



United Nations
Climate Change Secretariat

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Secrétariat sur les changements climatiques

Side Event Organizer's Handbook

**United Nations Climate Change Conference
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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 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.

Location of side events

All side events confirmed by the secretariat will take place on the premises of **Feria de Madrid, IFEMA** in **Av. del Partenón, N° 5, 28042 Madrid, Spain** More information on the venue is available [here](#).

Registration of speakers and participants

Given that the side event rooms are located within the UNFCCC Conference venue, **all speakers and participants who wish to take part in an event must be in possession of a conference badge for COP 25**, 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.



IMPORTANT! - Do you have a badge?

All speakers, participants and staff who wish to take part in your side event must be in possession of a conference badge for COP 25 in order to be granted access to the conference venue.

Conference badges must be collected before registration closes for the day. **Confirmation of an event does not entitle applicants to any quota increase or any extension of registration office hours.** Please ensure that your panelists are aware of these arrangements.

All side event rooms are equipped with Skype, which can be used to connect to remote speakers/contributors.

Schedule and room name

The date and timing and room name of your side event are published on [the UNFCCC web schedule](#).

If you wish to change the date, you may approach other side event organizers directly and agree upon a joint request for a swap of dates. Please inform the secretariat of the agreed details via your respective SEORS accounts. You will be thereafter informed via SEORS whether your joint request has been accepted.



Room layout and equipment

The standard layout of the side event rooms comprises of:

- ⇒ 6-8 chairs and tables for the speakers;
- ⇒ 6-8 chairs for advisers;
- ⇒ a lectern;
- ⇒ rows of chairs for the audience.

All side event rooms are equipped with:

- ⇒ a presentation laptop;
- ⇒ a video projector;
- ⇒ a projector screen;
- ⇒ an audio system;
- ⇒ presentation software (PowerPoint);
- ⇒ Skype;
- ⇒ internet access;
- ⇒ microphones at the podium;
- ⇒ 2 roaming microphones for the audience.

The side event rooms are located in the Area 4 of the conference venue. Room capacity is as follows:

- Room 1 - 300 people
- Room 2 - 150 people
- Room 3 - 150 people
- Room 4 - 100 people
- Room 5 - 300 people
- Room 6 - 300 people.

All side events will be live broadcast via Skype Meeting Broadcast and will be available on-demand via the following [link](#). The secretariat will not provide any webcast equipment for individual use 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 roaming microphone during Q&A sessions. Technical staff will only be able to assist with technical problems.

Translation

Interpretation facilities and headsets will be available to side event organizers who requested translation support prior to the conference. The secretariat provides translation equipment free of charge. **Please note that organizers are responsible for arranging their own interpreters.**

All interpreters must be registered through a Party or an observer organization according to the established procedures and deadlines for registration. It is required that interpreters possess a conference badge to access the side event rooms.



Virtual participation

All side events will be **broadcast** via **Skype Meeting Broadcast**. The broadcast will be a single camera set-up with audio.

The side events will be scheduled in advance for live webcast, and their stand-by videos will be available on the [Side Events Webcast Page](#). Broadcasts will be in Central European Time (CET).

Side event organizers are encouraged to share the link of the stand-by video of their side event through their communication channels in advance of the conference to attract potential online participants. The live broadcast will be accessible for viewing online by any interested persons. Viewers will also be able to submit questions through the dedicated chat (Q&A).

Q&A functionality will be enabled as standard, allowing organizers to receive questions from viewers. Questions submitted by viewers will be visible to the organizers **only** and **will not be visible** on the broadcast. If the organizer does not wish receive questions they may type ‘Q&A not enabled for this side event’

UNFCCC staff will operate the live broadcast.

The secretariat will endeavour to live broadcast all side events. However, live broadcasting cannot be guaranteed due to the possibility of technical and/or operational issues.

Video and audio recording

The side event rooms are considered public areas as outlined 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. Participants and organizers alike should therefore be aware that side event meetings are on the record.

Time management

15 minutes will be reserved in between the events for a change-over. **It is extremely important that events finish on time and that organizers leave the room in a tidy state** for the following event.

Announcements

As part of on-going efforts to reduce the climate footprint of the Conference, the side event schedule is made available in electronic form only, on the secretariat [website](#).

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

- ⇒ 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.

When publicizing and announcing their own side events, we ask that organizers favour electronic means of dissemination as far 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.) may be displayed by side event organizers. Please note that any **announcements posted outside the dedicated locations will be removed** (see section D of the “[Guidelines for the participation of NGO representatives](#)”).

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](#), kindly send updated versions of the texts through the communication log of your SEORS personal account.

Please remember 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 4 days before the side event takes place.

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 made available on the [secretariat's website](#).

In order to avoid overlaps with catering from other side events, **catering can only be provided 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 sustainability policy, no water dispensers will be available in the side event rooms, though a limited number of water dispensers are available around the conference venue. If needed, organizers may order water for speakers on the podium from the catering company on a commercial basis.

Sustainability and publications

Dissemination of publications

Side event organizers are strongly encouraged to limit the number of printed materials brought 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 disposed of. It is the responsibility of the organizer to arrange for return shipment of materials.

Uploading of electronic publications

To facilitate the electronic dissemination of information pertaining to side events, the secretariat encourages organizers to use the upload facility within their respective SEORS accounts. Materials that are uploaded this way become publicly available for viewing on the UNFCCC website.

Key features of the upload facility in SEORS:

- ⇒ To access the upload facility, log into 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 limited to 4 MB. The size of individual files can be reduced by converting them into PDF format. Larger presentations can be split into multiple documents.
- ⇒ Links cannot be directly uploaded. We would advise to embed links within documents, 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 remain visible on the UNFCCC website's side events and exhibits archive, available under the following [link](#).

Climate Change Resources Corner (CCRC)

Since 2016, the CCRC has been 100% paperless. On its two screens, the CCRC will feature visual electronic materials (videos, slideshows, images, etc.) about climate action by Parties and observers. No sound system is provided, so the content of your video or slideshow should be understandable without an oral/audio narrative. The CCRC is located within the official exhibit area. Parties and observers are welcome to submit their visual electronic materials for display on the CCRC monitors.

If you wish to make use of the CCRC, please send an electronic copy of your materials to the side events and exhibits coordination team at see@unfccc.int.

Consignments

Please refer to the [information for participants webpage](#) for further information on consignments.

Technical and liaison staff on-site

Staff from the secretariat will be present in the room for schedule coordination, liaison with technical staff, and troubleshooting. The liaison staff will introduce him/herself to you shortly before the beginning of the event.

Please note that support such as passing of roaming 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 event.

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.

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 the waiting list.



Conference policies

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

- ⇒ [Guidelines for the participation of NGO representatives;](#)
- ⇒ [Guidelines on the use of cameras and audio/video recording devices;](#)
- ⇒ [Code of Conduct to address harassment at UNFCCC conferences, meetings and events;](#)
- ⇒ [UN security guidelines.](#)

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 Conference venue.

Disclaimer

Participants are strongly advised 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, 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.