

## DELEGATION GUIDE

### Framework for COP31 and Delegation Participation

The 31st Conference of the Parties (COP31) to the United Nations Framework Convention on Climate Change (UNFCCC) will be held from **9–20 November 2026**, hosted by the Republic of Türkiye at the **Antalya EXPO Fairgrounds**.

COP31 is open to participation by Parties to the Convention, United Nations entities, relevant international organisations and agencies, media representatives, and organisations holding observer status with the UNFCCC. Participation in the Conference is subject to the official accreditation procedures administered by the UNFCCC.

### Accreditation Procedures and Official Delegation Status

All official registration procedures for participation in COP31 are administered by the **UNFCCC Secretariat**. Accreditation of official delegations is conducted through the **UNFCCC Online Registration System (ORS)**.

Official delegates may only be nominated by the competent authorities of Parties to the UNFCCC. Individual applications or direct registration with the UNFCCC are not permitted. Each Party has a designated **National Focal Point** to the UNFCCC, and all delegation nominations must be made through this authority.

Delegates nominated via the ORS by the competent authority receive an automatic notification email from the system. Delegates are required to verify their personal information, upload a photograph, and complete all necessary confirmations. The registration process closes on the date determined by the UNFCCC prior to the Conference.

Participants approved by the UNFCCC Secretariat are confirmed with **Party Participant (official delegate)** status. Approved delegates may collect their official delegation badges from the designated accreditation offices in the host country during COP31. Accreditation is valid only for the relevant COP session, and the process is repeated for each COP.

## Visa Procedures and Entry Requirements

Delegates planning to attend COP31 must first ensure that their registration in the UNFCCC Online Registration System has been approved. Following registration approval, visa requirements for entry into Türkiye should be verified.

The Government of the Republic of Türkiye has introduced a “**COP31 Special Visa**” for registered COP31 participants. *(This wording assumes implementation as a general practice.)* Applications for this visa may be submitted via the link provided in the UNFCCC registration approval email or through the diplomatic missions of the Republic of Türkiye abroad.

The COP31 Special Visa grants the holder a **single-entry stay of up to 30 days** within the territory of the Republic of Türkiye. In cases where participants exit and re-enter Türkiye before or during the Conference period, including for pre-session meetings, a new application must be submitted using the UNFCCC registration number.

All foreign participants entering Türkiye must hold passports valid for at least **three months beyond the date of entry**. Nationals of countries subject to visa-free regimes under bilateral agreements with Türkiye are not required to apply for the COP31 Special Visa. Participants are strongly advised to verify their visa status through the official website of the **Ministry of Foreign Affairs of the Republic of Türkiye**.

## Transportation and Logistics Arrangements

COP31 will take place in **Antalya**, one of Türkiye’s leading cities for international congresses and large-scale events. Participants may access the city via **Fraport TAV Antalya International Airport (AYT)**.

Transportation from the airport to the city centre and the EXPO Fairgrounds is available via taxi, private vehicles, public transportation, and the metro system. Up-to-date information on Antalya’s public transportation network and usage guidelines is provided through the official transportation platform of the **Antalya Metropolitan Municipality**.

As the host country, the Republic of Türkiye will also provide **complimentary shuttle services** for accredited delegates between the airport, the COP venue, and designated

official hotels. Shuttle routes and schedules will be announced through official channels prior to COP31.

### **Climate and Seasonal Conditions**

According to data from the Turkish State Meteorological Service, the average temperature in Antalya in November is approximately **15.5°C**, with an average high of **21.3°C** and an average low of **10.9°C**. Delegates are advised to plan appropriate attire, taking into account outdoor events and transportation conditions.

### **COP Protocol Rules and Delegation Structure**

At COP sessions, each Party appoints **one Head of Delegation (HoD)**. All official engagements, negotiation processes, and bilateral meetings are conducted under the authority and knowledge of the HoD. Delegates other than the HoD may not make binding statements on behalf of their country unless expressly authorised.

Interventions in plenary and high-level sessions are made on behalf of the Party, and speaker lists are organised through the HoD or authorised delegates. Participation in technical negotiations is carried out in accordance with internal delegation task assignments.

Seating in meeting rooms is arranged alphabetically according to the official country names registered with the UNFCCC. Closed sessions are restricted to authorised delegates holding official delegation badges; observers are not permitted to attend these sessions.

### **Delegation Badges, Security, and Code of Conduct**

Official delegation badges (**Party Badges**) must be worn visibly at all times within the COP venue. Badges are personal, non-transferable, and valid only for the duration of the relevant COP. In case of badge loss, the UNFCCC Badge Office or the delegation secretariat must be notified immediately.

Full compliance with **UN security regulations** and host country rules is mandatory. Failure to comply with instructions may result in badge cancellation and restricted access to sessions. The use of flags, badges, and symbols is limited to areas designated by the UNFCCC; personal banners, posters, and slogans are strictly prohibited.

### **Dress Code, Communications, and Media Relations**

For ministers and senior officials, dark business suits or formal attire are recommended, while **business or institutional formal wear** is appropriate for technical negotiations. National or traditional attire is acceptable.

Delegates are required to use diplomatic language in all interactions with the host country and other Parties. Press statements may only be made by authorised individuals. Closed sessions and negotiation details may not be shared on social media, and official documents may not be disclosed publicly prior to formal release.

### **Accommodation Arrangements**

Antalya offers a wide range of accommodation options suitable for all budgets, from five-star hotels to serviced apartments. Should an official travel agency or reservation portal be established to manage accommodation requests for COP31, relevant information will be communicated through official COP31 channels.

Dedicated contact points with selected hotels will be arranged for accredited participants, and details regarding the reservation portal, contact information, and support services will be announced in advance.

### **Internal Delegation Coordination and Continuity**

Delegates are expected to act in accordance with their national position papers, participate in daily delegation coordination meetings, and share negotiation notes in a timely manner. Throughout COP31, disciplined internal communication, effective representation, and institutional consistency are essential.

The **COP31 Antalya Delegation Guide** has been prepared to ensure that participants are well-prepared, aligned, and able to engage effectively throughout the Conference process. Its purpose is to facilitate orderly, secure, and diplomatically sound negotiations.