

COP 21/CMP 11

Side Event Organizer’s Reference Booklet

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Role of the lead organizer

The lead organizer of the side event acts as the focal point for the joint event toward the secretariat:

- After confirmation of the event, all communication from the secretariat is sent to the lead organizer only, who is responsible to pass 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.

Location of side event area

All side events confirmed by the secretariat will take place within the official UNFCCC Conference Center on the Paris - Le Bourget site. The side event area is located after the entrance hall on the right-hand side. More information on the venues is available via these links:

- Plans of the venue: <http://bourget.cop21.gouv.fr/en/index.html>
- Virtual tour of the venue: <https://www.youtube.com/watch?v=7BhKQoTzns0>

Registration of speakers and participants

Since the side event rooms will be located within the UNFCCC Conference Center, **all speakers and participants who wish to take part in an event must be in possession of a conference badge for COP 21/CMP 11**, i.e. duly registered with the UNFCCC secretariat as representative of a Party or observer organization, in order to access side event rooms. Additional registration to attend a side event is not necessary.

The above also applies to any staff required to access the venue to support your side event.

Conference badges have to be picked up before registration closes for the day. The **confirmation of your event does not justify a request for quota increase for your delegation or extension of registration office hours**. Please ensure that speakers are aware of these arrangements.

All side event rooms are equipped with Skype, which can be used to connect your speaker(s) remotely. If you decide to use this possibility, the speaker(s) would not need to be physically present at the side event and would thus not require registration for the conference.

Schedule and room name

The date, timing, room name and room size of your side event are published on our web schedule: https://seors.unfccc.int/seors/reports/events_list.html?session_id=COP21

If you wish to change the date, please approach other side event organizers directly and inform us of the agreed details within your respective SEORS accounts. The secretariat will thereafter let you know through SEORS whether your joint request for date changes has been accepted.

Room layout and equipment

The standard layout of the side event rooms comprises:

- a podium with tables and 6 to 8 chairs:
 - 8 for rooms with 500 pax, 300 pax, and 200 pax
 - 6 for rooms with 150 pax
- a lectern;
- rows of chairs for the audience.

All side event rooms are equipped with:

- a laptop (Windows 7);
- a video projector;
- a screen (16:9);
- a sound system;
- PowerPoint software (Microsoft 2010);
- Skype;
- internet access;
- microphones at the podium;
- a roving microphone for Q&A sessions;
- headsets (corresponding to the number of the seats in the room).

No webcast equipment will be provided by the secretariat in the side event rooms.

It is not permitted to:

- change the layout of the side event room;
- bring in any additional equipment;
- connect any personal computer to the presentation equipment;
- bring any food or beverages inside the side event room;
- set-up any decoration other than roll-up banners next to and/or behind the podium.

It is the responsibility of the organizer to arrange for passing the roving microphone during Q&A sessions. Technical staff will only be able to assist you in case of technical problems.

“Semi-silent” format

The side event rooms are built as temporary structures inside a big roof-covered hall and will not have their own roofs. Therefore, in order to regulate the noise level in the hall, which will also host closed meetings, exhibits, Climate Change Studio, working offices and a computer center, all side events will be held “**semi-silent**”.

This means that no amplifier will be used for the microphones in the rooms, and participants will need to use headsets in order to listen to the speakers. A sufficient number of headsets will be available in each side event room, corresponding to the number of chairs in the room. It will be possible to use the headsets to either listen to the speaker’s voice or one of the two translation channels, if translation services are arranged by you.

While the information on the “semi-silent” format of the side events will be communicated by the secretariat via side event webpage, daily programme and sign boards on-site, it is advisable that you make your speakers aware of this in advance and make an announcement to your audience at the beginning of your side event inviting them to take a headset.

Video and audio recording

The side event rooms are considered to belong to the public areas as mentioned in the guidelines linked below, under ‘Conference policies’. This means that taking photographs and making video and audio recordings in accordance with the established guidelines is in principle allowed in the side event rooms. In such cases, participants should be informed that the side event is on the record.

Time management

15 minutes will be reserved in between the events for a change-over. **It is extremely important that you finish your event on time and leave the room in a tidy way** as a courtesy to the next side event or closed meeting organizer.

Translation

Two translation booths including equipment will be available in each side event room. The number of headsets for the audience will correspond to room capacity (i.e. the number of chairs in each room). The translators can, unfortunately, not be provided by the secretariat. They have to be organized by the respective side event organizers themselves.

All translators must be registered through a Party or an observer organization according to the established procedures and deadlines for registration. They have to be in possession of a conference badge in order to access side event rooms.

Announcements

As part of the on-going efforts to reduce the carbon footprint of the Conference, the side event programme is made available in electronic form only on the secretariat website: https://seors.unfccc.int/seors/reports/events_list.html?session_id=COP21

In addition to these, the following communication channels will be used for announcement of the side events:

- Online Side Events and Exhibits brochure (link to be provided in due time);
- CCTV screens on the day of the event throughout the Conference venue;
- Free UNFCCC mobile application “Negotiator”;
- Schedule of the “side events of the day” on a display board at the venue.

For your own announcements of your side event, please favour the electronic means of dissemination as much as possible (website, emails, mobile app, etc.). For on-site announcements, there will be a dedicated location in the side event hall where a limited number of small-size posters (A3 max.) can be displayed by the side event organizers. Please note that any **announcements posted outside the dedicated locations will be removed** (see page 5 of the “Guidelines for Participation at UNFCCC sessions”).

Change of title, theme, and speakers

If you would like to make changes to the title, theme or speakers as displayed on the web schedule (https://seors.unfccc.int/seors/reports/events_list.html?session_id=COP21), kindly send updated versions of the texts through the communication log of your SEORS personal account.

Please keep in mind that there are 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

Changes are possible up until 2 days before the side event takes place. The secretariat will try to implement changes received with shorter notice, but cannot guarantee that they will be reflected on the announcements in time.

Catering

Catering near the side event rooms will be available on a commercial basis. Please contact the catering company directly for catering arrangements. The contact will be available on our website at a later stage: http://unfccc.int/meetings/paris_nov_2015/items/9290.php

In order to avoid overlaps with catering from other side events, **catering can only be set-up AFTER your side event has taken place.**

It is also the responsibility of the side event organizer to ensure that **no food or beverages are taken inside the side event room.**

In line with the COP 21/CMP 11 sustainability policy, no water dispensers will be available in the side event rooms. If needed, you can order water for speakers on the podium from the catering company on a commercial basis.

Sustainability and publications

Dissemination of publications

In line with the [sustainability policy of the hosting government](#), the side event organizers are strongly encouraged to limit the number of printed materials they bring to the Conference to the bare minimum and disseminate all materials in electronic format only.

A limited number of publications related to the side event may be distributed in the side event room. Any publications left behind in the side event room or at the consignment counter will be a waste. It is the responsibility of the organizer to arrange for return shipment of materials.

The secretariat will take note of the side event's sustainability level (“**green**” - electronic dissemination only / “**orange**” - limited number of publications that were all distributed / “**red**” - a lot of paper waste) and will take this into consideration as a selection criterion for side event applications for future sessions.

Uploading of electronic publications

As one of the means of electronic dissemination of information pertaining to your side event, the secretariat encourages you to use the upload facility in your SEORS account. The materials that are uploaded this way become publicly available for viewing on the UNFCCC website.

The key features of the upload facility in SEORS:

- To access the upload facility, log in to your SEORS account and click under ‘Attachment’.
- 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 a PDF format.
 - Bigger presentations can be split into multiple documents.
- Links cannot be directly uploaded. We would advise to save the link in a document, which then can be uploaded.
- All uploads are linked to the web schedule and may be publicly viewed, thus giving your event visibility both before and after the session.
- Changes can be made by replacing or deleting the existing files up to four weeks after the sessions. Once the web schedule has been closed, no further changes will be possible.
- The files will still remain visible on the UNFCCC website's side events and exhibits archive, available under the following link:

<https://seors.unfccc.int/seors/reports/archive.html>

Please be aware that **the track record** of side event organizers in uploading presentations and relevant documents onto their SEORS account is one of the **selection criteria** that are taken into consideration for future sessions.

Climate Change Resources Counter

As an additional sustainability measure, the “Climate Change Resources Counter” will also **go green**. It will only display one sample copy of each publication, with a QR code and/or a printed web link to the electronic version of this publication stuck on it. **Piles of printed publications will no longer be permitted.**

Side event organizers who have not been allocated an exhibit booth are welcome to display a sample copy of their publications, QR codes and links at the new version of our Resources Counter, upon approval by the secretariat. Please provide a sample copy, your QR code or link to the staff at the Side Events and Exhibits coordination office, if you wish to make use of this option. If necessary, the secretariat will assist you on-site to create a QR code if an electronic version of your publication is available online.

Consignments

The shipment allowance introduced in 2012 will be maintained for COP 21/CMP 11. The secretariat will not be in a position to receive shipments in excess of a cumulative total weight of 150 kg per Party and observer organization. Any surplus weight in excess of the allowance specified above shall give rise to an **extra charge**.

The side event consignment label enabling you to ship your materials to Paris – Le Bourget has been sent to all side event organizers through their respective SEORS communication log.

Please refer to the following documents for more details:

- **Guide to Shipment and Dispatch:**
http://unfccc.int/files/meetings/paris_nov_2015/application/pdf/guide_shipment_cop21_en.pdf
- **Information Note on sustainability actions:**
http://unfccc.int/files/parties_and_observers/notifications/application/pdf/notification_cop_21_information_note_on_sustainability_actions.pdf

Communicating with the secretariat

Please use the “communicate” function in the “Action” column of your SEORS account to communicate with the secretariat on any issues regarding your side event. A communication log will be kept in your personal account for your reference. Due to the high number of side events the communication log serves as an ideal channel to keep all information in one place.

Cancellation and re-allocation

The secretariat reserves the right to reschedule or cancel any side event at any time, in the interest of the negotiating process. Changes made by the secretariat will be communicated to the lead organizer.

If for any reason you wish to cancel your event, kindly inform the secretariat through your SEORS account at your very earliest convenience so that your slot can be transferred to an applicant from our waiting list.

Technical and liaison staff on-site

Staff from the secretariat will be present in the room for liaison with technical staff and other services if there are any issues. The liaison staff will introduce him/herself to you shortly before the beginning of the event.

Please note that supporting tasks as passing of roving microphone, bringing water to the podium and the similar are not part of the assignment of the technical and liaison staff. It is the responsibility of the side event organizer to arrange for such kind of support during the event.

Kindly be reminded of our Conference policies, which are available via these links:

- **Guidelines for the participation of NGO representatives:**
http://unfccc.int/files/parties_and_observers/ngo/application/pdf/coc_guide.pdf
- **Guidelines on the use of cameras and audio/video recording devices:**
http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf
- **UN security guidelines:**
http://unfccc.int/files/parties_and_observers/ngo/application/pdf/un_security_guidelines.pdf

In case of emergency

In case of any security-related or medical emergency on-site, please approach one of the security officers who will be present in the side events and exhibits area.

Disclaimer

Participants are strongly recommended to obtain comprehensive international medical insurance and other insurances, as necessary, for the period of participation. The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred/suffered during travel or the period of participation, both within and outside the Conference premises.

Additionally, the participants are personally responsible for the safety of any and all materials brought by them within the Conference premises. The United Nations and the Convention secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such material(s).

In the interest of the security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the Conference premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.