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Deutsches Institut für
Entwicklungspolitik



German Development
Institute



Federal Ministry
for Economic Cooperation
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FAQs for Interconnections Zone during COP23

German Development Institute / Deutsches Institut für
Entwicklungspolitik (DIE)

Bonn, 6. -17.11.2017

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Why is the Interconnections Zone taking place during COP23?

In keeping with our commitment to not only engage academia and north-based experts, we will hold the conference in parallel to COP23 (6-17 November 2017); at a short walking distance from the negotiations venue; allowing interaction between practitioners, policy makers, officials and academic and non-academic experts.

Where and when is the Interconnections Zone taking place?

The Interconnections Zone will be held from 6-17 November 2017 at the

- [German Development Institute / Deutsches Institut für Entwicklungspolitik](#) (DIE)
- [Tulpenfeld 6, 53113 Bonn](#), Germany

How can I get to the Interconnections Zone?

The nearest train stations are Bonn main station (Bonn Hbf) and the Intercity Express (ICE) station Siegburg/Bonn. The nearest airports are the Cologne/Bonn Airport, Frankfurt Airport, and Düsseldorf Airport.

Public transportation to the venue: The best way to reach the German Development Institute is by subway (lines U16/63 or U66) or by bus (lines 610 and 611) from Bonn Central Station (Hauptbahnhof).

- Take the U-Bahn (Subway) U16/U63 or U66 towards “Bad Honnef / Bad Godesberg” and get off at the station “Heussallee / Museumsmeile”.
- You may buy your ticket at vending machines either at the Station or on board (choose ticket type 1b; 2.80 Euro, coins only).
- Subway services are available directly to the DIE from ICE Bahnhof Siegburg/Bonn using subway line U66 (i.e. stop Heussallee/Museumsmeile, about 30 minutes).
- Cologne/Bonn Airport offers an express bus service (SB60). The bus leaves every 20 minutes, please follow the signs at the airport. The ride to Bonn central station (*Hauptbahnhof*) takes about 30 minutes.

Please, note there are no free parking plots / possibilities to park any car nearby the Interconnections Zone!

Is any accreditation needed to visit the venue of the Interconnections Zone?

The Interconnection Zone is open to the public. No accreditation is needed to visit the venue. The Interconnections Zone is accessible to all side-event organisers and participants with and without COP23 accreditation. Security personnel will allow access to event rooms until the maximum capacity is reached. After that, further entry will be denied.

Where do I find information about the side-events (date, time slot, room)?

Please find a final short programme and a more detailed programme booklet with short descriptions to all side-events of the Interconnections Zone on [our Webpage](#).

Do you provide support for the organisers or participants of the Interconnections Zone side-events?

DIE provides the side-event rooms free of charge. Unfortunately, we cannot provide travel, accommodation, or other financial or logistical support, or issue visa invitations for organisers or participants. With regards to the numerous amount of events hosted during the Interconnections Zone we cannot secure the provision of name plates. However, we are happy to provide you with nameplate holders, if you bring the plates yourself. The format for paper plates is 21x6,1. Side-event organisers are free to bring their own photographer for photo documentation.

What is the layout and the maximum capacity of the side-event rooms?

<p>The Hörsaal fits a maximum of 90 people and the Sitzungssaal fits a maximum of 60 people. The room of your side-event should have been communicated to you via email by your DIE contact person. The number of chairs in each room corresponds to the maximum number of participants per room. Due to strict fire regulations, no more participants will be allowed in after the maximum number of participants has been reached. The rooms are set up in a theater arrangement. Side-event organisers are not allowed to rearrange the seating plans of the rooms.</p>	<p>The diagram shows a floor plan with the following areas: Hörsaal (269 m²) at the top left, a black square next to it, Toilets in the middle, Foyer to the right of Toilets, Sitzungssaal (139 m²) at the bottom left, and another Foyer and Meeting area and catering area to the right of the bottom-left Foyer.</p>
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What is the standard duration of the side-events?

The side-events have a standard duration of 120 minutes. You can enter the room 30 minutes before the start of the side-event to make preparations.

Which technical equipment will be available to organisers in the side-event rooms?

The side-event rooms are equipped with the following:

- Free Internet access via WLAN for side-event organisers and participants
- One laptop connected to the sound system and projector/beamer; The laptop will include current presentation software (e.g. PowerPoint, PDF Reader, Media Player); Unfortunately, we cannot allow other laptops to be connected to the system
- One presentation screen for slides or videos and one laser pointer
- One speaker's desk with microphone, one standing microphone and five mobile microphones

Additionally, you will find in each room one flip chart board with paper and markers for your use, as well as one pin board with pins. Unfortunately, DIE cannot provide simultaneous translation and skype connections for the side-events. If you have any questions regarding the side-event room equipment, please, do not hesitate to contact nadja.grupe@die-gdi.de.

Which kind of side-event format is possible?

You are free in planning your event. Interactive formats (e.g. pecha kucha, science slam, prezi, videos, discussion panels, science notes) are most welcome. If you want to use slides, please use your own templates and prepare them as .pptx or .pdf files. **Please bring the file on a USB stick to be transferred to our conference laptop. Unfortunately, we cannot allow the connection of organisers' laptops to our equipment.**

Which kind of material can I bring to the side-event?

You can set up one roll-up banner in the event room next to the stage and bring publications for a book table also placed in the event room. While it is possible to bring flyers, please consider that COP23 is a paperless conference. Unfortunately, DIE cannot print any material for the organisers. Please do not leave anything behind in the room after your side-event. **For a daily side-event overview, please fill in your main side-event information in the template we have send to you and submit it at the latest by 30 October to nadja.grupe@die-gdi.de, otherwise we are not able to print them to display in the foyer. You can also print the template by yourself and bring it with you on the day of your side-event.**

Will there be catering?

A self-organised catering by individual side-events is not possible. Drinks and snacks will be provided in an extra meeting area with standing tables and seating accommodation where people can mingle and network. Full lunch can be taken in one of the nearby canteens. The [World Cafe](#) next to the DIE is offering lunch Monday to Friday from 11.00 am to 2.00 pm. The [Presseclub](#) is opened for lunch Monday to Friday from 11.00 am to 3.00 pm during the Interconnections Zone. Please click [here](#) for the menu.

What are the security provisions at the Interconnections Zone?

During the Interconnections Zone, the German Development Institute will have the following security provisions:

- Security personnel will be present at all entrances.
 - If deemed necessary, security personnel will check identification documents of participants, and inspect bags and other carriers of participants at entry.
 - Security personnel will be present at all side-events.
 - Security personnel will allow access to event rooms until the maximum capacity is reached. After that, further entry will be denied.
 - Fire safety regulations will be adhered to, and escape routes will be kept clear.
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How do I arrange accommodation in Bonn?

Event organisers and participants are responsible for their own hotel bookings. Please be aware of the high hotel occupancy during the COP and book accommodation facilities in advance. Please refer to the following links:

[Booking assistance via tourism center](#), [Private Host COP 23](#), [Hotel Reservation Service \(HRS\)](#), [Hotel room booking](#)

How can I get in contact with the Interconnections Zone Team at DIE?

For content related issues please connect with your side-event contact person at DIE.

For administrative and organisational issues please contact nadja.grupe@die-gdi.de.