

PARTICIPANT GUIDE

COP31 Catering Orders

Catering services for COP31 can be ordered through the COP31 Portal for service from 7 to 20 November 2026. Organizations with a Pavilion, Office or stand place their orders with their existing portal accounts. There is no catering service in the Blue Zone on 15 November.

PORTAL	SERVICE PERIOD	LAST ORDER	PAYMENT
portal.cop31.center	7–20 November 2026	72 hours before delivery	Credit card or bank transfer

01 Who can order

NO REGISTRATION NEEDED

Organizations with a Pavilion, Office or stand

Organizations with a Pavilion or delegation office in the Blue Zone, or a stand in the Green Zone, place catering orders with their existing COP31 Portal accounts. They sign in and order directly; their own space is already listed as the delivery location.

REGISTRATION FIRST

Authorized people and organizations without their own space

People and organizations without their own Pavilion, Office or stand, who are authorized to order catering on behalf of one, register first:

1. At portal.cop31.center/registration/register, select **Individual Participant**, the last option on the page.
2. State the zone of the space being ordered for (Blue Zone or Green Zone).
3. Once the application is approved, sign in to the portal.

This registration is not intended for general visitors.

02 How to order

1 Catering tab and delivery location

Sign in to the portal and open the **Catering** tab in the **Rate Card**. At the top of the page, choose the delivery location under **You are ordering for**: the organization's own space, one of the listed event rooms, a reception space or a saved delivery point.

FOR INDIVIDUAL PARTICIPANTS

Add the Pavilion, Office or stand being ordered for with **Add a delivery point**. Enter its location (hall and plot number) and the organization it belongs to, save the point and select it under **You are ordering for**.

2

Menu and service style

On the menu card, select **Book this menu** and choose the service style (buffet, boxed or served). For buffet orders, you are asked whether a table is available in the space.

3

Day, time and number of guests

Select the day, then enter the start time and the number of guests. Menus are prepared for a minimum of 50 guests and are ordered in steps of 25.

Morning menus start no earlier than 9 a.m. and no later than 10 a.m., with service until noon. Other menus start no later than 5 p.m., and service runs for the length of the menu (a two-hour service starting at 5 p.m. ends at 7 p.m.).

4

Summary and cart

Check the summary and add the booking to the **Rate Card**. In the catering cart, select **Place the catering order** to complete the order.

5

Payment

- Payment is made by credit card or by bank transfer; for a bank transfer, the receipt is uploaded to the portal.
- A day's order is secured once the card payment is complete, or once the transfer receipt reaches COP31 before that day's closing time.

03

Good to know

Prices and invoicing

Blue Zone prices are in United States dollars (USD) and Green Zone prices in euros (EUR); prices do not include VAT.

Each order is invoiced to the person or organization that places it.

Supplies and rentals

Water, water dispensers, tea, coffee machines and similar items are ordered under **Supplies** and delivered on the daily round.

A water dispenser, a Turkish coffee machine and a kettle can be rented once for the whole period.

Reception spaces

Catering can also be ordered in the spaces set aside for receptions. Choose the space under **You are ordering for**; each space offers only its own reception menus.

The guest capacity and the open days of each space are shown in the portal.