

## INFORMATION NOTE

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The purpose of the present note is to assist delegates attending the Dublin Diplomatic Conference on Cluster Munitions. For more information or to email a query, please visit [www.clustermunitionsdublin.ie](http://www.clustermunitionsdublin.ie).

### DATE AND PLACE OF THE CONFERENCE

The Dublin Diplomatic Conference on Cluster Munitions will be held from 19 to 30 May 2008 at the Croke Park Stadium ([www.crokepark.ie](http://www.crokepark.ie)). The Conference will formally open at 10:00 on Monday, 19 May. Delegates are asked to take their seats by 09:45 on Monday, 19 May. Conference hours are from 10:00-13:00 and 15:00-18:00. Lunch will be provided in the Conference centre. It is envisaged that the closing ceremony of the Dublin Diplomatic Conference on Cluster Munitions will end by 13:00 on Friday, 30 May.

Croke Park Stadium is situated in the north Dublin neighbourhood of Drumcondra and is bordered by Jones's Road to the west, Clonliffe Road to the north, St. James Avenue to the east and the Royal Canal to the south. The entrance to the Conference is located on Jones's Road directly across from Jurys Croke Park Hotel.

### Parking

Free parking is available at Croke Park Stadium for all registered delegates (map below). The Davin car park is located off the North Circular Road and accessed via St Margaret Avenue. There is pedestrian access from the car park to the main entrance of the Conference.

### Train

There are two suburban rail networks in Dublin, Arrow and DART. The closest railway station is Drumcondra at the intersection of Drumcondra Road (N1) and Clonliffe Road, a ten minute walk from the stadium. This station is served by Arrow trains. The closest DART stations are Connolly and Clontarf. Connolly is a 15-20 minute walk and Clontarf a 20-25 minute walk to the stadium. The closest LUAS (tram) and Intercity Rail stops are at Connolly Station. For further information, visit [www.luas.ie](http://www.luas.ie) and [www.irishrail.ie](http://www.irishrail.ie).

### Bus

From the city centre to Drumcondra Road – No. 3, 11, 11a, 16, 16a, and 41. For further information, visit Dublin Bus ([www.dublinbus.ie](http://www.dublinbus.ie)).



## CONFERENCE ARRANGEMENTS

### **Notification, Registration and Credentials**

All invited States and international organisations are asked to notify the Executive Secretary of the names and titles of the members of their delegations as soon as possible, either directly to the address below or by means of note verbale transmitted through an Irish diplomatic mission.

Separately, all members of these delegations are required to register on-line in advance (<https://www.clustermunitionsdublin.ie/form1of3.asp> - see below for civil society registration). Only delegates who have been officially designated in writing by an invited Government or international organisation will be registered. These delegates will be provided with a name badge following registration. Admission to Croke Park Stadium will require, at all times, a name badge. The loss of a name badge must be reported immediately to the Conference Secretariat. Names badges may be collected at Croke Park Stadium from 08:30 on Monday, 19 May. It will also be possible for delegates staying at the Jurys Croke Park, Jurys Inn Parnell Street, Jurys Inn Custom House, the Regency and Skylon Hotels to collect their badges at their hotels on the afternoon of Sunday, 18 May.

In addition, representatives and alternate representatives of participant States are required to submit credentials signed by the Head of State or Government or the Minister for Foreign Affairs. All other communications in relation to a State's representatives (including the notification referred to above) shall be considered provisional credentials until such time as formal credentials are received. Credentials should be addressed to the Executive Secretary and States are encouraged to submit them in advance to the address below. Alternatively they may be presented to the Secretariat at the Conference venue.

Executive Secretary  
Dublin Diplomatic Conference on Cluster Munitions  
F.A.O. Jennifer Mangan  
Department of Foreign Affairs  
Iveagh House  
80 St. Stephen's Green  
Dublin 2  
Ireland

### **List of participants and observers**

A list of all delegates representing participant and observer States, and other observers, will be prepared and circulated at the Conference (initially in provisional form).

### **Conference rooms**

The opening session of the Conference and the general debate will take place in the Hogan Suite (5<sup>th</sup> floor). The Committee of the Whole will meet in the Hogan Mezzanine (4<sup>th</sup> floor) during the first week. The schedule and locations of all meetings will be notified in the Conference centre and on the Notice Board section of the Conference website. Seating in the meeting rooms will be limited.

### **Document distribution**

Registered Conference Documents are available on the Conference website. There will be a documents desk adjacent to the Plenary room.

### **Language**

The working language of the Conference will be English. Interpretation will be provided in the Plenary and the Committee of the Whole in English, French and Spanish. Informal meetings will be conducted in English.

### **Delegate facilities**

The Conference Centre is equipped with free wi-fi access. Limited computer and internet access will be available at the Conference Centre. There are smoking areas available outdoors on the 3<sup>rd</sup> floor of the Stadium.

### **Sponsorship Programme**

A sponsorship programme is available for participating states that are low-income or cluster munitions affected countries. UNDP will administer the sponsorship programme according to preset criteria for a maximum of two participants per delegation and within the funds available. Sponsorship will include roundtrip economy class airfare, hotel accommodation in Dublin, and the costs of incidental travel expenses. Those States requesting sponsorship should contact UNDP at:

United Nations Development Programme  
Bureau for Crisis Prevention and Recovery  
11-13 Chemin de Anemones, Chatelaine  
1219 Geneva, Switzerland  
Tel: +41 22 917 8703  
Fax: +41 22 917 8060  
[clustermunitions@undp.org](mailto:clustermunitions@undp.org)

## **CIVIL SOCIETY REGISTRATION AND FACILITIES**

### **Registration**

Registration of delegates from civil society (NGOs) will be possible at the orientation session taking place the weekend before the Conference. Upon registration, civil society representatives will be issued a name badge that must be worn at all times. Any delegates who are not in a position to collect their badges during the weekend will be able to collect them in Croke Park Stadium from 08:30 on Monday, 19 May.

In order to be registered, all civil society representatives must have previously been accredited by the Cluster Munition Coalition and have received letters of confirmation.

### **Civil society facility rooms**

The Ash Suite and Cusack Suite on the 5<sup>th</sup> floor of the Stadium will serve as the facility rooms for civil society. A computer bank will be available in this area.

### **Access to the Conference rooms**

Seating is very limited in the Plenary and only a small number of civil society representatives may be allowed access at any given time.

## **MEDIA REPRESENTATIVES**

### **Accreditation**

Interested media representatives are requested to register using the Media Registration Form on the [www.clustermunitionsdublin.ie](http://www.clustermunitionsdublin.ie) website. All media representatives assigned to cover the Conference must have proper accreditation.

Media representatives whose registrations have been accepted will be required to show their press credentials upon arrival at the Conference. Registration for media representatives will take place daily. Media representatives will receive a name badge. Admission to the Stadium will require, at all times, a name badge.

## **Media Centre**

Media representatives will have access to a media workstation equipped with several computers and phone lines.

## **GENERAL INFORMATION SERVICES**

### **Security**

During the Conference there will be security at all times within and outside the premises.

### **Visa requirements**

Citizens of certain countries require a visa to enter Ireland. The visa requirement applies to holders of both ordinary national passports and diplomatic passports. Ireland is not a participant in the Schengen Agreement, and therefore a separate visa is required. Those travelling to Ireland through a third country may require a transit visa, and you should check this with the authorities of the relevant country in good time prior to your departure.

### **Arrival of delegates**

Delegates are strongly encouraged to make early bookings for air travel to Dublin as May is a popular time for tourism. Dublin is served by Dublin International Airport ([www.dublinairport.com](http://www.dublinairport.com)) which is located about 10 kilometres (6 miles) north of Dublin City Centre. The airport is served by a number of public buses ([www.dublinbus.ie](http://www.dublinbus.ie)) and the Aircoach ([www.aircoach.ie](http://www.aircoach.ie)). Additionally, there is a taxi rank directly outside the arrivals entrance.

### **Hotels**

Registrants are responsible for booking their own accommodation. Useful sites for booking accommodation are: [www.discoverireland.ie](http://www.discoverireland.ie) and [www.irelandhotels.com](http://www.irelandhotels.com).

### **Car rentals**

Hertz, Avis, Budget, Murray's Europcar and National Car Rentals all operate from car-hire desks in the Arrivals Concourse on Dublin Airport. There are also a number of pre-booked car-hire desks on this concourse. The daily opening hours for all of these companies are 06.00hrs - 23.00 hrs. For more information, visit [www.dublinairport.com](http://www.dublinairport.com).

### **Taxis**

Taxi companies in Ireland provide a 24-hour service. There are a number of taxi stands throughout the city centre. Taxis can also be booked by calling one of the following major taxi companies:

A to B Cabs - 01 677 2222  
Access Metro Cabs - 01 668 3333  
Blue Cabs Limited - +353 (01) 802 2222  
Castle Cabs - 01 831 9000  
Checkers Cabs - 01 834 3434  
City Cabs - 01 873 1122  
Pony Cabs - 01 661 2233  
Speed Cabs - 01 475 0800  
VIP Taxi Co - 01 478 3333

### **Public telephones and bank machines**

There are public telephones that can be used with a credit card or calling card located throughout the Stadium. There are also a number of ATM/Banking machines throughout the Conference centre. The unit of currency in Ireland is the euro.

**Catering facilities**

Lunch will be provided free of charge daily between 13:00 and 15:00. The menus will be nut-free and include vegetarian options. Tea and coffee will be available during the day. There are several vending machines with refreshments located throughout the Conference area.

**Emergency telephone number**

The emergency telephone number in Ireland for all emergencies is 112 or 999.

**Facilities for disabled persons**

Croke Park Stadium is fully wheelchair accessible. If you have special requirements, please contact us prior to the Conference or at any time during the event.

**First aid/medical services**

Delegates in the Conference with special medical requirements are requested to inform the Secretariat prior to their arrival.

**Health insurance**

All delegates are advised to carry sufficient health insurance to be able to meet any eventual expenses. EU citizens may wish to avail of the European Health Insurance Card, available from their own authorities.