

# **Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer and workshop on hydrofluorocarbon (HFC) management**

Paris, 14–18 July 2014

7 April 2014

Original: English

## **Information note for participants**

### **I. Venue**

1. The thirty-fourth 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 from 14 to 18 July 2014. The meeting will be preceded by a two-day workshop on hydrofluorocarbon (HFC) management, to be held on 11 and 12 July. The meetings will be held at the following venue:

United Nations Educational, Scientific and Cultural Organization (UNESCO)  
UNESCO Fontenoy Building  
[125 Avenue de Suffren](#) 75007 Paris 07  
France  
Tel: +33 (0) 1 45 68 10 00  
Fax: +33 (0) 1 45 67 16 90  
E-mail: [bpi@unesco.org](mailto:bpi@unesco.org)  
[www.unesco.org](http://www.unesco.org)

### **II. Visa information**

2. Visa information for France is available from the official website of the Ministry of Foreign Affairs of France (<http://www.diplomatie.gouv.fr>).
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. The Ozone Secretariat can provide an official invitation letter 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/annuaire-et-adresses-du-ministere/ambassades-et-consulats-francais-a>.

### **III. Health requirements and medical facilities**

4. There are no vaccination requirements to enter France. It is important, however, to be vaccinated against food-borne diseases such as hepatitis A, tetanus and typhoid. 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. On Friday, 11 July, and from Tuesday, 15 July, to Friday, 18 July, first-aid and emergency services will be available from 9 a.m. to 6.30 p.m. at the UNESCO Medical Service, located on the third floor of the Fontenoy Building. UNESCO medical services will not be available from Saturday, 12 July, to Monday, 14 July (Bastille Day).

### **IV. Travel to Paris**

5. Paris has two international airports, both within an hour's commute from UNESCO:
- (a) Paris-Charles de Gaulle (CDG);
  - (b) Paris-Orly (ORY).
6. 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.

7. For further information about the airports and public transport options to and from Paris, please visit: <http://www.aeroportsdeparis.fr/ADP/en-GB/Passagers/Home>.

## V. Travel in Paris

8. Paris has a good public transport network. For routes and timetables, please visit: [http://www.ratp.fr/en/ratp/c\\_21879/tourists](http://www.ratp.fr/en/ratp/c_21879/tourists).

9. 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](http://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

10. 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](http://www.hotels.com), [www.agoda.com](http://www.agoda.com) and [www.lastminute.com](http://www.lastminute.com). Hotel information is also posted on the Secretariat website and can be downloaded from the following link: <http://conf.montreal-protocol.org/meeting/oewg/oewg-34/gen-info/default.aspx>.

## VII. Local currency and payment facilities

11. The currency of France is the euro. As at 31 March 2014, \$1 was equivalent to €0.73. 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

12. 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](http://www.weather.com).

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

## IX. Official language

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

## X. Other practical information

Country code for France: 33

Area code for Paris: 01

SOS (all emergency services): 112

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

15. UNESCO has free wi-fi throughout the building. Log-in details will be provided to participants at the start of the meeting.

16. 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**



17. 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.

18. A post office is located very near to the UNESCO building. It is open from Monday to Friday during regular working hours, except for official holidays. Information on the exact location of the post office can be provided by UNESCO staff.

19. Most shops, businesses, information services, museums and banks in Paris stay open all day. Small shops and businesses, however, may close for lunch sometime 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.

20. Participants are expected to cover the costs of their meals while in Paris. The UNESCO Fontenoy Building has two cafés, 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 cafés at UNESCO Fontenoy Building**

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

**XI. Tourism**

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

22. 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**

23. To facilitate the issuance of identification badges and prevent unnecessary delays at the meeting venue, participants are strongly encouraged to pre-register online through the Secretariat website at the following link: <http://conf.montreal-protocol.org/meeting/oweg/oweg-34/default.aspx> from 16 May 2014 onwards. Pre-registered participants are encouraged to collect their badges at UNESCO starting at noon on Thursday, 10 July 2014. Participants are requested to present their valid passports or identification cards for entry into the UNESCO building and when collecting their meeting badges. 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.

24. On-site registration will begin at 8 a.m. on Monday, 14 July 2014, and continue until Friday, 18 July 2014.

## **XIII. Financial assistance to developing countries**

25. Limited funds are available to assist representatives from developing countries and countries with economies in transition who wish to participate. If your Government requires such assistance, a written request will need to be sent to the Secretariat before 15 May 2014.

26. 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](mailto:kathleen.creavalle@unep.org); tel: + 254 20 762 4032).

## **XIV. Workshop on hydrofluorocarbon management**

27. The workshop on HFC management will commence at 10 a.m. on Friday, 11 July 2014, and end at 6 p.m. on Saturday, 12 July. The morning sessions of the workshop will be held from 10 a.m. to 1 p.m. and the afternoon sessions from 3 p.m. to 6 p.m. The workshop will be held in meeting rooms XI and XII.

## **XV. Rest day**

28. Sunday, 13 July 2014, is considered to be a rest day for participants attending both the workshop on HFC management and the meeting of the Open-ended Working Group.

## **XVI. Opening of the meeting of the Open-ended Working Group**

29. The thirty-fourth meeting of the Open-ended Working Group will be opened at 10 a.m. on Monday, 14 July 2014. As this is a public holiday (Bastille Day) in France, a plenary session will be held in the morning only, from 10 a.m. to 1 p.m. No plenary session or contact group meetings will be held until Tuesday morning, when the meeting will reconvene at 10 a.m. In order to make up for Monday afternoon, there will be an extra evening plenary session on Tuesday and, possibly, Wednesday. Plenary sessions will be held in meeting rooms XI and XII.

## **XVII. Paper-smart system and meeting documents**

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

31. 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.

32. Representatives participating in closed contact groups will be assigned passwords so that they can access the private shared workspace of their groups. Support staff will be on hand during the registration process and throughout the meetings to provide assistance as necessary.

33. All pre-session documents will be distributed, by post or by e-mail, as specified by each party, to the official address that has 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/owg/owg-34/presession/default.aspx>).

## **XVIII. Side events, exhibitions and promotional material**

34. 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 ([ozoneinfo@unep.org](mailto:ozoneinfo@unep.org), with a copy to [jacqueline.gitau@unep.org](mailto:jacqueline.gitau@unep.org)). Kindly note that the form can also be downloaded from the following link: <http://conf.montreal-protocol.org/meeting/owg/owg-34/default.aspx>. All costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

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

Coordination technique  
Conferences and Cultural Events Management Section  
UNESCO  
Tel.: 01 45 68 21 69  
Attention: Yacine Abbas

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 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.

	Name and address of hotel	Capacity rooms	Average rate for a standard single room with bath or shower, breakfast included (euros)
1.	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	€104 single or €127 double + Breakfast 8.50€
2.	RELAIS BOSQUET*** 19, rue du Champ de Mars 75007 Paris Tél: (33)1 47 05 25 45 Fax: (33) 1 45 55 08 24 <a href="http://www.hotel-relaisbosquet-paris.com/">http://www.hotel-relaisbosquet-paris.com/</a> Reservation: hotel@relaisbosquet.com	40	€150-260
3.	Derby Eiffel Hotel*** 5, av. Duquesne 75007 Paris Tel.: (33) 1 47 05 12 05 Fax: (33) 1 47 05 43 43	43	€120 - 162

	Email: <a href="mailto:derbyeiffelhotel@orange.fr">derbyeiffelhotel@orange.fr</a> <a href="http://www.eiffel-tower-hotelparis.com">http://www.eiffel-tower-hotelparis.com</a>		
4.	HOTEL DUQUESNE EIFFEL*** 23, avenue Duquesne 75007 Paris Tel: (33) 1 44 42 09 09 Fax:(33) 1 44 42 09 08 <a href="http://www.duquesneeiffel-paris-hotel.com">http://www.duquesneeiffel-paris-hotel.com</a> Réservation: <a href="mailto:contact@hde.fr">contact@hde.fr</a>	40	€145-162
5.	HOTEL MAC MAHON***** 3, avenue Mac Mahon 75017 Paris Tel: (33) 1 43 80 23 00 Fax: (33) 1 43 80 74 00 <a href="http://www.hotelmacnahon.fr">http://www.hotelmacnahon.fr</a> Reservation: <a href="mailto:macnahon@paris-inn.com">macnahon@paris-inn.com</a>	35	€199-257
6.	CITADINES TOUR EIFFEL (Appart Hotel/fully equipped studios) 123 Bd de Grenelle Tel: (33) 1 53 95 60 00 Fax: (33) 1 53 95 60 95 <a href="http://www.citadines.com/en/france/paris/tour_eiffel.html">http://www.citadines.com/en/france/paris/tour_eiffel.html</a> Réservation : <a href="mailto:eiffel@citadines.com">eiffel@citadines.com</a>	40	€140 -172
7.	Hotel Bailli de Suffren-Tour Eiffel*** 149 av. de Suffren 75015 Paris Tel : (33) 1 56 58 64 64 Fax : (33) 1 45 67 75 82 Email : <a href="mailto:resa@suffren-hotel.com">resa@suffren-hotel.com</a> <a href="http://www.lebailliparis.com/fr">http://www.lebailliparis.com/fr</a>	25	€140-200 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		€110-120 Single €140-200 Double

	Email: <a href="mailto:contact@europehotelparis.com">contact@europehotelparis.com</a> <a href="http://www.europehotelparis.com">http://www.europehotelparis.com</a>		
9.	Hotel Grenelle *** 140-142, bd de Grenelle 75015 Paris Tel. (33) 1 45 75 26 54 Fax: (33) 1 45 77 73 94 e-mail: <a href="mailto:contact@hotelgrenelle.com">contact@hotelgrenelle.com</a> <a href="http://www.hotelgrenelle.com">www.hotelgrenelle.com</a>		€115 Single €140-200 Double
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 Email : <a href="mailto:hl400-RE1@accor.com">hl400-RE1@accor.com</a> <a href="http://www.ibishotel.com">www.ibishotel.com</a> <a href="http://www.accorhotels.com/gb/hotel-1400-ibis-paris-eiffel-tower-cambronne-15th/index.shtml">http://www.accorhotels.com/gb/hotel-1400-ibis-paris-eiffel-tower-cambronne-15th/index.shtml</a>	527	€125-169 Single/ or Double + Breakfast 9.50€
11.	Hotel Ibis** Paris Convention 5 Rue Eugène Gibez 75015 – PARIS Tel: (+33) 1 48 28 6314 Fax :(+33)1 45 33 4550 Email : <a href="mailto:H3267@accor.com">H3267@accor.com</a> <a href="http://www.ibis.com/fr/hotel-3267-ibis-paris-convention-15eme/index.shtml">http://www.ibis.com/fr/hotel-3267-ibis-paris-convention-15eme/index.shtml</a>	48	€125-169 Single/ Double + Breakfast 9.50€
12.	Eiffel 7 Hotel**** 17bis, rue Amélie 75007 Paris Tel. (33) 1 45 55 10 01 Fax: (33) 1 47 05 28 68 Email: <a href="mailto:reservation@eiffel.com">reservation@eiffel.com</a> <a href="http://www.7eiffel.com">www.7eiffel.com</a>	32	€249 double €349 double superior + breakfast express 10€



13.	<p>Hotel La Bourdonnais****</p> <p>111-113, av. de la Bourdonnais</p> <p>75007 Paris</p> <p>Tel. (33) 1 47 05 45 42</p> <p>Fax: (33) 1 45 55 75 54</p> <p>Email: resahotellabourdonnais@yahoo.fr</p> <p>www.hotellabourdonnais.fr</p>	32	<p>€200 -230 Single</p> <p>€ 250 Double</p>
14.	<p>Hotel Baldi***</p> <p>42, boulevard Garibaldi</p> <p>Tel.: (33) 1 47 83 20 10</p> <p>Fax : (33) 1 44 49 08 72</p> <p>Email: hotel.baldi@wanadoo.fr</p> <p>www.baldi-paris-hotel.com</p>	28	<p>€100 Single</p> <p>€110 Double super + 12 breakfast</p>
15.	<p>Nouvel Hotel Eiffel ***</p> <p>5, rue des Volontaires</p> <p>75015 Paris</p> <p>Tel.: (33) 1 82 88 94 19</p> <p>Fax: (33) 1 40 56 36 55</p> <p>Email: nouvelhotel2@wanadoo.fr</p> <p>http://www.nouvelhoteleiffel.fr</p>	36	<p>€110 Single</p> <p>€120 Double + 8€ Breakfast</p>
16.	<p>Hotel Ségur***</p> <p>34, boulevard Garibaldi</p> <p>75015 Paris</p> <p>Tel. (33) 1 43 06 60 50</p> <p>Fax: (33) 1 47 34 30 82</p> <p>Email: hotel.segur@wanadoo.fr</p> <p>http://www.paris-hotel-eiffel-segur.com/fr</p>	34	<p>€109 Single</p> <p>€119 Double</p> <p>+ 10€ breakfast</p>
17.	<p>Hotel de France Invalides***</p> <p>102 Bd de la Tour Maubourg</p> <p>75007 Paris</p> <p>Tel.: (33) 1 47 05 40 49</p> <p>Fax : (33) 1 45 56 96 78</p> <p>Email: contact@hoteldefrance.com</p>	60	<p>€130-160 Single</p> <p>+14€ breakfast</p>

	www.hoteldefrance.com		
18.	<p>Hôtel Villa Saxe Eiffel****</p> <p>9, Villa de Saxe 75007 Paris Tel. (+33) 1 47 83 86 90 Fax. (+33) 1 47 83 86 89 Email: hotel@villa-saxe-eiffel.com</p> <p><a href="http://www.villa-saxe-eiffel.com/fr/accueil-hotel-paris">http://www.villa-saxe-eiffel.com/fr/accueil-hotel-paris</a></p>	48	€180 Single
19.	<p>Splendid Hotel Tour-Eiffel***</p> <p>29, av. De Tourville 75007 Paris Tel: (33) 1 45 51 29 29 Fax: (33) 1 44 18 94 60 <a href="http://www.hotel-splendid-paris.com">http://www.hotel-splendid-paris.com</a> Réservation: reservation@hotel-splendid-paris.com</p>	48	€139 Single €149 Superior single
20.	<p>Hôtel Tourisme Avenue***</p> <p>66 Avenue de La Motte-Picquet 75015 Paris Tél : (33) 1 47 34 28 01 Fax : (33) 1 47 83 66 54 Email : hotel@tourismeavenue.com <a href="http://www.hoteltourismeavenue.com">http://www.hoteltourismeavenue.com</a></p>	55	€120 - 141 Double + €10 breakfast
21.	<p>Hotel Best Western Eiffel Cambronne***</p> <p>46, Rue De La Croix Nivert 75015, Paris, France Tel. (33) 1 56 58 56 78 Fax. (33) 1 56 58 56 79 Email: hotel@eiffelcambronne.com <a href="http://www.eiffelcambronne.com">http://www.eiffelcambronne.com</a></p>	30	€109 -309 Single + €13 breakfast

22.	<u>Timhotel Tour Eiffel / ***</u>  <b>11 rue Juge</b> <b>75015 Paris</b> <b>Tel :</b> (+33) 01 45 78 29 29 <b>Fax :</b> (+33) 01 45 78 60 00  <a href="http://www.timhotel.com/fr/accueil.htm">http://www.timhotel.com/fr/accueil.htm</a>		€75 Single including breakfast
23.	<b>Hôtel Beaugrenelle Tour Eiffel</b>  19, rue Viala - 75015 PARIS  tel: (33 1) 45 77 40 78 fax: (33 1) 45 78 70 48  email: <a href="mailto:info@hotelbeaugrenelle.com">info@hotelbeaugrenelle.com</a> web: <a href="http://www.hotelbeaugrenelle.com">www.hotelbeaugrenelle.com</a>		€98 Single including breakfast

## Annex II

### Application form for side events and exhibitions



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде

برنامج الأمم المتحدة للبيئة

联合国环境规划署



#### Thirty-fourth Open-ended Working Group meeting 14 to 18 July 2014

**UNESCO**  
UNESCO Fontenoy Building  
125 Avenue de Suffren  
75007 Paris 07  
France  
Tel: +33 (0) 1 45 68 10 00  
www.unesco.org

Please complete this form and send it by e-mail it to Ms. Kathleen Creavalle (kathleen.creavalle@unep.org), with a copy to Ms. Jacqueline Gitau (jacqueline.gitau@unep.org), by 16 June 2014.

**1. Name of organization:**

**2. Address:**

**3. Contact person:**

**Phone number:**

**E-mail:**

**4. Type of Side-event (please select with a tick mark):**

Briefing (  ); Workshop (  ); Panel discussion (  ); Exhibition (  )

**5. Title of the side-event or exhibition:**

(For Side-events, please provide a brief description).

**Technical services/equipment/materials required\* (please select with a tick mark):**

PC (  ); LCD projector (  ); Screen (  ); Microphones (  ); VCR (  ); TV (  );  
DVD player (  );

Poster panels (  ); Exhibition booth (  ); Other – please specify: (  )

**Date preference (July 14, 15, 16, 17, 18)\*\*:**

**Time preference for side-events (8am-10am; 1pm-3pm; 6pm-7pm)\*\*:**

\* 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: 10am - 1pm and 3pm - 6pm. The Secretariat also reserves the right to alter bookings, in consultation with the organizers, to make way for contact groups.**

---