/Startseite_node.html.

External meeting venues available on a commercial basis

Address	Contact
<p>Deutsche Welle Gebäudeverwaltung Kurt-Schumacher-Strasse 3 53113 Bonn</p> <p>Phone: +49 (0)228 429 - 4000</p>	<p>Ms. Jessica Vlajnic Phone: +49 (0)228 429 - 2534 E-mail: jessica.vlajnic@dw.com Daniela Wolter Phone: +49 (0)228 429 - 2437 E-mail: daniela.wolter@dw.com</p>
<p>Deutsche Post AG Charles-de-Gaulle-Strasse 20 53113 Bonn</p> <p>Phone: +49 (0)228 182 - 0</p>	<p>Ms. Martina Lewejohann Besucherservice Phone: +49 (0)228 182 - 8241 E-mail: m.leweijohann@dpdhl.com</p> <p>Mr. Uwe Knepper Besucherservice Phone: +49 (0)228 182 - 8228 E-mail: uwe.knepper@dpdhl.com</p>
<p>Deutsches Institut für Entwicklungspolitik (DIE) German Development Institute Tulpenfeld 6 53113 Bonn</p> <p>Phone: +49 (0)228 94 927 - 0</p>	<p>Mr. Bernd Weingartz Abteilung Serviceeinrichtungen Phone: +49 (0)228 94 927 - 125 E-mail: Bernd.Weingartz@die-gdi.de</p> <p>Ms. Tanja Vogel Leitung Stabsstelle Kommunikation Phone: +49 (0)228 94 927 - 264 E-mail: Tanja.Vogel@die-gdi.de</p>

Information about Bonn

SWB easy.GO app

Information on public transport, schedules, routes and online tickets for trains and buses can be obtained with the easy.GO app which is available for free for Apple, Android or Java-based devices. Download and install the app by following this link:

<http://www.swb-busundbahn.de/index.php?id=1721>

Train services

Bonn main railway station ("Bonn Hauptbahnhof")
Tel: +49 180 599 6633

Bad Godesberg railway station ("Bonn-Bad Godesberg Bahnhof")
Tel: +49 228 363 248

For further information see www.bahn.com.

Bus services

The bus line SB60 services the 25-kilometre stretch between Cologne/Bonn Airport and Bonn main railway station. The journey takes about 30 minutes. At the time of writing, a one-way ticket costs EUR 7.70. The bus leaves every 30 minutes on weekdays, and every 30–60 minutes on Saturdays and Sundays. For exact timetables, please see:

<http://en.swb-busundbahn.de/service/airport-express-sb60.html>
Tel: +49 228 711 4625 (customer service)

Hotel bookings made through <http://www.bonn-region.de/events/bonn-climate-change-conference-may-2016.html> provide free local public transport, including from and to Cologne/Bonn Airport

Hotel reservations

Please note that the city of Bonn charges an accommodation tax on overnight stays. For more information on tax exemption please visit:

<http://www.bonn-region.de/reiseinfos-service/accommodation-tax.html>

Should you have any questions regarding hotel reservations made through <http://www.bonn-region.de/events/bonn-climate-change-conference-may-2016.html> please use the following contact information:

Hotel Reservation Hotline +49 228 910 4133
Ms. Annette Isengard
a.isengard@bonn-region.de
From Tuesday, 17 May to Wednesday, 25 May, 9 a.m. to 5 p.m.

Bonn tourist information

The Bonn Tourism & Congress display provides a range of information material next to the information desk. It has information on tourism in and around Bonn, as well as local public transport information.

For further information, see
<http://www.bonn.de/tourismus_kultur_sport_freizeit/tourist_information_aktuell/tourismus_und_hotels/index.html?lang=en>

or contact the Bonn Tourist Information office in the city centre:

Bonn-Information Windeckstraße 1 (near Münsterplatz) 53111 Bonn Tel: +49 (0)228 775 000	<i>Opening hours</i> Monday to Friday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 4 p.m. Sunday: 10 a.m. to 2 p.m.
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Postal services

<i>Post office at Post Tower</i> Charles-de-Gaulle-Str. 20 53113 Bonn	<i>Opening hours</i> Monday to Friday: 8 a.m. to 5 p.m. Saturday: 10 a.m. to 12 p.m.
<i>Post office in the city centre</i> Münsterplatz 17 53111 Bonn	<i>Opening hours</i> Monday to Friday: 9 a.m. to 8 p.m. Saturday: 9 a.m. to 4 p.m.

UNFCCC key contacts

Executive Secretary	Ms. Christiana Figueres
Deputy Executive Secretary	Mr. Richard Kinley
Director for Strategy	Mr. Halldór Thorgeirsson
Coordinator and Principal Legal Adviser	Mr. Dan Bondi Ogolla
Conference Spokesperson	Mr. Nick Nuttall
Officer-in-Charge Conference Affairs Services	Mr. Yafei Yang
Coordinator Subsidiary Body for Implementation (SBI)	Ms. Katia Simeonova
Coordinator Subsidiary Body for Scientific and Technological Advice (SBSTA)	Ms. Wanna Tanunчайwatana
Coordinator Ad Hoc Working Group on the Paris Agreement (APA)	Mr. Sergey Kononov
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