

## Annex I - Conference rooms, meeting rooms and other areas

### I. Conference rooms

The conference rooms will be used for meetings of the Committee on Science and Technology at its fourth special session (CST-S4), the UNCCD 3<sup>rd</sup> Scientific Conference, as well as for meetings of the Group of 77 and China and the Group of African States, as required.

The requirements are as follows:

- One **Plenary Hall** with the following capacity and equipment:
  - At least 195 seats at tables for country Parties plus 195 advisors' seats behind
  - At least 100 seats at table located on the upper level of the Plenary Hall for observer States, United Nations bodies and specialized agencies, IGOs, NGOs, etc.
  - At least 100 additional seats for press and overflow (chairs only)
  - A 12-position podium with a row of advisors' seats behind, wired to receive interpretation and further electronic equipment (i.e laptops, PCs).
  - Two positions (desks and chairs) near the podium for conference and press officers (desks shall be wired for reception of interpretation and have telephones with light not bell, and one of the desks shall be equipped with a PC).

The Plenary Hall shall be equipped for simultaneous interpretation from and into the six official languages of the United Nations. From each interpreter booth it shall be possible to switch from the floor channel into one of the other six language channels. The Arabic and Chinese booths shall be equipped with three microphones each and a system that allows English and French functions to be used without the need for interpreters to physically move to the English and French booths.

The Plenary Hall shall be equipped with a headphone sound system and a microphone per delegation, plus four wireless microphones. The Plenary Hall shall have facilities for sound recording (floor and English) to be handed over to the secretariat after each session on selected media (i.e USB, DVD) , and fixed projection equipment including two screens.

One photocopying machine (minimum performance 120 pages per minute, with collating and stapling facilities) shall be made available, close to the Plenary Hall, for conference officers' use only.

## II. Meeting rooms

The meeting rooms will be used for meetings of regional annexes, regional groups and/or interest groups, the Bureau of the CST and United Nations staff, as well as for NGOs, side events and press conferences. All these rooms shall be equipped with a sound system, with one microphone for each two delegates and fixed projection facilities, unless indicated below.

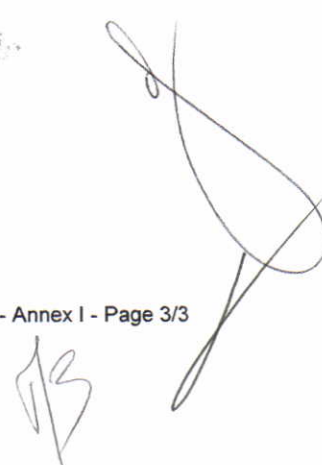
The requirements are as follows:

- One meeting room for the Group of Asian States, U-shaped seating, with at least 50 seats at table plus 50 advisors' seats behind.
- One meeting room for GRULAC, U-shaped seating, with at least 50 seats at table plus 50 advisors' seats behind. This meeting room shall be equipped with interpretation facilities in two languages (English/Spanish).
- One meeting room for European Union countries, U-shaped seating, with at least 30 seats at table plus 30 advisors' seats behind. This meeting requires an in-built office facility inside, for two desks.
- One meeting room for the Group of Arab States, U-shaped seating, with at least 30 seats at table plus 30 advisors' seats behind.
- One meeting room for WEOG and JUSSCANNZ countries, square-table style, with at least 36 seats at table plus 36 advisors' seats behind.
- One meeting room for meetings of the CST Bureau, square-table style, with at least 15 seats at table plus 20 seats behind.
- One meeting room for meetings of the United Nations staff and press conferences, square-table style, with at least 50 seats at table plus 50 seats behind. This meeting room shall be equipped with interpretation facilities in two languages (English/Spanish).
- One meeting room for the Group of Eastern and Central European States, U-shaped seating, with at least 20 seats at table plus 20 advisors' seats behind. This meeting room shall be equipped with interpretation facilities in two languages (English/Russian).
- One meeting room for side events, classroom style, with at least 100 seats. This meeting room shall be equipped with interpretation facilities in three languages (English/French/Spanish).
- One meeting room for side events, classroom style, with at least 60 seats. This meeting room shall be equipped with interpretation facilities in three languages (English/French/Spanish).

- One meeting room for CSOs, square-table style, with at least 60 seats at table and 40 seats behind.

### III. Other areas

- Registration area for delegates, press and NGOs, located at a side entrance to the Conference Centre.
- Exhibits area with a surface from 600 to 800 m<sup>2</sup>, depending on the number of requests for exhibits received by the secretariat.
- Press working area with a capacity of 40 working stations, plus positions for the press officer and his/her assistant (see annexes II A and II B).
- Internet café (see annexes II A and II B).
- Information desk, located in the main entrance hall of the Conference Center.
- Business centre, public telephone booths, post office and travel agency/tourist information desk.
- Bank office
- Restaurant and cafeteria
- Documents distribution area with at least a 10-m counter and shelving, as well as storage shelving of about 300 m. This area shall be equipped with standard office facilities for the document distribution officers (see annexes II A and II B).
- Documents reproduction area (print shop) equipped with 3 heavy-duty copying machines with a minimum capacity of 120 pages a minute (see annexes II A and II B).
- Storage area for material and equipment.

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