United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

United Nations Climate Change Conference
COP 31

EXHIBIT ORGANIZER'S HANDBOOK

United Nations
Climate Change

COP31 TÜRKİYE ANTALYA

Version 3 – 8 November 2026

This handbook is revised regularly as new information becomes available. New information compared to version 2 from 21 October is highlighted in green.

If you need help identifying the information that has been added to the current version of the handbook, please contact us via the SEORS communication log or via email by writing to see@unfccc.int and we will be happy to assist you.

Dear exhibit organizers,

Congratulations! Your exhibit proposal for the UN Climate Change Conference COP 31 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 exhibit that you and your partner organizations will create at this conference.

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

Please note that the current version of the handbook contains **all the logistical information on exhibits at COP 31 'available at the moment'**. This is a living document in the 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 having your exhibit at COP 31!

Kind regards,
Observer Relations team

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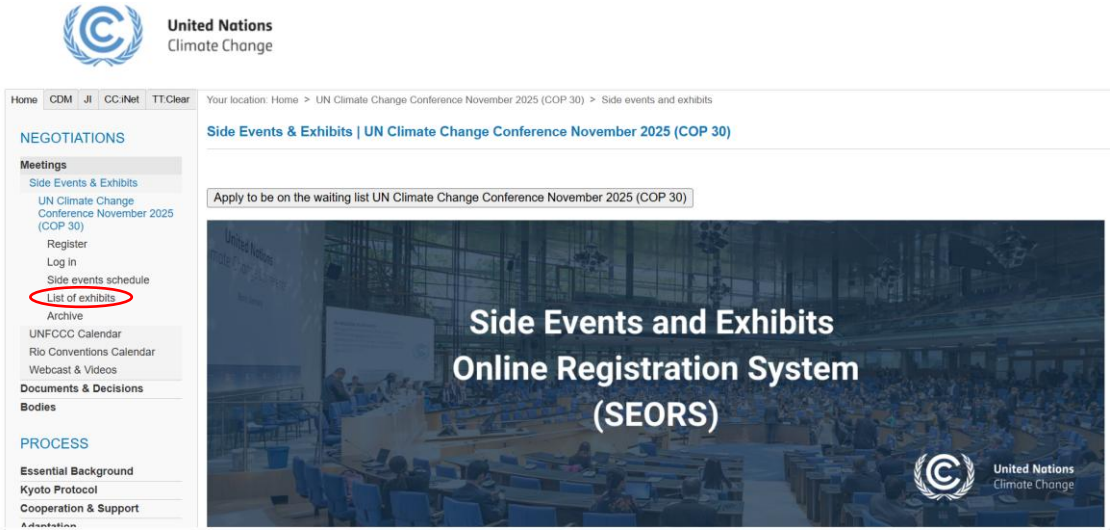
1. Exhibits schedule and thematic clusters

The information on exhibits' allocation is available in the official exhibits schedule in SEORS.

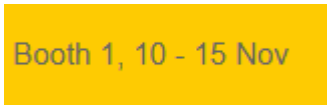
The official exhibits schedule can also be accessed from the home page of SEORS.



The information on the allocation of your exhibit is available in the "Booth number and dates" column.



Example of the information on the exhibit allocation:



The exhibits covering similar topics have been organized into 6 thematic clusters, with a view to maximizing their exposure and serving both for exhibitors' outreach and interaction among them and with other participants, as well as to ensure the coherence of the exhibits schedule. In the official exhibits schedule, exhibits are color-coded as follows:



2. Duration of the exhibit slot: when to set up and dismantle your exhibit

All exhibitors should set up their exhibits **on the evening prior to the start of their exhibit[1] slot from 19:00 to 21:00.**[2] Exhibitors **must** clear their booth **on the last day of the exhibit slot by 17:00**.

Exhibitors scheduled to begin on 9 November are kindly requested to set up their exhibits **between 8 am – 12 pm (noon) on the same day (9 November).**

If your exhibit has been allocated to the "16 - 19 November (Week 2)" slot, you must set up your exhibit between 19:00 and 21:00 on 14 November and dismantle by 17:00 on 19 November.

After setting up your exhibit, please check in at the Side Events and Exhibits (SEE) Coordination Office to confirm your arrival.



Sunday, 15 November, will be the rest day.

If your exhibit starts on Monday, 16 November, you should set up your exhibit between 19:00 and 21:00 on Saturday, 14 November.

Please note that in order to access the exhibits area, **you must pick up your badge at the Registration Desk**. For information on the working hours of the Registration Desk, please refer to this section of COP 31 Information for Participants on the official UNFCCC website.

To ensure smooth operation of COP 31 exhibits, we kindly ask all exhibitors to make sure that they dismantle **on time** and leave **no rubbish and/or any exhibit materials or personal belongings in the booth** when leaving the booth. **If you leave your exhibit booth untidy at the end of your exhibit slot, you will not be granted an exhibit slot at the next conference.**

3. No-show policy

To maximize the use of the exhibit space available, the Secretariat will apply a **no-show policy**: exhibit booths that have not been occupied **by 10:00 on the first day of the assigned exhibit period** without prior notice, will **automatically be reclaimed by the Secretariat.**

In case you are not able to set up your exhibit on time, please contact the secretariat via the SEORS communication log or by writing to see@unfccc.int as soon as possible.

In case you do not set up your exhibit without prior notice, you will not be granted an exhibit slot at the next conference.

[1] Exhibitors scheduled to begin on 9 November are kindly requested to set up their exhibits between 8 am – 12 pm (noon) on the same day (9 November).

[2] All times are indicated in Antalya, Türkiye local time (GMT +3).

4. Role of the lead exhibitor

In the selection process, the secretariat prioritized joint exhibit applications. Each joint application has one lead organizer and at least one co-organizer. The lead exhibitor acts as the focal point for the joint exhibit towards the secretariat.

After the confirmation of the exhibit, **all communication from the secretariat is sent to the lead exhibitor only**, who is responsible for passing the information on to the co-exhibitors.

Any request to revise the description of the exhibit and swap the allocated exhibit slots with other exhibitors, etc. can only be received from the lead organizer.

Only the lead organizer can upload files related to the exhibit to the web schedule.

5. Registration for COP 31

Since exhibits are located within the official conference venue in the Blue Zone, any person wishing to access the exhibits 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 exhibit.

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

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 31, please refer to this section of the COP 31 Information for Participants webpage on the official UNFCCC website.

6. Changing your exhibit slot

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

We kindly ask all exhibitors to submit their exhibit slot swap requests as early as possible but no later than 31st October 2026. Please note that there is no guarantee that we will be able to facilitate your request if you submit your request after the start of the conference.

Consult the official official exhibits schedule and identify those exhibits that belongs to **the same thematic cluster** as your exhibit.

As explained in section 1 of the current handbook, in the official exhibits schedule, exhibits are color-coded as follows:



Liaise with these exhibitors and agree upon a joint request for a swap. The contact details of all exhibit organizers are publicly available official exhibits schedule.

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

7. Location of the exhibits area

The exhibits area is situated in Blue Zone A. For information on the location of the exhibits area, please refer to the tentative maps below.



Illustration 1. COP 31 Map with the indication of the location of exhibit area (Zone A).

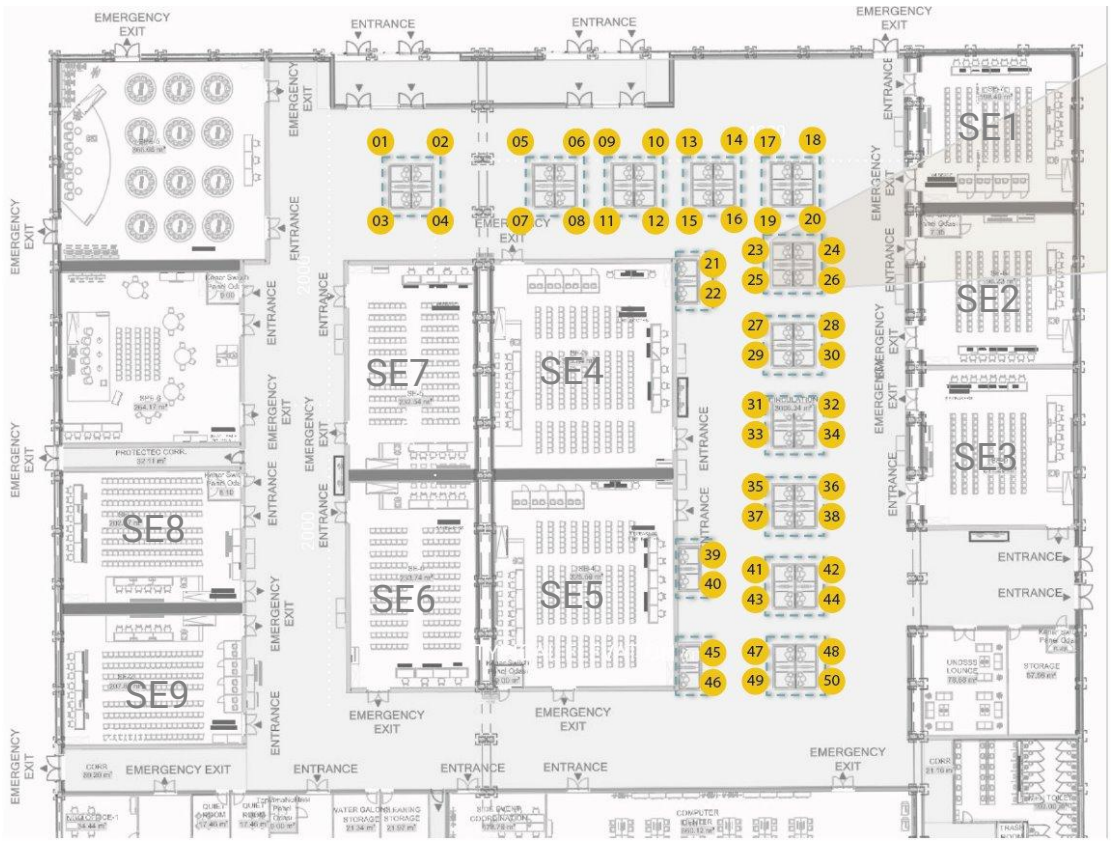


Illustration 2. COP 31 Map with the indication of the booth numbers.

8. Exhibit booth layout and equipment

The current section of the handbook outlines the dimensions and technical characteristics of an exhibit booth. Please review it carefully before preparing your exhibit materials.



Illustration 3. COP 31 Exhibit booth's design.



Illustration 4. COP 31 Exhibit booth's aerial view.





Illustration 5. COP 31 Exhibit booth's design.

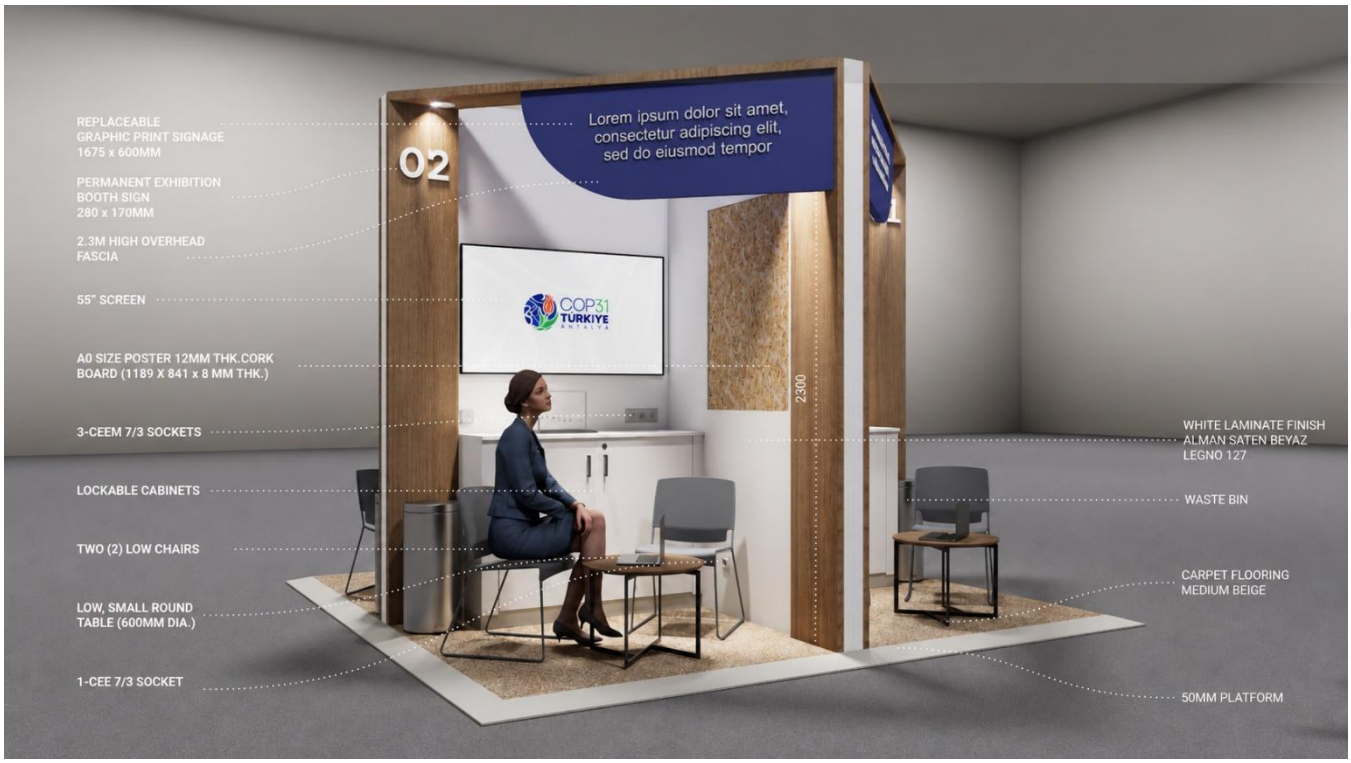


Illustration 5. COP 31 Exhibit booth' design and equipment.

Each exhibit booth consists of permanent exhibition booth number and will have a sign showing the list of all observer organizations/Parties involved in organizing the exhibit. The names of the exhibitors' organizations/Parties will be written as large and legible as possible[3].

! Exhibitors **must** use the signage provided by the secretariat. The signage **cannot** be replaced by any alternative signage.

It is the responsibility of the exhibitor to make sure that the signage is **visible** at all times. This is crucial to ensure smooth operation of COP 31 exhibits.

Each exhibit booth will be of the following size: **3000 height x 1850 length x 1850 width mm**. For more detailed information on the dimensions of the booth, please refer to the images provided below.

[3] Kindly note that in case of any exhibit cancellations, the secretariat cannot guarantee that signages will still be printed for those organizations that will fill those cancelled exhibit booth slots.

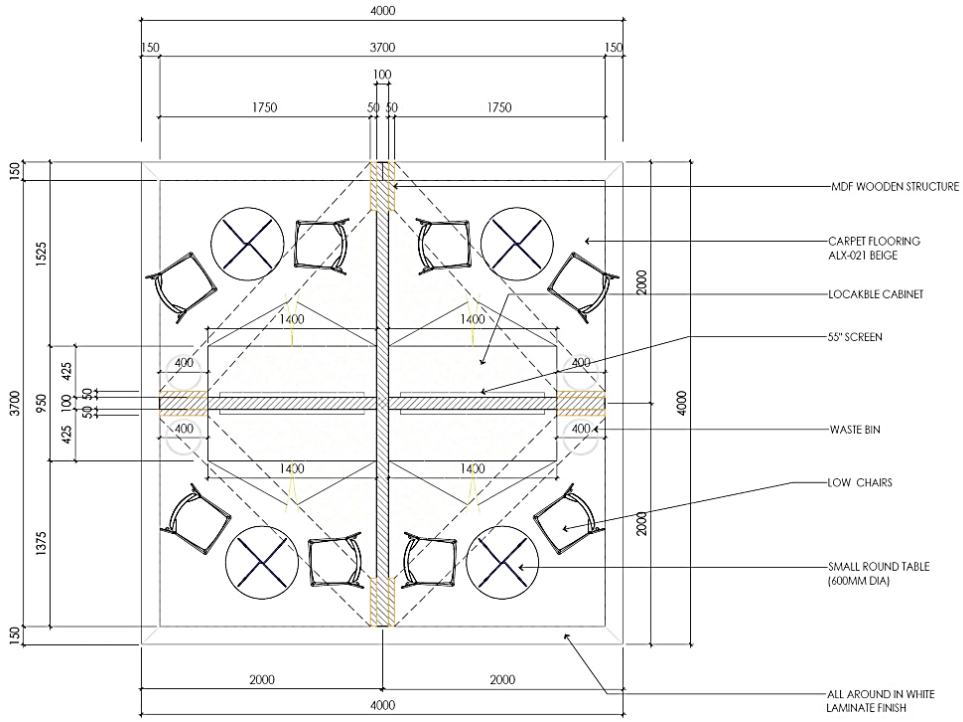


Illustration 6. Dimensions of exhibit booths – floor plan

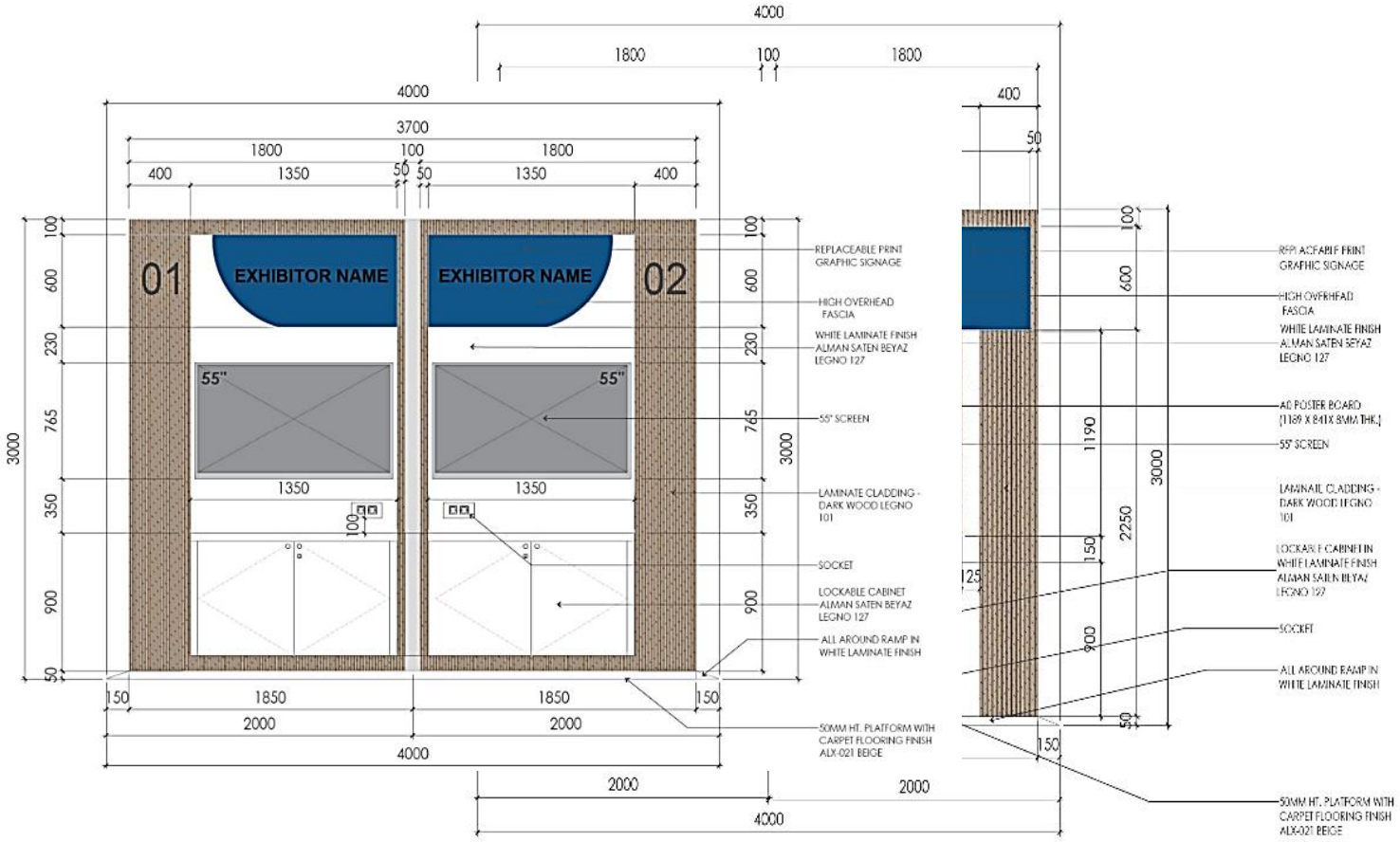


Illustration 7. Dimensions of exhibit booths – front and side views

Each exhibit will have the following set of furniture (dimensions to be confirmed):

- 2 chairs



- 1 table



Illustration 8. Furniture provided in an exhibit booth. The illustrations are not contractual and are meant to provide a general idea of the envisaged COP 31 exhibit booths' design.

The furniture must remain **inside the booth** at all times.

The same rule applies to any rollups, posters, or any other items.

It is the responsibility of the exhibitor to make sure that the furniture or any other items are not moved outside of the booth.

Since the Exhibitors Road additionally serves as a "buggy lane" and an "emergency exit lane", moving the furniture or any other objects outside the booth is strictly prohibited as it then becomes a **fire and safety hazard**.

Each exhibit will have lockable cabinets with a width of **400mm**, to enable placing a laptop on top.



Illustration 9. Lockable storage cabinets are located inside the exhibit booth. The illustrations are not contractual and are meant to provide a general idea of the envisaged COP 31 exhibit booths' design.

The keys will be located in the exhibit booth at the time of the start of your exhibit slot. Importantly, it is the responsibility of the exhibitor to return the key to the booth before leaving the booth at the end of the exhibit slot. Please note that it is the responsibility of the exhibitor to ensure that the keys are not lost.

Each exhibit booth will include:
• 1 corkboard (A0 size poster, **1189 x 824 mm**) -> to be used with **pins**.

!





Stationery will not be provided. **Kindly note that the pins for corkboard must be provided by the exhibitor.**

Each exhibit booth will be equipped with a 55-inch display screen with an HDMI connection. Exhibitors can connect their own laptops via HDMI to display video or image content. Please note that direct playback from USB sticks is not available, so kindly plan to use a laptop connected via HDMI. Compatible remote controls will be provided.

- Video: MOV, AVI, MKV, WMV or MP4;
- Still image: PNG or JPEG.

Please note that TVs do not support any apps, they are not smart TVs.

Each exhibit booth will have a **power socket** consisting of 3 plugs on top of the lockable cabinet. This can be used accordingly, for example for a personal laptop. Adapters are the responsibility of the exhibitors, and it is recommended to bring universal adapters. Please note that a laptop **will not** be provided.

The exhibits area will have Wi-Fi.



A waste bin will be provided inside the booths. Exhibitors must make sure to follow the venue's waste disposal guidelines.

As indicated in section 2 of the current handbook, in order to ensure smooth operation of COP 31 exhibits, we kindly ask all exhibitors to make sure that they dismantle **on time** and leave **no rubbish and/or any exhibit materials or personal belongings in the booth** when leaving the booth. **If you leave your exhibit booth untidy at the end of your exhibit slot, you will not be granted an exhibit slot at the next conference.**

Exhibitors are always individually responsible for the safekeeping and security of their belongings. Exhibitors are strongly advised not to leave any items unattended within their exhibit booth. **All valuable items should be appropriately secured, including through the use of the lockable cabinets provided within the exhibit area.** The secretariat shall not be held responsible for any loss or damage to personal or organizational property.

Please note that it is not possible to organize a reception inside an exhibit booth. Hence, catering **cannot** be ordered to the exhibit booth.

9. Editing exhibit's description

Exhibitors cannot edit their exhibit applications in SEORS after the confirmation of their exhibit

Please note that once your exhibit has been confirmed, the primary thematic category of your exhibit cannot be changed as this is factored in the selection and allocation.

If you need to update the description of your exhibit, please communicate what needs to be changed to the secretariat **via the communication log in the personal SEORS account of the lead exhibit organizer** or by **sending an email to see@unfccc.int**, and we will manually update your application.

Please be reminded of the following **character limit** for the exhibit's description in SEORS which cannot be exceeded: **300 characters including spaces**.

We kindly ask all exhibitors to let us know if their exhibit content needs to be updated as early as possible. Please note that there is no guarantee that we will be able to update the description of your exhibit before the start of your exhibit slot if you submit your request after the start of the conference.

10. Consignments

Exhibitors have the possibility to obtain consignment labels. Since no shipping was requested in the previous years, no-cost consignments have been discontinued. Should you still need consignments, this will be on a cost-only basis. For more information, kindly consult this section of the COP 31 Information for Participants available on the official UNFCCC website.

11. Sustainability rating

The secretariat also encourages all exhibitors to ensure that their exhibits are sustainable. Please note that the secretariat will take note of your exhibit'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.

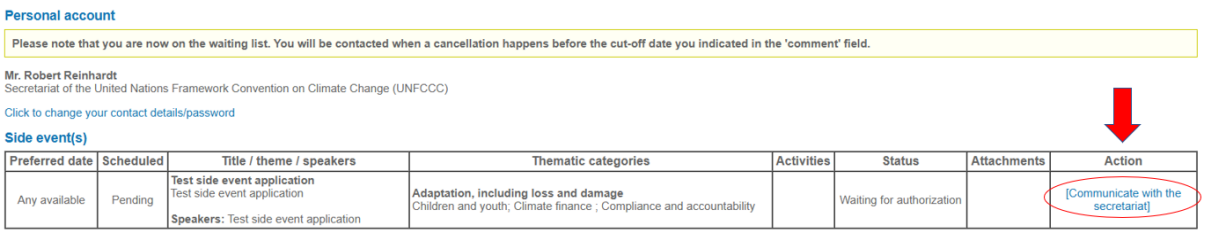
Participants are asked to refrain from distributing any printed materials, such as publications and information related to side events and exhibits, other meetings, or future conferences. **The electronic dissemination of information is strongly encouraged**.

Any publications left behind in the exhibit booth will be a waste. It is the responsibility of the organizer to arrange for the return shipment of materials.

12. Communicating with the Side Events and Exhibits Coordination team

The Observer Relations team is your primary contact point for any questions related to exhibits. Therefore, we encourage all exhibit organizers to address your questions directly to us via the communication log in SEORS or by sending an email to 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 next to your exhibit application:



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]

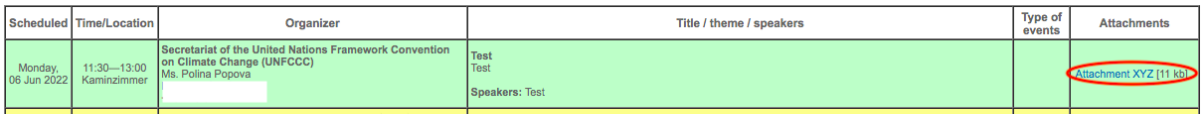


Please be reminded that, as explained in section 4 of the current handbook, the lead organizer of the exhibit acts as the focal point for the joint exhibit towards the secretariat. Therefore, any queries concerning your joint exhibit should be sent **via the communication log in the lead organizer's personal SEORS account**. We, unfortunately, do not have the capacity to liaise with all co-organizers individually, and we are counting on you!

13. How to add an attachment in SEORS

The secretariat encourages exhibitors to use the upload facility within the SEORS personal account to upload information and electronic publications to the UNFCCC website.

All uploads are linked to the official exhibits 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.



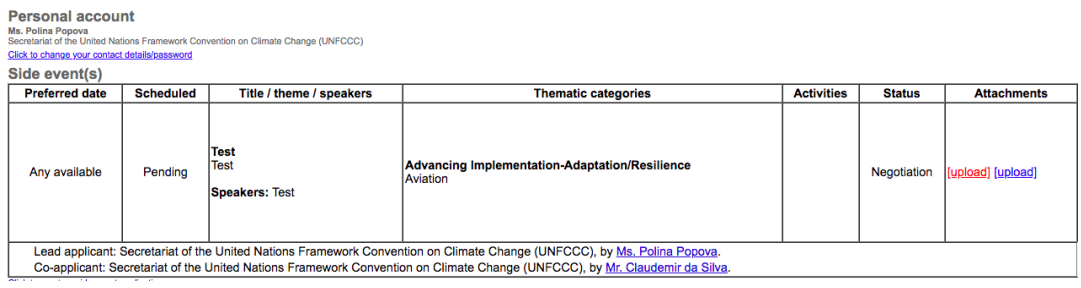
Scheduled	Time/Location	Organizer	Title / theme / speakers	Type of events	Attachments
Monday, 06 Jun 2022	11:30—13:00 Kaminzimmer	**Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC)** Ms. Polina Popova	**Test** Test **Speakers:** Test		Attachment XYZ [11 kb]



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

To access the upload facility please follow the instructions below.

1. Log in to your SEORS account and click under "Attachments"



Personal account

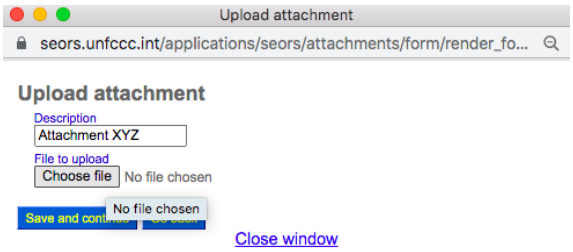
Ms. Polina Popova
Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC)

Click to change your contact details/password

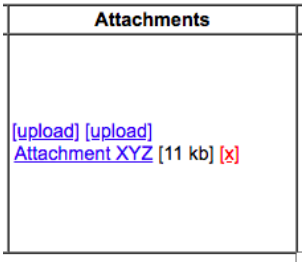
Side event(s)

Preferred date	Scheduled	Title / theme / speakers	Thematic categories	Activities	Status	Attachments
Any available	Pending	**Test** Test **Speakers:** Test	**Advancing Implementation-Adaptation/Resilience** Aviation		Negotiation	[upload] [upload]
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:



3. To delete an attachment, click on the "x" sign next to the attachment in your personal account in SEORS:



- 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.

14. Use of UNFCCC logo

Exhibit 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 31 Information for Participants available on the official UNFCCC website.

15. Useful links

- COP 31 Information for Participants (A-Z) on the official UNFCCC website
- Information on how to attend COP 31 side events and exhibits
- Frequently Asked Questions about Side Events and Exhibits
- SEORS User Manual