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INFORMATION NOTE

Centralized event calendar for all side events United Nations Climate Change Conference, COP 23/CMP 13/CMA 1.2 6–17 November 2017, Bonn, Germany

I refer to the United Nations Climate Change Conference to be held in Bonn, Germany, from 6 to 17 November 2017 and am pleased to announce the launch of a [centralized events calendar](#) on the secretariat website.

Side events at United Nations Climate Change Conferences have grown in scale over the years, including many pavilions events and outside events in the city that are held throughout the conference. Parties have also recognized side events as an essential part of the UNFCCC process and an important tool for engaging in knowledge-sharing, networking and the exploring of actionable options for meeting the climate challenge.

To facilitate delegates to have a complete overview of the considerably high number of events and to navigate through them easily, the secretariat will shortly launch a [centralized events calendar](#) which will list side events related to the conference. This includes pavilion events in the Bonn Zone, cultural and other events endorsed by the City of Bonn, Cologne and beyond. The secretariat also hopes that this effort will give organisers added visibility and the opportunity to inform participants of their events.

Organizers of side events that are not listed in the Side events and Exhibits Online Registration System (SEORS) who wish to have their events shown on the [centralized events calendar](#) are requested to upload their event information through SEORS as detailed in the annex to this note.

The secretariat looks forward to receiving timely information and providing delegates with enhanced access to information on events that enrich the intergovernmental process.

Yours faithfully,

Halldór Thorgeirsson
Senior Director for Intergovernmental Affairs

Distribution: To Parties to the United Nations Framework Convention on Climate Change, observer States, United Nations organizations, and all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties as well as organizers of endorsed events.



Annex

How to upload side event information to the UNFCCC centralized events calendar

NB: side events that are already shown [in SEORS list](#) will automatically appear in the calendar.

For pavilion events and other endorsed events, please follow the following steps:

1. Access “Upload to UNFCCC centralized events calendar” at the following link:
https://seors.unfccc.int/seors?session_id=CEvents
2. Select “Upload to UNFCCC centralized events calendar”
3. If you are a pavilion organizer, select the name of your pavilion from the “country/organization” field. Please contact Cop23BonnZone@unfccc.int if your pavilion name(s) cannot be found.
4. If you are an organizer of endorsed events outside Bonn Zone, please create a new organization profile.
5. Please create your own login and profile and ‘save and continue’ This data will appear on the SEORS website.
6. Once your account is created, user name and password will be sent to your email address.
7. To create your individual side event entries, please enter:
 - a. Title of the event (max 100 characters including spaces);
 - b. Description of the event in the ‘Theme’ field (max 300 characters including spaces);
 - c. Speakers: If there are more than one speaker, please use semicolon (;) (max 300 characters including spaces);
 - d. Select “Primary topic” from the drop-down box.
 - e. Type of events;
 - i. Choose “Pavilion event” for events at a pavilion within Bonn Zone
 - ii. Choose “Talanoa event” for events at Talanoa Zone
 - iii. Choose “Bonn/Cologne region event” for events endorsed by cities
 - f. “Owner” is the profile you created #5 above.
 - g. Contact details of person on-site during the event (not to be shown on the web);
8. As long as your events remain in the status ‘draft’, you can edit the content. When ready to be confirmed, please click ‘request authorization’..
9. Send to Cop23BonnZone@unfccc.int a consolidated list of events that includes: title, date, time and location.

Upon completion of the above steps:

1. The secretariat will confirm drafted events in SEORS when the title corresponds to that in the consolidated list that was separately sent to Cop23BonnZone@unfccc.int.
2. Confirmed side events will appear on the centralized events calendar and an automatic confirmation message will be sent to you.
3. Event entries in SEORS will not be confirmed if titles do not correspond to the list separately sent to the email address, or if a separate list is not sent to the above email address.

Any changes to the confirmed events should be sent through your SEORS account. These changes will be manually updated when resources allow. It is therefore advisable that you enter final event details.

For further information, please see the [user manual](#) and [video tutorial](#) for SEORS.
