Information note for participants

I. Venue

1. The thirty-sixth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held in Paris, France from 20 to 24 July 2015. The meeting will be held at the following venue:

United Nations Educational, Scientific and Cultural Organization (UNESCO)
UNESCO House
125, avenue de Suffren
75007 Paris
France
Tel: +33 (0) 1 45 68 10 00
www.unesco.org

II. Visa information


3. Participants are advised to check with the French embassy in their home country as to whether they need a visa to enter France. Participants are expected to apply for their entry visas themselves and should not leave their countries before securing visas. The Ozone Secretariat can provide an official invitation letter to eligible participants to support the visa application. A list of French embassies and consulates by country is available from the following link: http://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/annuaires-et-adresses-du-maedi/ambassades-et-consulats-francais-a.

III. Health requirements and medical facilities

4. There are no vaccination requirements to enter France. Paris has many medical practitioners, and there are doctors’ surgeries and well-equipped major hospitals in the vicinity of the meeting venue. Some doctors operate joint practices, although many have their own private surgeries. Information about doctors may be obtained from pharmacies in Paris.

5. First-aid and emergency services will be available from 9 a.m. to 6.30 p.m. during weekdays at the UNESCO Medical Service, located on the third floor of the Fontenoy Building.

IV. Travel to Paris

6. Paris has two international airports, both within an hour’s commute from UNESCO:

   (a) Paris-Charles de Gaulle (CDG);

   (b) Paris-Orly (ORY).

7. Airport transfers to the city centre/UNESCO may be made by train, bus or taxi. Taxi rates from the airports to the city centre/UNESCO start at around 50 euros from Orly and at around 60 euros from Charles de Gaulle. There are a number of international train stations in Paris.

8. For further information about the airports and public transport options to and from Paris, please visit: http://www.aeroportsdeparis.fr/en/passengers/access.
V. Travel in Paris


10. UNESCO is located in the seventh arrondissement, and there are a number of metro stations and bus stops nearby:

   **Metro:** École Militaire (line 8), La Motte-Picquet – Grenelle (lines 6, 8, 10), Cambronne (line 6), Ségur (line 10). For a metro map, please visit: www.aparisguide.com/maps/metro.htm.

   **Buses:** Fontenoy-UNESCO (bus 28), Duquesne-Lowendal (buses 28, 87), École Militaire (buses 28, 80, 82, 92) and Place Cambronne (bus 80).

   **Taxis:** While it may be difficult to hail a taxi on the street, there are numerous official taxi stands. Another option is to book a taxi by telephone. Parisian taxi companies include Alpha Taxis (tel: 01 45 85 85 85), Les Taxis Bleus (tel: 08 91 70 10 10), Taxis G7 (tel: 01 47 39 47 39) and G7 Horizon (tel: 01 47 39 00 91).

VI. Hotel accommodation

11. Participants are expected to make their own hotel arrangements as soon as possible. A list of recommended hotels located near the meeting venue is set out in annex I to this note. In order to qualify for special rates, delegates should indicate at the time of booking that they are participating in a United Nations meeting being held at the UNESCO building. Useful hotel booking sites include www.hotels.com, www.agoda.com and www.lastminute.com.

VII. Local currency and payment facilities

12. The currency of France is the euro. As of 10 March 2015, $1 was equivalent to approximately €0.92. Foreign currency exchange for certain currencies is available at bureaux de change located in the airports and international train stations, in tourist areas and in some banks, including the UNESCO branch of Société Générale (there is a minimum charge of 16 euros, in addition to a commission, depending on the amount to be exchanged). Holders of major credit cards can safely withdraw cash from ATM machines at the airports and throughout the city and at the bank at UNESCO (Société Générale), which is open from Monday to Friday, from 9.30 a.m. to 12.15 p.m. and from 1.15 p.m. to 4.30 p.m.

VIII. Weather and local time information

13. Temperatures in Paris in July average around 19 degrees Celsius (66 degrees Fahrenheit). It may be rainy – participants are advised to carry an umbrella. Up-to-date information regarding weather conditions may be obtained from the following website: www.weather.com.

14. The standard time zone in Paris is GMT +2 hours.

IX. Official language

15. The official language of France is French. However, English is also spoken and understood in most hotels, restaurants and shops.

X. Other practical information

*Phone access codes*
Country code for France: 33
Area code for Paris: 01

*In case of emergency*
Contact SOS (all emergency services): 112

*Medical services at UNESCO*
Medical Service at UNESCO Fontenoy: + 33 (0)1 45 68 08 28

*Wi-Fi*
16. UNESCO has free Wi-Fi throughout the building. Log-in details will be provided to participants at the start of the meeting.
Electrical power supply

17. The electric power in France is 220-240 volts running at 50Hz, and the plug type used is a C-2 parallel (see figure below). Delegates are strongly encouraged to carry their own electrical adapters for use with laptop computers and other electrical appliances, as the Secretariat will not be able to provide them. Adapters can be purchased from shops in the city selling electronic or electrical items.

Illustration of the C-2 parallel-prong plug

SIM cards for cellular phones

18. Special cellular line (SIM card) offers are widely available, and roaming agreements exist with almost all national and international operators. There is also an extensive network of public telephones; prepaid cards are available and can be used for local, national and international calls.

Postal service

19. A post office is located very near the UNESCO building. It is open from Monday to Friday during regular working hours, except official holidays. Information on the exact location of the post office can be provided at the Ozone Secretariat’s Help Desk.

Business hours

20. Most shops, businesses, information services, museums and banks in Paris stay open all day. Small shops and businesses, however, may close for lunch between 12.30 p.m. and 2 p.m. Normal hours of business are from 8 a.m. or 9 a.m. to 6.30 p.m. or 7.30 p.m. from Monday to Saturday (for large shops) and Tuesday to Saturday (for smaller shops). Bakeries and some other food shops generally stay open on days when others close, including on Sunday morning. Most other shops are closed on Sundays.

Restaurants and cafes

21. Participants are expected to cover the cost of their meals while in Paris. The UNESCO Fontenoy Building has two cafes, one cafeteria and one restaurant (see below for details). In addition, there are many restaurants near UNESCO, serving Chinese, French, Italian, Indian, Japanese, Lebanese, Spanish, Thai and vegetarian cuisines, among others. The nearest restaurants are located on Avenue de Segur, Avenue de Lowendal, Avenue de Saxe and Boulevard Garibaldi.

Restaurants and cafes at UNESCO Fontenoy Building

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours of operation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lowendal</strong> (floor 7), by reservation only: (01) 45 68 16 00</td>
<td>12 noon – 2.30 p.m.</td>
</tr>
<tr>
<td>Waiter service. Lunch menus from 23–30 euros.</td>
<td></td>
</tr>
<tr>
<td><strong>Cafeteria</strong> (floor 7)</td>
<td>12 noon–2.30 p.m.</td>
</tr>
<tr>
<td>Self-service restaurant. Several hot and cold lunch options available.</td>
<td></td>
</tr>
<tr>
<td><strong>Café/bar</strong> (floor 7)</td>
<td>8.30 a.m.–6 p.m.</td>
</tr>
<tr>
<td>Self-service. Sandwiches, snacks and hot and cold drinks.</td>
<td></td>
</tr>
<tr>
<td><strong>Conference bar/cafè</strong> (floor 1)</td>
<td>8.30 a.m.–6 p.m.</td>
</tr>
<tr>
<td>Self-service. Limited selection of hot and cold lunches, sandwiches, snacks and hot and cold drinks.</td>
<td></td>
</tr>
</tbody>
</table>
XI. Tourism

22. For tourist information on Paris and France, please visit the following website: http://en.parisinfo.com.

23. Every hotel will have tourist information packages and should be able to advise participants in that regard.

XII. Pre-registration, on-site registration and identification name badges

24. To facilitate the issuance of identification badges and prevent unnecessary delays at the meeting venue, participants are strongly encouraged to pre-register online at the following link: http://registration.unon.org/ozone from Monday, 8 June 2015 or on site from 10 a.m. on Sunday, 19 July 2015, and thereafter from 8 a.m. every day for the duration of the meeting. The online registration code was included in the letter of invitation. Pre-registered participants are encouraged to collect their badges at UNESCO starting at noon on Sunday, 19 July 2015. Participants are requested to present their valid passports or identification cards for entry into the UNESCO building and when collecting their meeting badges. Badges must be worn at all times for the duration of the meeting. Please note that for security reasons, name badges must be displayed in order to gain admission to the conference venue, as well as to the meeting rooms.

XIII. Financial assistance to developing countries

25. Limited funds are available to facilitate the participation of representatives of developing countries and countries with economies in transition. Should your Government require such assistance, please submit an official request via e-mail (ozoneinfo@unep.org) no later than Friday 24 April 2015, providing the name and details of the participant to be assisted. The Secretariat has set an early deadline for the submission of nominations for participants eligible for funding for this meeting due to the planned implementation at the United Nations Environment Programme (UNEP) of a new enterprise resource planning system, Umoja, from 1 June 2015. Business will be affected during the periods immediately prior to and after the implementation of the system (May to July 2015). In order to avoid any disruptions, air tickets for participants to be funded by the Secretariat need to be issued before mid-May for the meeting.

26. Such financial assistance includes the provision of travel for one participant from each eligible country, using the most appropriate and economical fares as approved by the United Nations for air tickets to be issued by the official travel agency in Nairobi, and the United Nations daily subsistence allowance for Paris. If a participant is required to travel to another country to apply for and collect a visa, the Secretariat will provide the airfare covering the route through that country but will not cover the daily subsistence allowance associated with transit stay in that country.

27. For further enquiries regarding the financial assistance to be provided to one representative of your Government, please contact Ms. Kathleen Creavalle (e-mail: kathleen.creavalle@unep.org; tel: + 254 20 762 4032).

XIV. Opening of the meeting

28. The meeting will be opened at 10 a.m. on Monday, 20 July 2015 in Salle I. The morning sessions of the meeting will be held from 10 a.m. to 1 p.m. and afternoon sessions from 3 p.m. to 6 p.m., unless otherwise specified.

XV. Paper-smart system and meeting documents

29. Consistent with established practice, the Secretariat will be using the paper-smart system to provide access to meeting documents, process conference room papers and provide other general information during the meeting. Participants with laptop computers are strongly urged to take them to the meeting. Very few laptops will be available for distribution at the venue for use during the meeting. Any laptop distributed must be returned prior to the close of the meeting.

30. Please note that the paper-smart system is web-based; the only requirement is a laptop that has a wireless capability to connect to the Wi-Fi network at the conference venue and a browser (e.g., Internet Explorer, Firefox or Netscape) to access the paper-smart system. No additional software is required.
31. Representatives participating in closed contact groups will be assigned passwords to enable them to access the private shared workspace of their groups. Secretariat support staff will be on hand throughout the meeting to provide assistance as necessary.

32. All pre-session documents will be communicated by e-mail to the addresses that have been provided by parties to the Ozone Secretariat. All documents will be available for download from the Ozone Secretariat website (http://conf.montreal-protocol.org/meeting/oewg/oewg-36/).

XVI. Side events, exhibitions and promotional material

33. Requests for side events should be made by completing the relevant form (see annex II). The completed form should be sent to the Secretariat by e-mail (dan.tengo@unep.org, with a copy to jacqueline.gitau@unep.org). Kindly note that the form can also be downloaded from the following link: http://conf.montreal-protocol.org/meeting/oewg/oewg-36/. All costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

34. Delegations planning to set up an exhibition should ship the promotional material and publications only to the following address:

Coordination technique
Section de la gestion des conférences
et des manifestations culturelles/
Conferences and Cultural Events Management Section
Maison de l’UNESCO
Avenue de Saxe
75007 Paris
France

Attention: Ms. Alexandra Oakley for UNEP Ozone Secretariat.

The package should be marked as follows: “No commercial value. For conference distribution only”.
Annex I

Hotel accommodation

HOTELS IN THE VICINITY OF UNESCO

Note about rates

- The rates given below are only indicative. Very few of the hotels have absolute set room rates. The rates can vary according to season, events, holidays, etc.,
- When booking, check the websites of the hotels for current and/or promotional “Internet rates”.
- UNESCO can benefit from the preferential corporate rates (“tarifs société”) offered by some of the hotels. In order to get these rates please mention UNESCO special rates when booking.

<table>
<thead>
<tr>
<th>Name and address of hotel</th>
<th>Capacity rooms</th>
<th>Average rate for a standard single room with bath or shower, breakfast included (euros)</th>
</tr>
</thead>
</table>
| Hotel Lecourbe***  
28, rue Lecourbe  
75015 Paris  
Tel.: (33) 1 47 34 49 06  
Fax: (33) 1 47 34 64 65  
E-mail: hotel.lecourbe@free.fr  
www.hotel-lecourbe-eiffel.com | 46 | €109 Single  
€132 Double  
Breakfast €8.50 |
| Relais Bosquet***  
19, rue du Champ de Mars  
75007 Paris  
Tel.: (33)1 47 05 25 45  
Fax: (33) 1 45 55 08 24  
http://www.hotel-relaisbosquet-paris.com/  
E-mail: hotel@relaisbosquet.com | 40 | €195–275 |
| Derby Eiffel Hotel***  
5, avenue Duquesne  
75007 Paris  
Tel.: (33) 1 47 05 12 05  
Fax: (33) 1 47 05 43 43  
E-mail: derbyeiffelhotel@orange.fr  
http://www.eiffel-tower-hotelparis.com | 43 | €155–185 |
| Hotel Duquesne Eiffel***  
23, avenue Duquesne  
75007 Paris  
Tel.: (33) 1 44 42 09 09  
Fax:(33) 1 44 42 09 08  
http://www.duquesneeiffel-paris-hotel.com  
E-mail: contact@hde.fr | 40 | €178–229 |
<table>
<thead>
<tr>
<th>Name and address of hotel</th>
<th>Capacity rooms</th>
<th>Average rate for a standard single room with bath or shower, breakfast included (euros)</th>
</tr>
</thead>
</table>
| **5. Hotel Mac Mahon*******  
3, avenue Mac Mahon  
75017 Paris  
Tel.: (33) 1 43 80 23 00  
Fax: (33) 1 43 80 74 00  
http://www.hotelmacnahon.fr  
E-mail: macnahon@paris-inn.com | 35 | €224–330 |
| **6. Citadines Tour Eiffel**  
(Appart-Hotel/fully equipped studios)  
123, boulevard de Grenelle  
Tel.: (33) 1 53 95 60 00  
Fax: (33) 1 53 95 60 95  
E-mail: eiffel@citadines.com | 40 | €172–301  
Breakfast €12 |
| **7. Hotel Bailli de Suffren-Tour Eiffel*****  
149, avenue de Suffren  
75015 Paris  
Tel.: (33) 1 56 58 64 64  
Fax: (33) 1 45 67 75 82  
E-mail: resa@suffren-hotel.com  
Standard double |
| **8. Europe Hotel***  
103, boulevard de Grenelle  
75015 Paris  
Tel.: (33) 1 47 34 07 44  
Fax: (33) 1 45 66 93 08  
E-mail: contact@europehotelparis.com  
http://www.europehotelparis.com |  | €125–139 Single  
€135–145 Double |
| **9. Hotel Grenelle***  
140-142, boulevard de Grenelle  
75015 Paris  
Tel.: (33) 1 45 75 26 54  
Fax: (33) 1 45 77 73 94  
E-mail: contact@hotelgrenelle.com  
www.hotelgrenelle.com |  | €125 Single  
€140–200 Double  
Breakfast €11 |
| **10. Hotel Ibis** Eiffel Tower Cambronne  
2, rue de Cambronne  
75015 Paris  
Tel.: (33) 1 40 61 22 22  
Fax: (33) 1 40 61 22 99  
E-mail: hl400-RE1@accor.com  
www.ibishotel.com  
Breakfast €9.50 |
<table>
<thead>
<tr>
<th>Name and address of hotel</th>
<th>Capacity rooms</th>
<th>Average rate for a standard single room with bath or shower, breakfast included (euros)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Ibis** Paris Convention</td>
<td>48</td>
<td>€125–169 Single/Double Breakfast €9.50</td>
</tr>
</tbody>
</table>
| 5, rue Eugène Gibeiz 75015 – PARIS  
Tel.: (+33) 1 48 28 6314  
Fax :(+33)1 45 33 4550  
E-mail : H3267@accor.com  
| Hotel Eiffel**** | 32             | €261–288 Double €267–328 Double Breakfast express 10€ |
| 17bis, rue Amélie 75007 Paris  
Tel.: (33) 1 45 55 10 01  
Fax: (33) 1 47 05 28 68  
E-mail: reservation@eiffel.com  
www.7eiffel.com | | |
| Hotel La Bourdonnais**** | 32             | €252–295 Single €315–369 Double |
| 111-113, avenue de la Bourdonnais 75007 Paris  
Tel.: (33) 1 47 05 45 42  
Fax: (33) 1 45 55 75 54  
E-mail: resahotellabourdonnais@yahoo.fr  
www.hotellabourdonnais.fr | | |
| Hotel Baldi*** | 28             | €160 Single €165 Double Breakfast €12 |
| 42, boulevard Garibaldi  
Tel.: (33) 1 47 83 20 10  
Fax : (33) 1 44 49 08 72  
E-mail: hotel.baldi@wanadoo.fr  
www.baldi-paris-hotel.com | | |
| Nouvel Hotel Eiffel*** | 36             | €105–115 Single €137 Double Breakfast €12 |
| 5, rue des Volontaires 75015 Paris  
Tel.: (33) 1 82 88 94 19  
Fax: (33) 1 40 56 36 55  
E-mail: nouvelhotel2@wanadoo.fr  
http://www.nouvelhoteleiffel.fr | | |
| Hotel Sécur*** | 34             | €129–149 Single €145–165 Double Breakfast €10 |
| 34, boulevard Garibaldi 75015 Paris  
Tel.: (33) 1 43 06 60 50  
Fax: (33) 1 47 34 30 82  
E-mail: hotel.segur@wanadoo.fr  
<table>
<thead>
<tr>
<th>Name and address of hotel</th>
<th>Capacity rooms</th>
<th>Average rate for a standard single room with bath or shower, breakfast included (euros)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel de France Invalides***</td>
<td>60</td>
<td>€154–367 Single</td>
</tr>
<tr>
<td>102, boulevard de la Tour Maubourg 75007 Paris</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: (33) 1 47 05 40 49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax : (33) 1 45 56 96 78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:contact@hoteldefrance.com">contact@hoteldefrance.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hoteldefrance.com">www.hoteldefrance.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hôtel Villa Saxe Eiffel****</td>
<td>48</td>
<td>€203 Single</td>
</tr>
<tr>
<td>9, Villa de Saxe 75007 Paris</td>
<td></td>
<td>€230–314 Double</td>
</tr>
<tr>
<td>Tel.: (+33) 1 47 83 86 90</td>
<td></td>
<td>Breakfast €18</td>
</tr>
<tr>
<td>Fax.: (+33) 1 47 83 86 89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:hotel@villa-saxe-eiffel.com">hotel@villa-saxe-eiffel.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.villa-saxe-eiffel.com/fr/accueil-hotel-paris">http://www.villa-saxe-eiffel.com/fr/accueil-hotel-paris</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Splendid Hotel Tour-Eiffel***</td>
<td>48</td>
<td>€149 Single</td>
</tr>
<tr>
<td>29, avenue de Tourville 75007 Paris</td>
<td></td>
<td>€155 Superior single</td>
</tr>
<tr>
<td>Tel.: (33) 1 45 51 29 29</td>
<td></td>
<td>Breakfast €12</td>
</tr>
<tr>
<td>Fax: (33) 1 44 18 94 60</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hotel-spendid-paris.com">http://www.hotel-spendid-paris.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:reservation@hotel-splendid-paris.com">reservation@hotel-splendid-paris.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Best Western Eiffel Cambronne***</td>
<td>30</td>
<td>€109–309 Single</td>
</tr>
<tr>
<td>46, rue de la Croix Nivert 75015, Paris, France</td>
<td></td>
<td>Breakfast €13</td>
</tr>
<tr>
<td>Tel.: (33) 1 56 58 56 78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: (33) 1 56 58 56 79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:hotel@eiffelcambronne.com">hotel@eiffelcambronne.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.eiffelcambronne.com">http://www.eiffelcambronne.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and address of hotel</td>
<td>Capacity rooms</td>
<td>Average rate for a standard single room with bath or shower, breakfast included (euros)</td>
</tr>
<tr>
<td>-------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>22. Timhotel Tour Eiffel***</td>
<td></td>
<td>€89 – Single</td>
</tr>
<tr>
<td>11, rue Juge</td>
<td></td>
<td>€99 – Double</td>
</tr>
<tr>
<td>75015 Paris</td>
<td></td>
<td>€137 – Executive</td>
</tr>
<tr>
<td>Tel.: (+33) 01 45 78 29 29</td>
<td></td>
<td>Breakfast €13.50</td>
</tr>
<tr>
<td>Fax: (+33) 01 45 78 60 00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.timhotel.com/fr/accueil.htm">http://www.timhotel.com/fr/accueil.htm</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Hôtel Beaugrenelle Tour Eiffel</td>
<td></td>
<td>€103–118 Single</td>
</tr>
<tr>
<td>19, rue Viala</td>
<td></td>
<td>€101–180 Double</td>
</tr>
<tr>
<td>75015 Paris</td>
<td></td>
<td>Breakfast inclusive</td>
</tr>
<tr>
<td>Tel.: (33 1) 45 77 40 78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: (33 1) 45 78 70 48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:info@hotelbeaugrenelle.com">info@hotelbeaugrenelle.com</a> web:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hotelbeaugrenelle.com">www.hotelbeaugrenelle.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex II

Application form for side events and exhibitions

UNESCO
UNESCO House
125, avenue de Suffren
75007 Paris
France
Tel: +33 (0) 1 45 68 10 00
www.unesco.org

Please complete this form and send it by e-mail it to Mr. Dan Teng’o (dan.tengo@unep.org), with a copy to Ms. Jacqueline Gitau (jacqueline.gitau@unep.org), by Friday, 26 June 2015.

1. Name of organization:

2. Address:

3. Contact person:
   Phone number:
   E-mail:

4. Type of side event (please select with a tick):
   Briefing ( ); Workshop ( ); Panel discussion ( ); Exhibition ( )

5. Number of participants expected:

6. Title of the side event or exhibition:

7. Brief description of the side event or exhibition:

8. Technical services/equipment/materials required  (please select with a tick):
   PC ( ); LCD projector ( ); Screen ( ); Microphones ( ); VCR ( ); TV ( );
   DVD player ( );
   Poster panels ( ); Exhibition booth ( ); Other – please specify: ( )
9. Date preference (July 20, 21, 22, 23, 24)**:

10. Time preference for side events (8–10 a.m.; 1–3 p.m.; 6–8 p.m.)**:

11. Will catering be provided? ***

* Please note that delegations or organizations holding exhibitions or convening side-events will bear the costs related to the rental of equipment and materials, as well as technical services fees. The list of equipment will be provided to organizers on request.

** The Ozone Secretariat will endeavour to accommodate all requests, taking into consideration prior bookings and space availability, as well as the timing of plenary sessions which are normally from: 10 a.m.–1 p.m. and 3–6 p.m. The Secretariat also reserves the right to alter bookings, in consultation with the organizers, to accommodate contact groups.

*** Organizers must organize and pay for catering directly with the UNESCO Restaurant Service, contact: Ms. Vanea Dos Santos, e-mail: v.dos-santos@unesco.org, cc: Ms. Karina Paul, e-mail: k.paul@unesco.org