**24th meeting of the Climate Technology Centre and Network (CTCN) Advisory Board**

**Friday 20 to Wednesday 25 September 2024**

**In-person meeting, Bonn, Germany**

**REGISTRATION FORM FOR NON-GOVERNMENTAL ORGANIZATIONS**

|  |  |
| --- | --- |
| ***Organization represented:*** |  |
| ***First and last name:*** |  |
| ***Position/Title:*** |  |
| ***Address (incl. city and post code):*** |  |
| ***Country:*** |  |
| ***Telephone:*** |  |
| ***E-mail address:*** |  |
| ***Nationality:*** |  |
| ***Passport Number and date of issue/expiry:*** |  |
| I herewith confirm that the above is correct and agree to the conditions set out under “Important Information for Observers”  Signature of the nominee / Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Confirmation of nomination of Non-Governmental Organization**

|  |  |
| --- | --- |
| ***NGO name:*** |  |
| ***First, last name:*** |  |
| ***Telephone:*** |  |
| ***E-mail address:*** |  |
| I herewith confirm that the above individual is nominated as an observer to the Joint session of the Advisory Board of the CTCN and the Technology Executive Committee and to the twenty fourth meeting of the CTCN Advisory Board, and agree to the conditions set out under “Important Information for Observers”  Signature of the Head of Non-Governmental Organization / Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |
| --- |
| **SUBMISSION OF REGISTRATION FORM**   1. This form must be submitted by the NGO Focal Point. 2. The deadline for the submission of this form is: **Friday, 9th August, 1700 hrs. Central European Time.** 3. Please complete and return this form by E-Mail to: [bibiana.sanchez@un.org](mailto:bibiana.sanchez@un.org) |

Annex I

**IMPORTANT INFORMATION FOR OBSERVERS**

* This registration is **only valid** for the Twenty fourth CTCN Advisory Board Meeting.
* Please be advised that the **nominee is responsible** for their own travel and accommodation arrangements.
* Participants are **strongly advised** to obtain international travel and medical insurance to cover them from the time they depart for the meeting until the time they return.
* The United Nations Environment Programme **disclaim** all responsibility for medical, accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.
* All foreign citizens entering Germany must have a valid passport. Before leaving the home country, participants should complete all formalities regarding entry and transit visas, which they may require for the journey to Germany. Participants are asked to contact the nearest Embassy of Germany as soon as possible. The visa process will require at least three weeks. In the absence of an Embassy in the home country, participants are advised to contact the CTCN to assist them with obtaining their visa.
* All participants are **requested to register** upon arrival at the venue for the meeting. A valid passport or a nationally approved identification card should be presented to the registration staff in order to issue the corresponding badge. Badges are essential in order for participants to gain access to the premises. For security reasons, all participants are requested to wear their badges at all times.
* In submitting the form through electronic means, the submitter **accepts all risks and responsibilities** associated with the use of electronic means of submitting the form.