



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

## United Nations Climate Change Conference COP 30

# SIDE EVENT ORGANIZER'S HANDBOOK



**United Nations**  
Climate Change



**Version 1 – 9 October 2025**



Dear side event organizers,

Congratulations! Your side event proposal for the UN Climate Change Conference COP 30 was selected from one of the highest numbers of applications ever received for COP.

The Subsidiary Body for Implementation (SBI) recognized that side events and exhibits are an essential part of the UNFCCC process and an important tool for engaging observers in knowledge-sharing, networking and the exploring of actionable options for meeting the climate challenge (FCCC/SBI/2014/8, para 224). We look forward to the engaging side events that you and your partner organizations will create at this conference.

In this handbook, you will find comprehensive information on the side event policies and logistical aspects of side events operation. To ensure that your side event is running smoothly, please review this document carefully.

Please note that the current version of the handbook contains **all the logistical information on side events at COP 30 '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](#). Kindly note that the information in the current document may also be subject to change due to health and safety regulations or technical reasons.

We appreciate your cooperation and wish you all the best of luck in holding your side event at COP 30!

Kind regards,  
Observer Relations team



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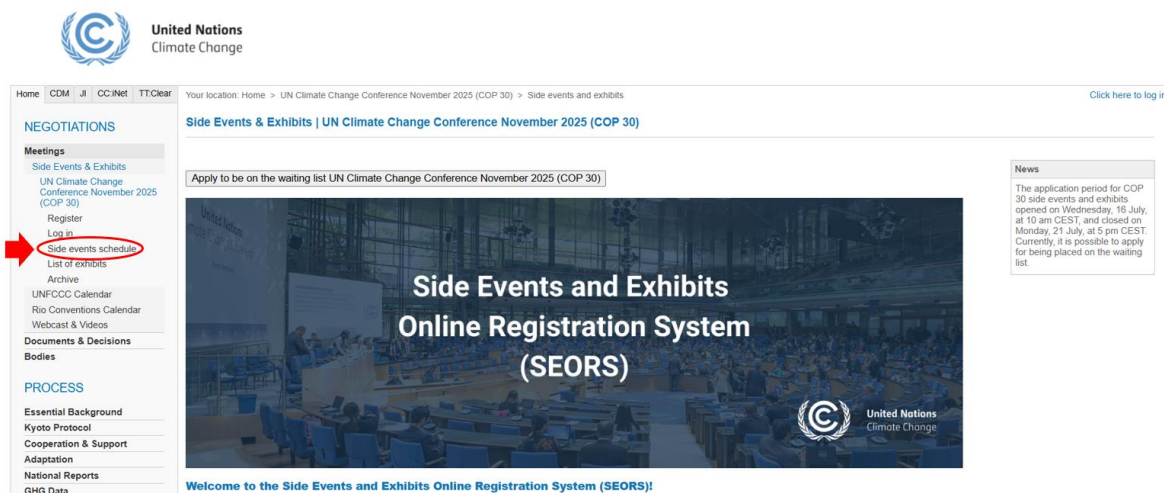
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## 1. Side events schedule

Click here to view the [side events schedule for COP 30](#).

The official side events schedule can be accessed from [the home page of SEORS](#):



## 2. Role of the lead organizer

In the selection process, the secretariat prioritized joint side event applications. Each joint application has one lead organizer and at least one co-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 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.

## 3. Registration for COP 30

Since side events are located within the official conference venue in the Blue Zone, 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 any technical staff that needs to access the venue to support your side event.



It is necessary to be **duly registered as part of a delegation** to participate in side events. Only duly registered conference participants can access the conference venue.



It will be possible to join side events live on the COP 30 digital platform. Access to the digital platform will only be available to registered participants of the conference.



Please be informed that the confirmation of a side event **does not** entitle the side event organizer to any quota increase. In case the quota assigned to your organization does not allow you to organize the side event, please immediately inform the Observer Relations team so that we could cancel your side event and offer the slot to those on the waiting list.

*There is no need to be registered as in-person participant to access the virtual platform, but it is necessary to be at least a registered virtual participant to participate at side events online.*

*Being registered for in-person attendance and hence being in possession of a conference badge is, however, necessary to access the COP 30 venue.*

The Observer Relations team is not in a position to advise on quota-related matters. We, therefore, kindly ask you to address such questions to the Registration team. The best way to contact them is via the communication log in [ORS](#).

For further information on registration for COP 30, please refer [to this section of the COP 30 Information for Participants webpage on the official UNFCCC website](#).

## 4. Duration of a side event slot

**The duration of a side event is 90 minutes.** Please note that it is not possible to adjust the duration of a side event.

There will be 15-minute breaks between side events. These 15 minutes are to be used by the organizer of the upcoming side event to prepare for their event.



We kindly ask all side event organizers to ensure that their side event finishes **on time**. Failure to do so will impact your chances of being granted a side event slot at the next conference.



COP 30 side events will be held in accordance with the following schedule:

Time (Brasilia Standard Time – GMT -3)	Side event/break	Duration
11:30-13:00	Side event 1	90 min
13:00-13:15	Break 1	15 min
13:15-14:45	Side event 2	90 min
14:45-15:00	Break 2	15 min
15:00-16:30	Side event 3	90 min
16:30-16:45	Break 4	15 min
16:45-18:15	Side event 4	90 min
18:15-18:30	Break 4	15 min
18:30-20:00	Side event 5	90 min

Table 1. Side event slots and breaks between events, which will serve as preparation time.

## 5. Changing your side event slot

If the assigned side event slot does not suit you, you could change your side event slot by taking the following steps.



Consult the [official side events schedule](#) and identify those side events that fall **under the same thematic category** as your side event.

Please note that in order to ensure the coherence of the side events schedule, it is only possible to swap side events that fall under the same thematic category. Please also note that, in case your side event falls under the category of one of the COP 30 Presidency's thematic days, it will not be possible to organize this side event on this day. To avoid logistical and thematic clashes, the secretariat has grouped side events on the topics of the COP 30 thematic days into thematic clusters and scheduled them the days before and after the thematic day.



Liaise with these side event organizers and agree upon a joint request for a swap. The contact details of side event organizers are publicly available in the [official side events schedule](#).



Inform the secretariat of the agreed swapping details via your respective SEORS accounts or by sending an email to [see@unfccc.int](mailto:see@unfccc.int). **Please note that the secretariat needs to receive a confirmation from both lead 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.

**Please note that in case a request to swap side event slots has been submitted less than 72 hours prior to the start of the side event, there is no guarantee that the request can be accommodated. Thank you for your understanding.**



## 6. 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.

Please note that 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](mailto: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.

Please note that the system does not allow having paragraphs in the title/description/list of speakers. When preparing your updated title, please make sure to type the text in one line.



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**.



## 7. Location of side event rooms

Information for this section is forthcoming and will be included in an updated version of this handbook as soon as it becomes available.

## 8. Side event room layout and equipment

Information for this section is forthcoming and will be included in an updated version of this handbook as soon as it becomes available.

## 9. Technical and organizational support in side events rooms



There will be technical support staff in each of the side event rooms performing the following functions:

In-room Technicians:

- Operate the cameras, sound, lights, and the audiovisual systems.
- Provide technical support for simultaneous interpretation, if applicable.

Digital Clerk:

- Manages interactions with virtual participants.
- Acts as primary liaison between head table and Virtual Participation (VP) technicians in case of technical difficulties.

Virtual Participation Technician:

- Manages AV aspects of the meeting.

Side event organizers are kindly required to come to the assigned side event rooms **15 minutes before the start of their side event**. Please note that it is not possible to have any testing in the side event room earlier than 15 minutes before the side event.

15 minutes before the start of your side event, there will be a dedicated staff at the door of the side event room. They will take you to the technical team inside the side event room and introduce you to the **show caller, your primary contact point in the side event room**. You will be able to give the show caller the **USB stick with your presentation slides and the Run of Show document including the list of contact details of your virtual speakers/panelists**). The technical staff in the room will then be able to assist you with playing your presentation slides and ensuring that your virtual speakers are granted speaking rights. For more information on presentation slides and the Run of Show file as well as virtual participation (incl. virtual speakers/panelists), please refer to section 10 and 11 of the current handbook.



Please note that the technical staff in the side event room will only be able to assist with technical problems occurring **in the side event room**. In case a virtual speaker/panelist experiences technical problem, the on-site technician will not be able to assist them.



## 10. Presentations

All side event organizers will be able to share presentation slides and play video/audio files.



We strongly recommend bringing all presentations and video files on a **USB stick** and playing them from the side event room. In case your side event features a virtual panelist, it is highly recommended that they do not share their slides using the screen-sharing functionality. **It will not be possible to send your slides and/or videos in advance.**



As explained in sections 4 and 9 of the handbook, all side event organizers have **15 minutes** before the start of their side event to prepare for the event.



You could fill out a designated [Run of Show template](#) outlining order of speakers, the sequence of presentation slides and video files, if applicable. We encourage particularly those side event organizers who plan to share video files to use this template to ensure the smooth running of the side event.

**Please note that it will not be possible to submit your Run of Show document in advance.** Instead, please bring a digital copy of the Run of Show document on a USB stick to the side event room. Please also note that the purpose of this document is to help the technical staff in the room to assist you with presentation slides.

Please refer to the guidelines below to ensure that your presentation and/or video/audio files are in the formats compatible with the equipment in the side event rooms.

### Presentation slides

- Presentation content files are preferred in PowerPoint (.ppt).
- All content formats should be set to 16:9 format (landscape orientation) and HD 1920 x 1080.
- Any fonts should be embedded into your presentation file or shared in advance (only Microsoft fonts are supported).
- Speaker notes should be embedded into your presentation file.

### Video and audio files

- Audio and video files should be embedded in the presentation, with separate files provided to the Showcaller upon arrival. The head table and FOH (Front of House) laptops are internet-connected for online video streaming (e.g., YouTube, Vimeo) and equipped with video and audio lines for playback.
- Video Requirements:
  - Format: MP4, H.264, MOV
  - Aspect Ratio: 16:9
  - Resolution: HD 1920 x 1080, 50 fps
  - All audio and video materials must be free from copyrighted content, particularly music.



- Audio Requirements:
  - Format: Stereo, uncompressed
  - File Type: WAV or MP3
  - All audio and video materials must be free from copyrighted content, particularly music.

To make sure that the technical staff in the side event room is able to assist you with your presentation files and slides, please give your ppt and video files clear names with the indication of the date of the side event and the title of your event. For example: *COP30\_SideEventTitle\_date(YYMMDD).mov*

We encourage all side event organizers to upload their presentation slides as attachments to the official side events schedule in SEORS to enhance the visibility of their side events. For instructions on how to upload an attachment to the official side events schedule in SEORS, please consult section 18 of this handbook.

## 11. Virtual Participation

All side events will have a Microsoft Teams meeting link that duly registered COP 30 participants can join through the COP 30 Virtual Platform by clicking on the “Join” button in the [COP 30 Virtual Platform](#). This will then direct the user directly to the MS Teams Meeting. The “Join” button will become available on the COP 30 Virtual Platform at the scheduled start time of your side event.

### Please note the following:

- Only Microsoft Teams links issued via the COP 30 Virtual Platform by the secretariat will be supported for these virtual meetings.
- Side event organizers are not permitted to provide their own links. For example, links from other platforms (e.g., Zoom) cannot be accommodated.
- The chat feature will be disabled during virtual meetings. We encourage side event organizers to use interactive tools such as Mentimeter or Slido for Q&A purposes.

## 12. Virtual Speakers/Panelists

Virtual speakers and panelists can join their side event by clicking the “Join” button in the COP 30 Virtual Platform. Upon joining, they will automatically be directed to the MS Teams Meeting and will have speaking rights i.e. only need to unmute their microphones to speak.

Prior to the start of the side event, the side event organizer must indicate in the [Run of Show template](#) their virtual speakers/panelists by filling in the contact details with which the speaker/panelist was registered in [ORS \(Online Registration System\)](#) in the following format.

1. Name:
2. Surname:
3. Email address with which the user is registered in ORS:

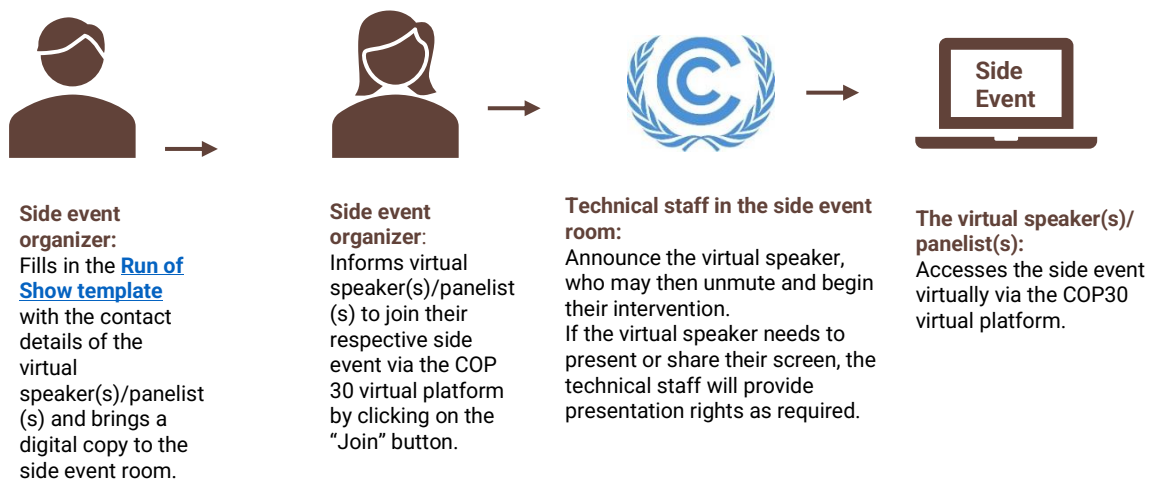
**Please note that it will not be possible to submit your Run of Show document in advance. Instead, please bring a digital copy of the Run of Show document on a USB stick to the side event room and hand it over to the digital clerk who will be present in the side event room.**

**The facilitator in the room will then be aware of which virtual participants should be announced as virtual speaker.**

To ensure high-quality audio and video during the intervention of virtual speakers/panelists, please make sure that proper microphone and webcam are used:

- Avoid using cable or built-in laptop microphones, as they often produce noise and echo.
- Use a headset, external USB microphone, or conference-quality microphone instead.
- Ensure your camera provides a clear, stable image and is positioned at eye level.
- Test your audio and video in advance to confirm clarity and volume.

*The procedure to facilitate virtual speaker's participation in your side event:*



As explained in section 3 of the current handbook, **it is necessary to be duly registered as part of a delegation to participate in side events, regardless of whether your participation is physical or virtual.** In case you are planning to have virtual panelists (virtual speakers) at your side event, please make sure that they have been duly registered for COP 30.

It is the responsibility of the side event organizer to ensure that the virtual panelists participating in their side event are **compliant with the [Code of Conduct](#).**



## 13. Simultaneous interpretation

Information for this section is forthcoming and will be included in an updated version of this handbook as soon as it becomes available.

## 14. Livestreaming

Due to this year's budget constraints, live participation or live watching will not be available on the official UNFCCC website or the secretariat's YouTube channel. Instead, side events can be watched (floor language only) via clicking the "Join" button on the COP 30 Virtual Platform. For more information on the COP 30 Virtual Platform, please visit the [relevant page](#) on the official UNFCCC website. Please consult section 11 of this handbook for information on virtual participation.

## 15. Recordings

The secretariat will record the Microsoft Teams meeting of each side event. Please be advised that the recordings will be uploaded to the [UN Climate Change – Events Channel](#) by end of December 2025. The recordings will be made available at the following link: <https://www.youtube.com/@UNClimateChangeEvents>.

## 16. Receptions and catering services

Information for this section is forthcoming and will be included in an updated version of this handbook as soon as it becomes available.

## 17. Gender balance of speakers

As you are aware, the gender balance is one of many selection criteria as listed [here](#) and the gender balance of speakers that you had pledged in your side event application in SEORS was taken into account in the side events selection process. Although last minute changes of speakers do happen, all side event organizers are strongly encouraged to maintain the pledged gender balance. Those who indicated that their side event will feature a male-dominated or a female-dominated panel at their side event are also encouraged to improve that the panel of speakers is **gender-balanced**. The gender balance of the speakers at a given session will be reflected in the side events selection process for the future sessions.

*Example of the gender balance pledge in the side event application in SEORS:*

We suggest all observer organizations to take the below pledge and try to do their best to ensure that it is followed.

Pledge: We commit to ensuring that the speakers/panelists at our event will include women and men with the aim of gender balance. In line with this pledge, could you please indicate the percentage of participation below:  
(Note: Please provide an approximate indicative figure - we understand that this may change later due to unavoidable circumstances, please use numbers only)

Female (%)	Male (%)	Other/Non-binary (optional) (%)
<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="0"/>

Please be informed that the secretariat will be taking note of the actual gender balance at your side event. In case there is a significant gender imbalance of speakers at your side event, you will receive a lower score if you submit an application for holding a side event at the next conference.



As panelists often differ from the original speaker list, the secretariat, with the support of host country support staff, tracks actual gender-balance on panels for all side events. Where panelists' gender is not communicated during the panel, it is assumed based on physical characteristics and gender expression. It is recognized that gender identity is distinct from gender expression and it should be noted that inherently there will be a margin of error in the tracking of gender-balance.

## 18. Consignments

Information for this section is forthcoming and will be included in an updated version of this handbook as soon as it becomes available.

## 19. Sustainability rating

The secretariat also encourages all side event organizers to ensure that their side events are sustainable. Please note that 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.

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.

## 20. Communicating with the Side Events and Exhibits Coordination team

The Observer Relations team is your primary contact point for any questions related to side events. Therefore, we encourage all side event organizers to address your questions directly to us via the communication log in SEORS or by sending an email to [see@unfccc.int](mailto:see@unfccc.int).

To open the communication log in SEORS, please use the ***"Communicate with the secretariat"*** button function in the "Action" column of your personal SEORS account:

### Personal account

Please note that you are now on the waiting list. You will be contacted when a cancellation happens before the cut-off date you indicated in the 'comment' field.

Mr. Robert Reinhardt  
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	Action
Any available	Pending	Test side event application Test side event application Speakers: Test side event application	Adaptation, including loss and damage Children and youth, Climate finance ; Compliance and accountability		Waiting for authorization		[Communicate with the secretariat]





Home CDM JI CC/Net TT/Clear Your location: Home > UN Climate Change Conference November 2025 (COP 30) > Side events and exhibits > communications display You are logged in as testaccount Logout

NEGOTIATIONS

Meetings

- Side Events & Exhibits
- UN Climate Change Conference November 2025 (COP 30)
- Personal account**
- Side events schedule
- List of exhibits
- Archive
- UNFCCC Calendar
- Rio Conventions Calendar
- Webcast & Videos

Documents & Decisions

Bodies

PROCESS

Essential Background

Side Events & Exhibits | UN Climate Change Conference November 2025 (COP 30)

Comments

side event 'Test side event application' .

Add a new message :

Dear colleagues,

I have a question about our side event .... |

Send Reset

From/Date	Status	Event/Message
Mr. Robert Reinhardt (Organizer) Friday, 29 Aug 2025, 15:21	Waiting for authorization	You have submitted your application for authorization by your national focal point/designated contact point. The request will be processed once authorization has been given. It is the responsibility of the organizer to follow up with national focal point/designated contact point
Mr. Robert Reinhardt (Organizer) Friday, 29 Aug 2025, 15:17	Draft	n/a



Please be reminded that, as explained in section 2 of the current handbook, the lead organizer of the side event acts as the focal point for the joint event towards the secretariat. Therefore, any queries concerning your joint side event should be sent **via the communication log in the lead organizer's personal SEORS account**.

## 21. 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)



Please note that **only the lead side event organizer** can upload an attachment to their side event in the official schedule. We kindly ask you not to send your attachments to the secretariat via email. Instead, please follow the steps outlined below.

To access the upload facility please follow the instructions below.



## 1. Log in to your SEORS account and click under “Attachments”

**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	<b>Test</b> Test <b>Speakers:</b> Test	<b>Advancing Implementation-Adaptation/Resilience</b> Aviation		Negotiation	<a href="#">[upload]</a> <a href="#">[upload]</a>

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](#) [Close window](#)

## 3. 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.

## 22. Use of UNFCCC logo

Side event organizers may not use the UNFCCC logo unless they have a dedicated partnership with the Secretariat. For further information, please consult [this section of the COP 30 Information for Participants available on the official UNFCCC website](#).



## 23. Useful links

- [COP 30 Information for Participants \(A-Z\) on the official UNFCCC website](#)
- [Information for Organizers of Side Events and Exhibits](#)
- [Frequently Asked Questions about Side Events and Exhibits](#)
- [SEORS User Manual](#)