



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

United Nations Climate Change Conference COP 31

SIDE EVENT ORGANIZER'S HANDBOOK



United Nations
Climate Change



Version 1 – 28 September 2026

This handbook is revised regularly as new information becomes available.



Dear side event organizers,

Congratulations! Your side event 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 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 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 holding your side event at COP 31!

Kind regards,
Observer Relations team



Contents

Contents	3
1. Side events schedule	4
2. Role of the lead organizer	4
3. Registration for COP 31	4
4. Duration of a side event slot.....	5
5. Changing your side event slot.....	6
6. Editing your side event's title/description/the list of speakers/contact details	6
7. Location of side event rooms	7
8. Side event room layout and equipment	8
9. Technical and organizational support in side events rooms	8
10. Presentations.....	8
11. Virtual Participation.....	8
12. Virtual Speakers/Panelists	8
13. Simultaneous interpretation.....	8
13.1. Sign language interpretation.....	8
14. Livestreaming	9
15. Recordings.....	9
16. Receptions and catering services	9
17. Gender balance of speakers	9
18. Consignments	9
19. Sustainability rating.....	10
20. Communicating with the Side Events and Exhibits Coordination team	10
21. How to add an attachment in SEORS	11
22. Use of UNFCCC logo	12
23. Useful links	12



1. Side events schedule

Click here to view the [side events schedule for COP 31](#).

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 31

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 31 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 31 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 31, please refer [to this section of the COP 31 Information for Participants webpage on the official UNFCCC website](#).

4. Duration of a side event slot

The duration of the 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 31 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 31 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 31 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.

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**, 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

The side events area is situated in the Blue Zone (Zone A).

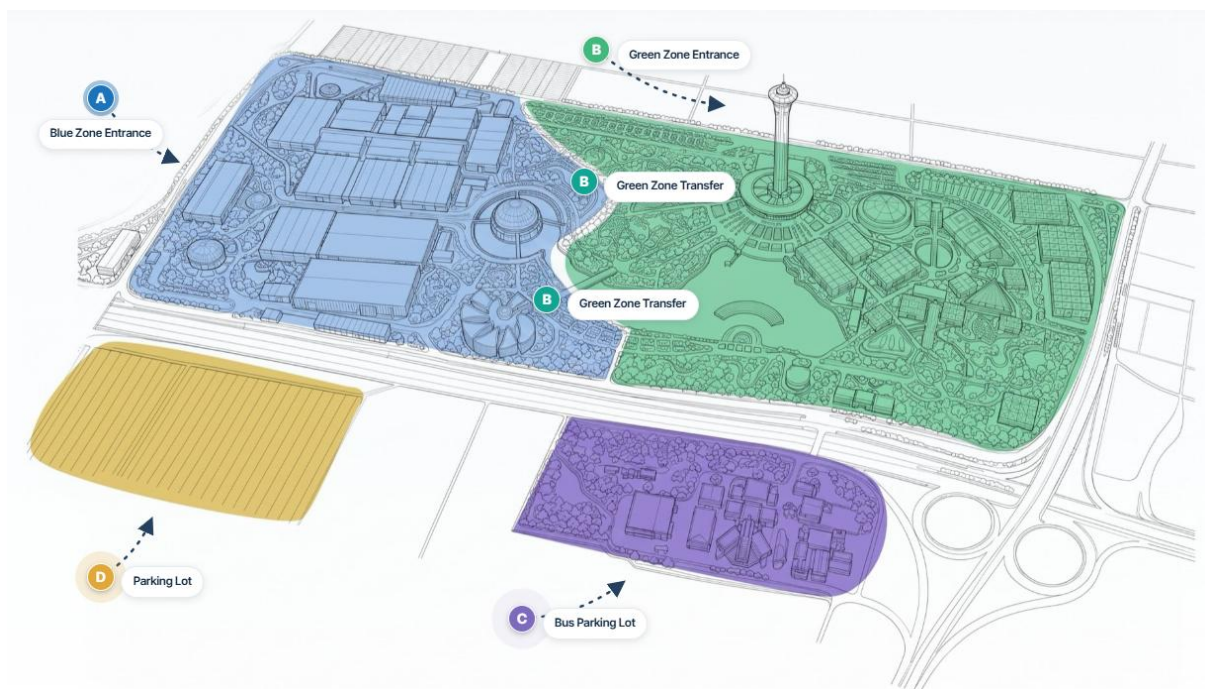


Illustration 1. COP 31 Map with the indication of the location of side event rooms (Zone A).



Information for this section is currently being finalized and will be included in the next version of the handbook.

8. Side event room layout and equipment

Information for this section is currently being finalized and will be included in the next version of the handbook.

9. Technical and organizational support in side events rooms

Information for this section is currently being finalized and will be included in the next version of the handbook.

10. Presentations

Information for this section is currently being finalized and will be included in the next version of the handbook.

11. Virtual Participation

All side events will have a Microsoft Teams meeting link that duly registered COP 31 participants can join through the COP 31 Virtual Platform by clicking on the “Join” button in the [COP 31 Virtual Platform](#). This will then direct the user directly to the MS Teams Meeting. The “Join” button will become available on the COP 31 Virtual Platform 5 -10 min before the scheduled start time of your side event.

Please note the following:

- Only Microsoft Teams links issued via the COP 31 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

Information for this section is currently being finalized and will be included in the next version of the handbook.

13. Simultaneous interpretation

Information for this section is currently being finalized and will be included in the next version of the handbook.

13.1. Sign language interpretation

Information for this section is currently being finalized and will be included in the next version of the handbook.



14. Livestreaming

Information for this section is currently being finalized and will be included in the next version of the handbook.

15. Recordings

Information for this section is currently being finalized and will be included in the next version of the handbook.

16. Receptions and catering services

Information for this section is currently being finalized and will be included in the next version of the handbook.

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) (%)
50	50	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



Exhibitors have the possibility to obtain consignment labels. Since no shipping was requested in previous years, no-cost consignments have been discontinued. Should you still need consignments, this will be on a cost-only basis.

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.

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	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:

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](#) [Cancel](#)

[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 31 Information for Participants available on the official UNFCCC website](#).

23. Useful links

- [COP 31 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](#)