**United Nations Climate Change Conference**
**COP 27 / CMP 17 / CMA 4**

# SIDE EVENT ORGANIZER'S HANDBOOK

**Version 2 – 14 October 2022**
*This handbook is revised regularly as new information becomes available.*
*New information compared to Version 1 (30 September) is highlighted in green.*

Dear side event organizers!

This version of the handbook contains **all the logistical information on side events at COP 27 available at the moment**.

This is a living document in a sense that new information will be immediately added to this document as it becomes available. We will highlight the changes for your ease of reference. You are kindly asked to regularly check this handbook for updates on the home page of SEORS.

**Please note that the information in the current document may be subject to change due to COVID-19 regulations or technical reasons.**

We appreciate your understanding.

We wish you all the best of luck in holding your side event at COP 27!

<div align="right">
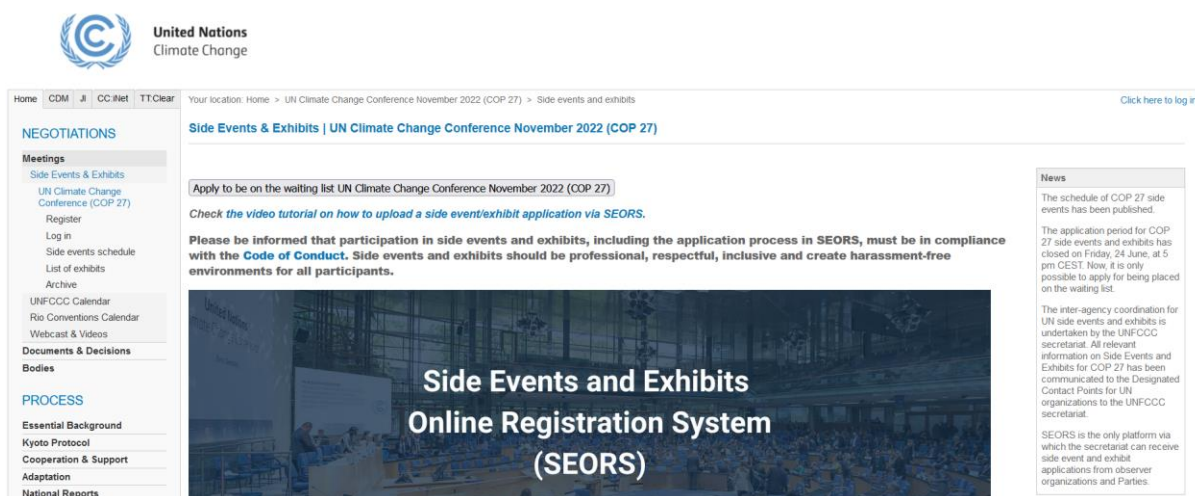
Kind regards,
Observer Relations team

</div>

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# Contents

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# 1. Side events schedule

Click here to view the side events schedule for COP 27.

The official side events schedule can be accessed from the home page of SEORS:



# 2. Role of the lead organizer

The lead organizer of the side event acts as the focal point for the joint event towards the secretariat.

 After the confirmation of the event, **all communication from the secretariat is sent <u>to the lead organizer only</u>**, who is responsible for passing the information on to the co-organizers.

 Any request to revise the title, description, speakers, and swap the allocated time slots with other organizers, etc. can only be received from the lead organizer.

 Only the lead organizer can upload files related to the side event to the web schedule.

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## 3. Duration of side events

**The duration of a side event is <u>90 minutes</u>.** There will be 15-minute breaks between side events.

Please refer to the side events schedule to check your side event slot.

**Kindly note that in case COVID-19 regulations require adding disinfection breaks between side events, the duration of a side event may be limited to 75 minutes. In case there is a change in the duration of a side event, all side event organizers will be notified via the SEORS communication log. This information will also be added to the current handbook.**

⏰ **WE KINDLY ASK ALL SIDE EVENT ORGANIZERS TO ENSURE THAT THEIR SIDE EVENT FINISHES <u>ON TIME</u>.**

## 4. Location of side event area

All side event rooms are located on the premises of the Sharm El-Sheikh International Convention Center (SHICC), in the so-called **"Blue Zone"**.
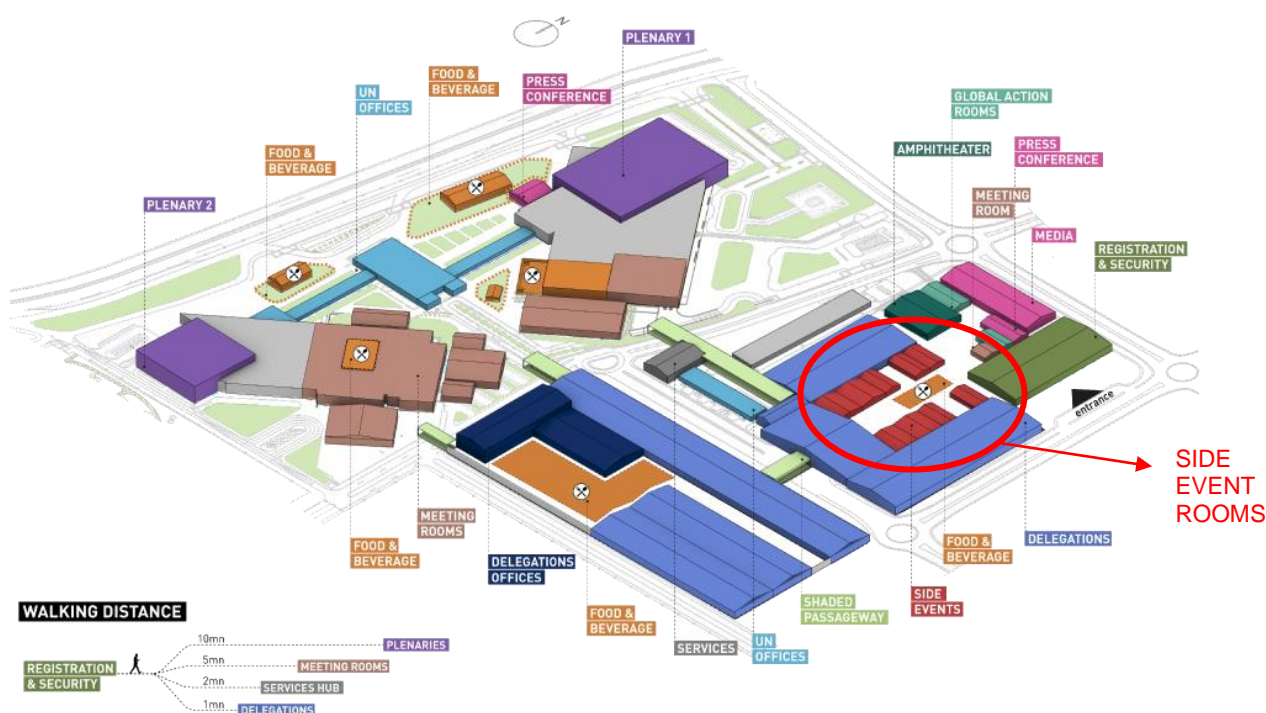


## 5. Registration

Since side events are located within the official conference venue, any person wishing to access the side event area must be duly registered through the Online Registration System (ORS) as part of a delegation of a Party or an observer organization and in possession of a conference badge. This also applies to technical staff.

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**It is necessary to be duly registered as part of a delegation and in possession of a conference badge to participate in side events, regardless of whether your participation is physical or virtual.**

**Only duly registered conference participants can access the conference venue.**

**Only duly registered conference participants can access the platform for virtual participation. There is no need to obtain *a physical badge* on-site to access the platform, however, it is necessary to be a registered conference participant to participate in side events online.**
**It will be possible to watch side events live on YouTube. For this, no registration is required. For more information on livestreaming, please consult sections 14 and 15 of the current handbook.**

**Please be informed that the confirmation of a side event does not entitle the side event organizer to any quota increase.**

# 6. Changing your side event slot

This year, in order to ensure the coherence of the side events program and maximize the exposure of side events by avoiding thematic clashes with other events held at the conference, the secretariat allocated most side events according to the following schedule of thematic tracks:

| 9 November, Wednesday | Science; Youth & Future generations; Resilience; Article 6/Carbon Markets |
|---|---|
| 10 November, Thursday | Finance; Decarbonization; Industry; Loss and Damage |
| 11 November, Friday | Science; Youth & Future Generations; Resilience; Adaptation; Agriculture & Food Systems, Land |
| 12 November, Saturday | Decarbonization; Industry; Water; Gender; Just Transition |
| 14 November, Monday | Adaptation; Agriculture & Food Systems; Land; ACE; Energy; Finance |
| 15 November, Tuesday | Water; Gender; Biodiversity; Oceans & Coastal Zones; Transport; GST |
| 16 November, Wednesday | ACE, Energy; Solutions; Human Settlements; Just Transition |
| 17 November, Thursday | Biodiversity; Health; Loss and Damage |

However, if you cannot hold your side event on the indicated date/at the indicated time, you could change your side event slot by taking the following steps.

**If you wish to change your side event slot, please take the following steps:**

Consult the official side events schedule in SEORS and identify those side event organizers that fall **under the same thematic track** as your side event.

Liaise with other side event organizers and agree upon a joint request for a swap. *(The contact details of side event organizers are publicly available in the SEORS schedule).*

Inform the secretariat of the agreed swapping details via your respective SEORS accounts or by sending an email to see@unfccc.int.
**Please note that the secretariat needs to receive a confirmation from both side event organizers to facilitate your swapping request.**

Wait for the secretariat's confirmation. You will be informed by the secretariat whether your joint request has been accepted.

# 7. Editing your side event's title/description/the list of speakers/contact details

Side event organizers cannot edit their side event applications in SEORS after the confirmation of their side event.

Once your side event has been confirmed, the primary thematic category of your side event cannot be changed as this is factored in the selection and allocation.

If you need to update any other information in your side event application, please communicate what needs to be changed to the secretariat via the communication log in the personal SEORS account of the lead side event organizer or by sending an email to see@unfccc.int, and we will manually update your application.

> Please be reminded of the following **character limits** for each field in SEORS:
> - **Title**: 100 characters including spaces;
> - **Theme/description**: 300 characters including spaces;
> - **Speakers**: 300 characters including spaces.

We kindly ask all side event organizers to let us know if their side event proposal needs to be updated as early as possible, ideally **prior to the start of the conference**.

**PLEASE NOTE THAT WE WILL NOT BE ABLE TO UPDATE YOUR SIDE EVENT INFORMATION IF YOU REQUEST CHANGES LESS THAN 48 HOURS PRIOR TO THE START OF YOUR SIDE EVENT.**

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# 8. How to add an attachment in SEORS

All side event organizers have the opportunity to share their side event agenda, presentation files, display materials, and other relevant documents in the form of attachments.

We encourage all side event organizers to use this opportunity to add additional materials to their side event descriptions in SEORS. All uploads are linked to the official side events schedule in SEORS and may be publicly viewed, thus giving your event visibility both before and after the session as they will remain available in the SEORS archive.

| Scheduled | Time/Location | Organizer | Title / theme / speakers | Type of events | Attachments |
|---|---|---|---|---|---|
| Monday, 06 Jun 2022 | 11:30—13:00 Kaminzimmer | Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Ms. Polina Popova | Test Test Speakers: Test | | Attachment XYZ [11 kb] |

**To access the upload facility please follow the instructions below:**

1. Log in to your SEORS account and click under 'Attachment':
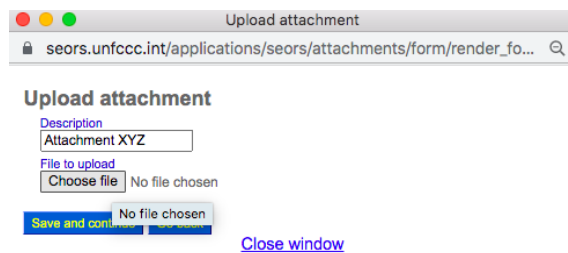
**Personal account**
Ms. Polina Popova
Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC)
Click to change your contact details/password
**Side event(s)**

| Preferred date | Scheduled | Title / theme / speakers | Thematic categories | Activities | Status | Attachments |
|---|---|---|---|---|---|---|
| Any available | Pending | Test Test Speakers: Test | Advancing Implementation-Adaptation/Resilience Aviation | | Negotiation | [upload] [upload] |

Lead applicant: Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), by Ms. Polina Popova.
Co-applicant: Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), by Mr. Claudemir da Silva.

2. Upload the attachment via the pop-up window:

Upload attachment
🔒 seors.unfccc.int/applications/seors/attachments/form/render_fo...

**Upload attachment**
Description
Attachment XYZ
File to upload
Choose file   No file chosen
Save and continue     Go back
Close window

To delete an attachment, click on the "x" sign next to the attachment in your personal account in SEORS:

| **Attachments** |
|---|
| [upload] [upload] Attachment XYZ [11 kb] [x] |

- There is no limit to the number of files that can be uploaded.
- The size of each attachment is, however, limited to 4 MB.

- You can reduce the size of individual files by converting them into the PDF format.
- Bigger presentations can be split into multiple documents.
- Links cannot be directly uploaded. We would advise saving the link in a document, which then can be uploaded.

For more information on the upload functionality, please consult section 7 of the SEORS user manual.

**Please note that, in the case of joint applications, attachments should be uploaded by the lead side event organizer.**

## 9. Room layout and equipment

There are 9 side event rooms, which have the following capacity:
- **Akhenaten** - 150 people
- **Amon** - 150 people
- **Hatshepsut** - 300 people
- **Khufu** - 300 people
- **Memphis** - 300 people
- **Osiris** - 300 people
- **Thebes** - 150 people
- **Thutmose** - 150 people
- **Tutankhamun** - 100 people

**Kindly note that side event rooms are still under construction. There may be changes in the number of seats per side event room. The final floorplan will be added to the current handbook as soon as it becomes available. Thank you for your understanding.**

The maximum number of virtual attendees that can join via the COP 27 virtual platform is not limited. (Only duly registered conference participants can access the virtual platform).

All side event rooms have:
- theatre-style seating for the audience;
- head-table for **8 speakers**;
- one lectern.

The equipment provided in each side event room will include:
- 4 table microphones for speakers;
- 2 hand-held microphones for the audience. **N.B.! It is the responsibility of the organizer to arrange for passing the microphone during Q&A sessions.**
- The possibility of having on-stand microphones for Q&A sessions will be confirmed in due course.
- Presentation laptop: the placement of the laptop will be confirmed in due course.
- Headsets for interpretation (one per seat);
- Projector screen;

- Audio system;
- Cameras for webcast and livestreaming (the technical staff in the room will assist with this);
- Presentation software (PowerPoint).

**N.B.! Name plates will not be provided.**

Side event organizers **are not allowed to**:
- Change the layout of the side event room;
- Bring in any additional equipment;
- Bring any food or beverages inside the side event room.

## 10.  Presentations

All side event organizers will be able to share presentation slides and play videos.

We strongly recommend bringing all presentations and video files on a USB stick and playing them from the side event room. **It will not be possible to send your slides and/or videos in advance.**

In case your side event will feature a virtual panelist, it is highly recommended that they do not share their slides using the screen-sharing functionality.

There will be a laptop that side event organizers will be able to use to share their slides and play videos. The placement of the laptop in the room will be confirmed in due course.

## 11.  Technical and organizational support in side event rooms

The technical staff will be present in the side event room to facilitate livestreaming of your side event.

An A/V technician will be present in the room to assist with technical problems.

Local staff from the secretariat (a digital clerk) will be present in the room for schedule coordination, liaison with technical staff, facilitation of virtual speakers/sign language interpreters' access, and troubleshooting.

Please note that passing of microphone, providing water for the podium and similar support tasks are not the responsibility of the technical or liaison staff. It is the responsibility of the side event organizer to arrange for such support during the side event.

**Side event organizer and all speakers to requested to assemble in their allocated room 15 minutes before the start of their session.**

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This is to ensure there is sufficient time for the following key activities:

- Organizer and speakers to familiarize themselves with stage set-up, room layout and general technical support;
- Local staff from the secretariat to introduce themselves to the organizer;
- Organizer to provide names of any virtual participants who will also contribute as speakers/presenters or panelists so that the local staff can quickly identify them from the list of participants.

> **!**
>
> **Please note that the A/V technician will only be able to assist with technical problems occurring <u>in the side event room</u>. In case a virtual panelist experiences technical problem, the on-site A/V technician will not be able to assist them.**
>
> **Please also note that in case you order simultaneous interpretation for your side event, it will not be available to panelists joining the side event online and/or the virtual audience.**

## 11.1 Running order

Kindly note that this year the secretariat does not provide running order templates and does not collect them from side event organizers.

However, you could prepare a running order and bring two copies of it with you to the side event room to share it with the digital clerk who will be assisting with lobby moderation in case your side event has virtual speakers and the AV technician who will assist with the technical equipment in the side event room.

## 12.   Interpretation services

Two interpretation booths are available in **each side event room.** The maximum number of languages that you can have is **the floor language + 2 additional languages**.

**N.B.! The Secretariat does not provide any interpretation services.**
Interpretation services have to be booked by side event organizers **on a commercial basis**.Please note that in case you would like to bring your own interpreters, these interpreters need to be registered as part of a delegation **(within your quota)**.

> **!**
>
> **N.B.! Virtual interpretation facilities are not available at COP 27. All interpreters must be in possession of a conference badge and present on-site.**
>
> **Please also note that in case you order simultaneous interpretation for your side event, it will not be available to panelists joining the**

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**side event online and/or the virtual audience. Only those physically present in the side event room will be able to access the interpretation audio channel(s) via headphones provided in the side event room.**

**If you are planning to have interpretation at your side event, please make sure you have informed the secretariat well in advance.**

!

## 12.1 Accredited interpreters on-site

It is also possible to book interpretation services on a commercial basis from already accredited interpreters on-site. *(Since these are already accredited interpreters, there is no need for them to be part of your delegation within your quota).*

As soon as the information on the accredited interpreters is available it will appear on the "Information for Participants" webpage on the official UNFCCC website in the *"Interpretation services on a commercial basis"* section.

## 12.2 Virtual sign language interpretation

You can also have **virtual sign language interpretation** at your side event. Please note that you will have to book sign language interpretation services yourself.

Kindly note that virtual sign language interpreters must be duly registered as part of a delegation **(within your quota)**.

The technical staff in the side event room will be able to assist you with connecting the interpreter to the video call. Prior to the start of the event, you must have the interpreter's email address so that the invitation link can be sent to them.

!

**Please inform the secretariat if you are planning to invite a virtual sign language interpreter well in advance of your side event.**

## 13. Receptions and catering services

The side event organizers are able to order hospitality catering on a commercial basis. Catering can be booked via the COP 27 catering portal. The information on available catering areas can be provided by the caterer.

**It is not possible to have catering inside the side event rooms**. It is also the responsibility of the side event organizer to ensure that no food or beverages are taken inside the side event room.

More information on how to book catering services will appear on the "Information for Participants" webpage on the official UNFCCC website in the *"Catering"* section in due course.

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# 14.    Side events on the virtual platform

**Access to the virtual platform**
The link to access the virtual platform will be provided as soon as it becomes available. More information on how to use the virtual platform will be added to the current handbook in due course.
**N.B.! Only duly registered conference participants will be able to access the virtual platform.**

**Virtual speakers**
It will be possible to have virtual speakers at your side event. In case you plan to have a virtual speaker at your side event, please take the following steps:

1.  Inform the secretariat that your side event will feature a virtual panelist/virtual panelists. In your communication, please include the **name** and the **email address** of the virtual speaker. This is necessary for the right users to be admitted to the video call and unmuted. **The deadline to communicate the contact details of virtual speakers to the secretariat is 23:59 CEST, Friday, 28 October 2022.**
2.  Prior to the side event, you will receive an invitation link and instructions on how to join the video call. You will have to pass this information over to your virtual speakers. **The side event organizer and the virtual speakers must not share their invitation link with any other users.**

**!**

**N.B.! Please be reminded that all virtual speakers must be duly registered in ORS (Online Registration System) as part of a delegation.**

**All video calls will be done via MS Teams. Virtual speakers will be able to join from all countries where this service is available and accessible.**

**Please also note that in case you order simultaneous interpretation for your side event, it will not be available to panelists joining the side event online and/or the virtual audience. Only those physically present in the side event room will be able to access the interpretation audio channel(s) via headphones provided in the side event room.**

**The virtual audience and Q&A sessions**
Duly registered conference participants will be able to follow side events on the virtual platform. Conference participants that wish to follow the side event on the platform are expected to join side events by clicking on the *"Watch"* button next to the respective event in the schedule on the COP 27 platform for virtual participation. Side event organizers will be able to share the link to their side event on the COP 27 platform with other registered conference participants.

More detailed instructions on how to follow side events using the COP 27 virtual platform will be added to the current handbook in due course.

Duly registered conference participants will be able to use the moderated chat on the COP 27 platform to ask questions/leave comments. Please note that the virtual audience will not be able to speak at side events. More details on how panelists and virtual conference participants will be able to use the moderated chat functionality on the COP 27 virtual platform will be added to the current handbook in due course.

## 15. Side events on the official UNFCCC website

Side events will be available for watching live and on-demand via the official UNFCCC website.
More information on how to find the livestream/the recording of your side event on the UNFCCC website will be added to the current handbook in due course.

**Please note that active participation will not be possible via the website.**

**Please note that in case you order simultaneous interpretation for your side event, it will not be available to those watching side events on the UNFCCC website. Only those physically present in the side event room will be able to access the interpretation audio channel(s) via headphones provided in the side event room.**

## 16. Side events on YouTube

All side events will be livestreamed on the official secretariat-managed YouTube channel. After the livestreaming session, **all side events will be available for on-demand watching on YouTube**. **YouTube livestreaming is available by default.** There is no need to apply for livestreaming.

Livestreaming sessions for all COP 27 side events will be pre-scheduled in the COP 27 side events playlist on the secretariat's YouTube channel in due course. Pre-scheduled livestreaming sessions will be marked as "UPCOMING" on YouTube.

**Please note that active participation will not be available via YouTube.**

**Please note that in case you order simultaneous interpretation for your side event, it will not be available to those watching side events via YouTube. Only those physically present in the side event room will be able to access the interpretation audio channel(s) via headphones provided in the side event room.**

## 17. Consignments

**If you need to obtain a shipment label, please contact see@unfccc.int.**

For further information on consignments, please refer to the COP 27 Shipping Guidelines and the COP 27 Information for Participants webpage.

Once you arrive on site, please approach the consignments counter (located within the service area/signs will be available) to claim your consignments.

# 18. Paper use and distribution

Participants are encouraged to print and photocopy only what is absolutely necessary prior to and during the sessions.

Participants are asked to refrain from distributing any printed materials, such as publications and information related to side events and exhibits, other meetings, or future conferences. The electronic dissemination of information is strongly encouraged.

Any publications left behind in the side event room will be a waste. It is the responsibility of the organizer to arrange for the return shipment of materials.

# 19. Sustainability rating

The secretariat will take note of the side event's sustainability level:
- **GREEN** - electronic dissemination only;
- **ORANGE** - limited number of printed materials combined with electronic dissemination;
- **RED** - a lot of leftover printed materials.

> The sustainability level will be taken into consideration as a selection criterion for side event applications for future sessions.

# 20. Communicating with the Secretariat

Please use the "Communicate with the Secretariat" function in the "Action" column of your SEORS account to communicate any issues regarding your side event. A communication log will be kept in your personal account for your reference.

If you do not have access to SEORS, please write to see@unfccc.int.

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## 21. Use of UNFCCC and COP 27 logos

Side event organizers may not use the UNFCCC logo unless they have a dedicated partnership with the Secretariat. The same policy applies to Parties, observer organizations, and UN system organizations. For further information, please consult this webpage on the official UNFCCC website.

Use of the COP 27 logo requires written authorization from the COP 27 Presidency and should be addressed to partnership@cop27.eg.

## 22. Guidelines for participation for COP 27

You are kindly asked to carefully review the following guidelines for participation.

## 23. Useful links

- Information for COP 27 participants (A-Z)
- UNFCCC: Sharm El-Sheikh Climate Change Conference
- Egypt Presidency's website
- Frequently Asked Questions about Side Events and Exhibits
- SEORS User Manual

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