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# Hosting a COP

CMS COP12 Regional Preparatory Workshop for Asia

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# What is involved?

- Meeting of the Conference of the Parties (COP)
- COP related meetings, e.g.
  - Standing Committee both before and after the meeting
  - Regional Consultations
  - High Level Segment (HLS)
  - Champions Night
- Estimated attendance: 500-700 participants



# Before the Meeting

- Nominate a liaison officer to coordinate the preparation and servicing of the Conference
  - Hire and equip the conference premises, including plenary, offices, meeting rooms for WGs and side-events, etc., an exhibition space, press room, business and document centre, information/welcome desk, banking facilities,
  - Arrange security for the Conference
  - Organize an excursion day for the participants
  - Ensure food places are provided or nearby
  - Provide a list of adequate hotels near the venue and airport transfer to and from these hotels or the COP venue
  - Ensure all participants are granted free visas to enter and exit the country
  - Issue import and export permits for conference equipment



# Responsibilities and costs for the Host

- Provide local staff to help service the meeting
- Pay for servicing of COP, i.e. utility bills, conference hire, refreshments and water, security staff and equipment, flights & DSA of Secretariat and some eligible participants, medical services, excursion day, office equipment
- Pay for the servicing of the High Level Segment
- Host a welcome reception
- Ensure there is WiFi, technical equipment and support throughout the Conference premises



# Thank you for your attention!

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“Take this knowledge back to your governments and discuss the possibility to host the next COP!”

