The forty-eighth sessions of the Subsidiary Body for Implementation (SBI 48) and Subsidiary Body for Scientific and Technological Advice (SBSTA 48) as well as the fifth part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1-5)
30 Apr to 10 May 2018, in Bonn, Germany

SB 48
Side Event Organizer Handbook

Version 1

Contents

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 at the World Conference Center Bonn (WCCB), Platz der Vereinten Nationen 2, 53113 Bonn, Germany. More information on the venue is available here.

The side event rooms area is located on the Rhine level, in the WCCB 2, Plenary Building.

Registration of speakers and participants

Since the side event rooms will be 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 SB 48**, 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.

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:
- 6 chairs and tables for the speakers;
- a lectern;
- rows of chairs for the audience.

All side event rooms are equipped with:
- a laptop
- a video projector;

- a screen
- a sound system;
- PowerPoint software
- Skype;
- internet access;
- microphones at the podium;

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 throwable microphone during Q&A sessions. Technical staff will only be able to assist you in case of technical problems.

Translation

No translation equipment is provided in the side event rooms.

Virtual participation

All side events will be **broadcast** live on the side events webcast page. The broadcast will be a single camera set-up with audio. Please note that slides and other presentations will not be integrated into the broadcast.

Webcasts will be broadcast live at the time and date indicated (CET), and will be available to view on demand after the event.

Side event organizers are encouraged to share the webcast link 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 via the webcast chat box. However, the Q&A chat box will only be available if requested by the side event organizer. Please inform the secretariat liaison staff present in the room if you wish to have the webcast Q&A chat function enabled. Secretariat staff should be informed 15 minutes prior to the start of the event if you wish to have the webcast Q&A function enabled.

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 difficulties.

Each side event room will be equipped with a presentation laptop, projector and projector screen to enable remote participation via skype for organizers who wish to incorporate a remote speaker/panellist.

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 you finish your event on time and leave the room in a tidy state** as a courtesy to the organizer of the next side event or closed meeting.

Announcements

As part of 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.

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

Please remember that the following character limits for each field in SEORS:
- Title: 100 characters <u>including</u> spaces
- Theme/description: 300 characters <u>including</u> spaces
- Speakers: 300 characters <u>including</u> spaces

Changes are possible up until 2 days before the side event takes place. The secretariat will endeavour 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 is available via the logistics page on our 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.

The secretariat will record each side event's sustainability level in accordance with the following traffic light criteria:

Green   - electronic dissemination only
Orange - limited number of printed materials combined with electronic dissemination
Red   - Numerous leftover printed materials

The secretariat will take these factors into consideration as a selection criterion for side event applications for future sessions.

Side events rated as "**Green**" will be announced on CCTV screens within the Conference venue on a daily basis. The final "Green list" will be posted on the website after the session.

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.

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 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

In order to reduce the carbon footprint of the conference, and due to logistical considerations such as storage, the secretariat will not be in a position to receive shipments in excess of a cumulative total weight of **100 kg** per Party/observer organization.

The side event consignment label enabling organizers to ship materials to Bonn, Germany, will be sent to all side event organizers through their respective SEORS communication logs.

Please refer to our website for more details.

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 roving microphone, providing water for the podium and similar support tasks are not the responsibility of the technical and 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" 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 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](#);
- [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, 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.