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

COP31 TÜRKİYE ANTALYA

Version 6 – 8 November 2026

This handbook is revised regularly as new information becomes available. New information compared to version 5 from 2 November is highlighted in green. If you need assistance 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 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 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 31!

Kind regards,
Observer Relations team

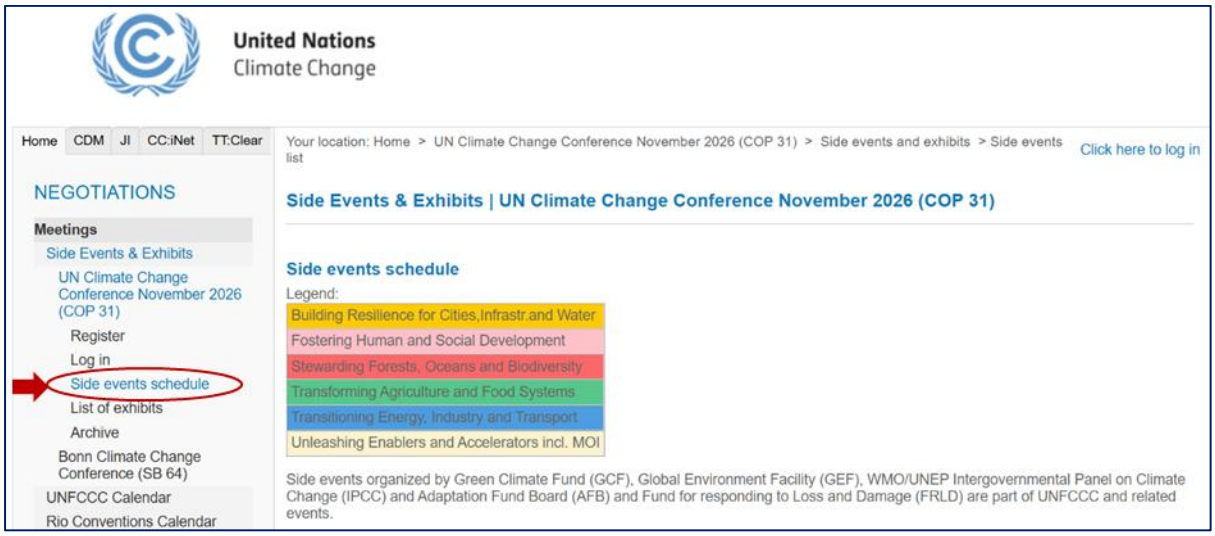
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1. Side events schedule

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 (TürkiyeTime/TRT – UCT+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 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). For details on the specific locations of side event rooms, please consult the maps provided below.



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

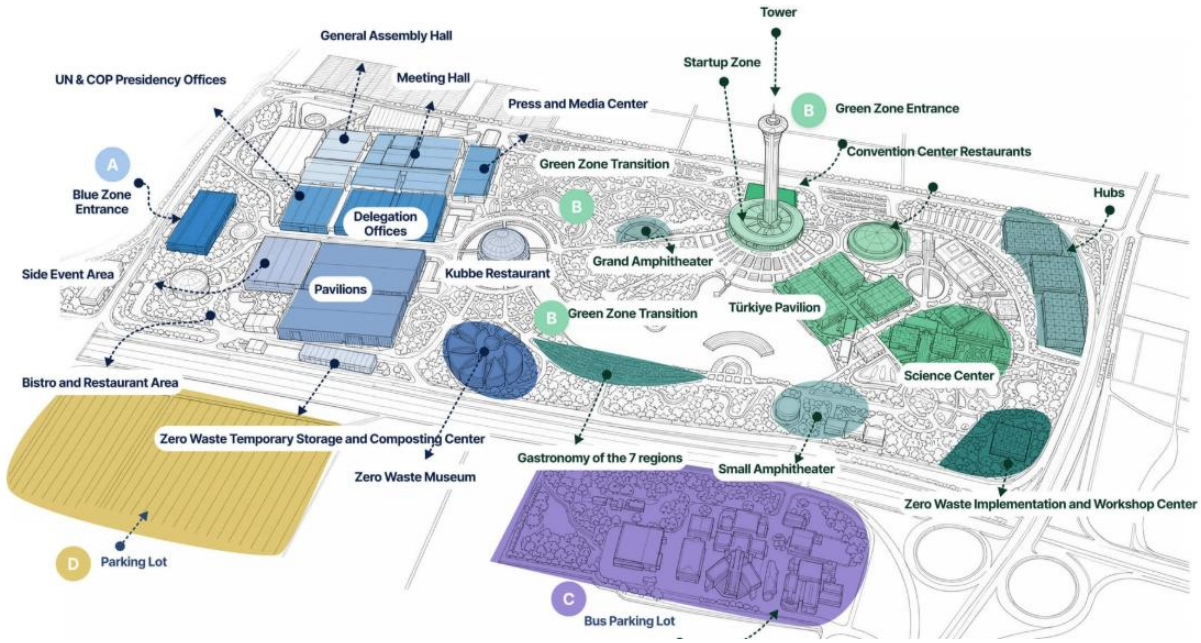


Illustration 2. COP 31 Map with the indication of the location of side event rooms (Zone A).

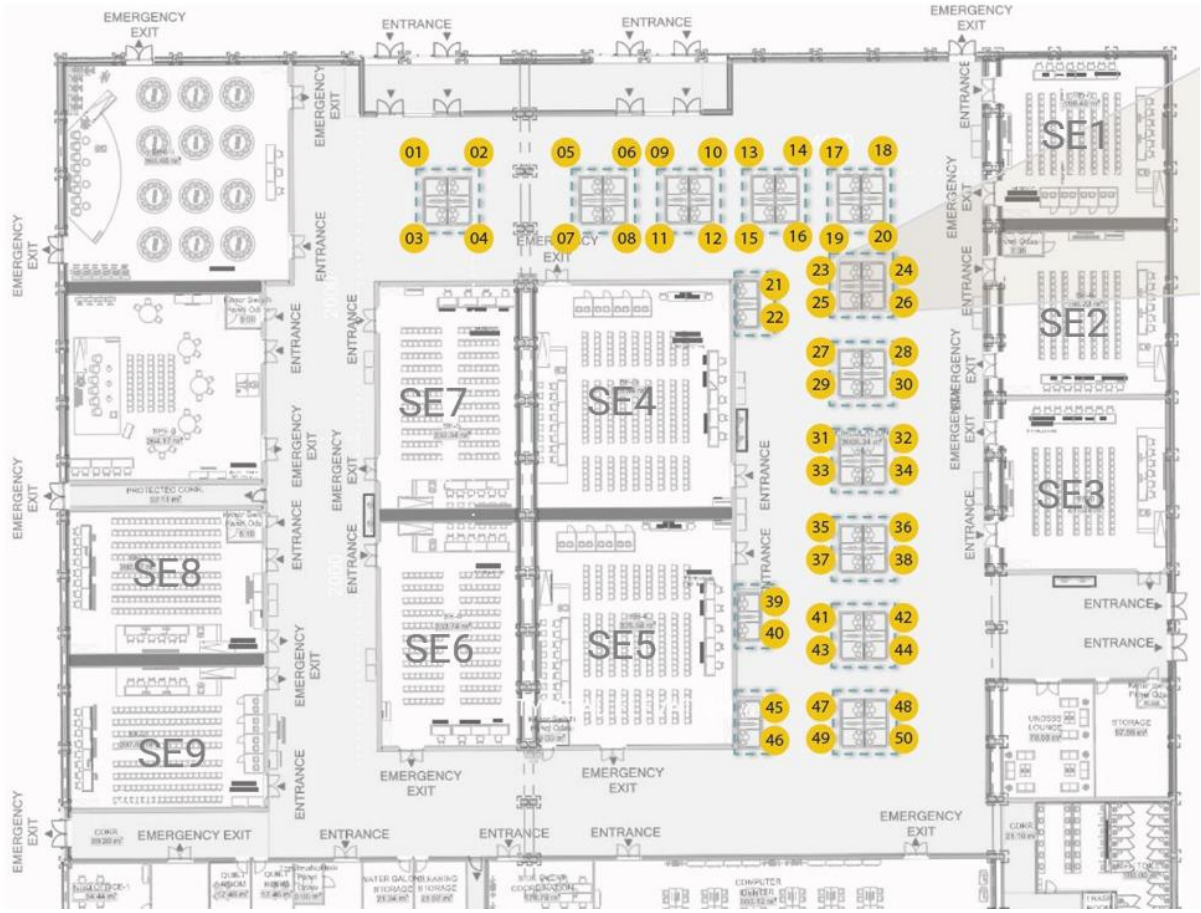


Illustration 3. Overview of the Side Event room's location.

8. Side event room layout and equipment

There are 9 side event rooms with the following details:

Side Event Room (new)	Zone	Seating Layout	Seated Capacity	Head table	Interpr. Booth
SE Room 1 – GORDIYON	A	Theatre	88	6	3
SE Room 2 – DALYAN	A	Theatre	92	6	-
SE Room 3 – ZERZEVAN	A	Theatre	98	6	-
SE Room 4 - AŞIK VEYSEL	A	Theatre	200	8	3
SE Room 5 – HATTUŞA	A	Theatre	200	8	-
SE Room 6 - KATİP ÇELEBİ	A	Theatre	147	6	-
SE Room 7 – HASANKEYF	A	Theatre	138	6	-
SE Room 8 – BERGAMA	A	Theatre	130	6	-
SE Room 9 – SAFRANBOLU	A	Theatre	122	6	3

Table 2. Side event rooms' capacity.

Please note that all rooms have a limited seating capacity, and participants are required to remain seated during the event. Seating is available on a first-come, first-served basis. Once the maximum capacity is reached, we will put a notice on the door of the room. We then kindly ask participants to join the event via the COP 31 Virtual Platform or to watch it via YouTube. Please consult section 11 and 14 for further information.

Side Events Rooms 1, 4, and 9 are equipped with four simultaneous interpretation booths, and sufficient headsets to accommodate the room's size. Please note that other rooms do not have interpretation booths. Please refer to section 13 for further information.

The setup of side event rooms



Illustration 4. Side event room layout (example of SE Room 1). The illustration is not contractual and is meant to provide a general idea of planned COP 31 side event room layout

If your side event features more than six or eight panelists, you could arrange for their rotation. Please note that if you wish to reserve seats for your speakers in the first row, it is only possible in the 15 minutes window of preparation. If you use printed materials to reserve those seats, please make sure to collect them after your side event ends.

All side event rooms have the following setup which cannot be changed:

- Step-free/ramped podium (wheelchair accessible).
- 1 co-branded lectern with fixed microphone.

- Co-branded backdrop.
- Head-table panel area for 6 or 8 panelists (depending on the room).

The equipment provided in each side event room will include:

- At the head table:
  - Laptop for presentation.
  - A clicker.
  - 6 or 8 gooseneck microphones according to number of seats.
- In the room:
  - 2 x large screen each side of the podium.
  - Return monitors and lectern available.
  - Handheld microphones for audience participation in Q&A sessions.
  - 2 x dome cameras, feed to the screens.
  - A/V mixers.
  - LED timer in FOH.

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 (including a show caller):

- Operate the cameras, sound, lights, and 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 member 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 provide the show caller with a **USB stick containing your presentation slides** and, if applicable, **the Run of Show document with contact details of your virtual speakers/panelists.** The technical staff in the room will then be able to assist you with playing with 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 this 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 section 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 document 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 or 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 assist you with presentation slides.

Please refer to the guidelines below to ensure that your presentation and/or video/audio files are in 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 Show caller 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 can 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 virtual 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 virtual 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 the links issued via the COP 31 Virtual Platform by the UNFCCC secretariat will be supported for these virtual meetings.
- It is not possible for side event organizers to generate their own virtual meeting links.
- The chat feature will be disabled during side events. 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 31 Virtual Platform. Upon joining, they will automatically be directed to the virtual meeting and will have speaking rights, i.e. they 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,** 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 or 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 speakers.

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:



Side event organizer: Fills in the Run of Show template with the contact details of the virtual speaker(s)/panelist (s) and brings a digital copy to the side event room.

Side event organizer: Informs virtual speaker(s)/panelist (s) to join their respective side event via the COP 31 virtual platform by clicking on the "Join" button.

The virtual speaker(s)/panelist(s) Accesses the side event virtually via the COP31 virtual platform **15 minutes before the start of the side event**.

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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 in-person or through COP 31 virtual platform**. 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 31.

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 and sign language interpretation

13.1. General information on simultaneous interpretation policy

Three side event rooms—Room 1, Room 4, and Room 9—are equipped with four interpretation booths each. While you have the possibility to order in-person and/or remote simultaneous interpretation from the officially appointed interpretation vendor, you can also decide to bring your own interpreter (in-person) who would need to be duly registered as part of a delegation and in possession of a conference badge to access the COP 31 venue.

The maximum number of languages that you can have is **the floor language + 4 additional languages**. One booth is prioritized for Turkish. Should your side event does not need Turkish interpretation, you can use it for another language. Please bear this in mind when ordering interpretation services.

Before requesting a simultaneous interpretation, quote or bringing your own interpreters, meeting organizers must ensure that their side event is scheduled in one of these rooms (Room 1, 4, or 9), as simultaneous interpretation will not be available in other rooms.

Please note that **the secretariat, does not provide interpretation services**. It is **the responsibility of the side event organizer** to order interpretation services for their side event from a respective service provider on a commercial basis and to inform the secretariat in a timely manner that their side event will have simultaneous interpretation.

In case there is simultaneous interpretation at your side event, those viewing the side event on the **COP 31 virtual platform or Youtube** will be able to listen to the **floor language only.**

If you plan to have simultaneous interpretation at your side event, please follow the steps outlined in this current section of the handbook.

The procedure to facilitate simultaneous interpretation at your side event:



Side event organizer: books interpretation service from the vendor or brings their own interpreter(s) and ensures that their interpreters have been duly registered for COP 31 (should you bring your own interpreter in-person) and communicates 1) the selection of interpretation languages and 2) the information on whether the interpretation services have been booked from the accredited service provider or whether you will bring our own interpreter **by 23:59 CET on Sunday, 25 October**.

The secretariat: communicates the information on the interpretation languages to the respective technical teams.

Side event organizer makes sure the interpreter has arrived on-site (should you bring your own interpreter in person) at the side event room.

!

As explained in section 3 of the current handbook, **it is necessary to be duly registered as part of a delegation and in possession of a conference badge to access the COP 31 venue**. In case you are planning bring your own interpreter (in-person) in order to have simultaneous interpretation at your side event, please make sure that these interpreters supporting your side event have been duly registered for COP 31.

You also have the possibility to order (in-person or remote) interpretation services from the **officially appointed interpretation vendor**: **YRD Istanbul.**

Further information can be found here.

Please note that confirmation is currently pending whether we can facilitate having remote simultaneous interpretation at side events should you prefer to bring your own interpreter(s) working remotely (not being physically present in the side event room or COP 31 venue). Once there is an update, the information on how to facilitate having virtual (remote) simultaneous interpretation at your side event will be added to the current section of the handbook. We thank you for your understanding and patience.

13.2 How to inform the secretariat that I have ordered simultaneous interpretation for my side event?

If you plan to have interpretation at your side event, please provide the following information to the secretariat **as soon as possible**, and no later than **23:59 CET on Sunday, 25 October 2026.**

1. **The floor language (the language in which your side event would primarily be conducted):**
    a. **Interpretation language 1:**
    b. **Interpretation language 2 (if applicable):**
    c. **Interpretation language 3 (if applicable):**
    d. **Interpretation language 4 (if applicable):**
2. **Please confirm if you have ordered interpretation services from the vendor, YRD İstanbul (if applicable) (if applicable):**
3. **Please confirm whether you will be bringing your own in-person interpreters (instead of ordering interpretation services from the vendor)? (if applicable):**
   (Please be reminded that in case you bring your own interpreters, you must ensure that they have been duly registered as part of a delegation and in possession of a conference badge to access the COP 31 venue).

Please submit this information by **sending an email to see@unfccc.int** or **by sending a message via the communication log in SEORS**. Please note that **the information sent via other communication channels will not be accepted**. Please note that if you do not submit this information by **23:59 CET on Sunday, 25 October**, there is no guarantee that it will be

possible to facilitate having interpretation at your side event.

Should your side event have already been confirmed in Rooms 1, 4 or 9 and you do not submit a request by the above-mentioned deadline, the secretariat reserves the right to re-allocate your event to a room without interpretation booths.

Due to the limited availability of rooms with interpretation facilities, the secretariat will allocate slots on a first come, first served basis, until all available rooms and slots have been assigned. Given the limited availability of rooms with interpretation facilities, we kindly ask that you request one only if it is absolutely necessary.

Should there be any changes to your required interpretation services, we kindly ask you to communicate this information to us until 72 hours prior to the start of the side event. If you do not meet the indicated deadlines, there is no guarantee that it will be possible to facilitate these changes at your side event.

13.3 Sign language interpretation

Sign language capabilities are now confirmed by the Host Country in **Side Event Room 1 – GORDIYON), both for in-person and remote.**

Please note that the secretariat **does not provide interpreters.** Sign language interpretation can be arranged through the officially appointed commercial service provider, subject to availability. Side event organizers can also include their personal (in-person) interpreters as part of their delegation to the COP 31.

If you are planning to have sign language interpretation at your side event, you must communicate whether the interpretation services have been booked from the officially appointed commercial service provider or whether you will bring our own interpreter (in-person) by **sending an email to see@unfccc.int** or **by sending a message via the communication log in SEORS.** Please also note that the information sent via other communication channels **will not be accepted.**

We kindly ask you to provide this information at least 72 hours before the start of your side event. Otherwise, we cannot guarantee that the requested interpretation arrangements can be accommodated.

14. Livestreaming (YouTube)

All side events will be livestreamed on this official secretariat-managed YouTube Channel. After the livestreaming session, all side events will be available in the same channel for on-demand watching on YouTube. Duly registered conference participants can also access the YouTube livestream by clicking on the “Watch” button for the respective side event in the COP 31 virtual platform.

Please go to this playlist to see the pre-scheduled livestreaming sessions for COP 31 side events and the recordings of the side events that have already taken place.

Pre-scheduled livestreaming sessions will be marked as “UPCOMING” on YouTube.

> Kindly note that due to a technical limitation, there is a limit of the maximum number of livestreaming sessions that can be pre-scheduled on our YouTube channel at the same time. If you still cannot see your side event on our YouTube playlist, kindly note that it will be added closer to the start of your side event. We thank you for your understanding and patience.

Please note that active participation will not be available via YouTube. In case you have interpretation at your side event, **only the floor language** will be live streamed to YouTube. For further information on interpretation at side events, please consult section 13 of the current handbook.

15. Recordings

The secretariat will archive (on-demand) the livestreaming of each side event on the same YouTube channel. Please refer to section 14 of this handbook.

16. Receptions and catering services

Please note that it is not possible to organize a reception during your side event. It is not allowed to bring food and beverages inside side event rooms.

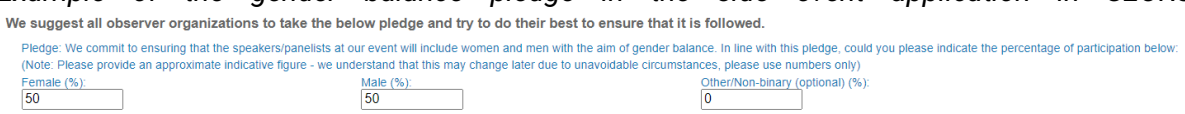
Catering for small receptions is available only after the conclusion of the side events.

To make a reservation for catering services, kindly access the Catering Portal here.

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:



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

Side event organizers 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.

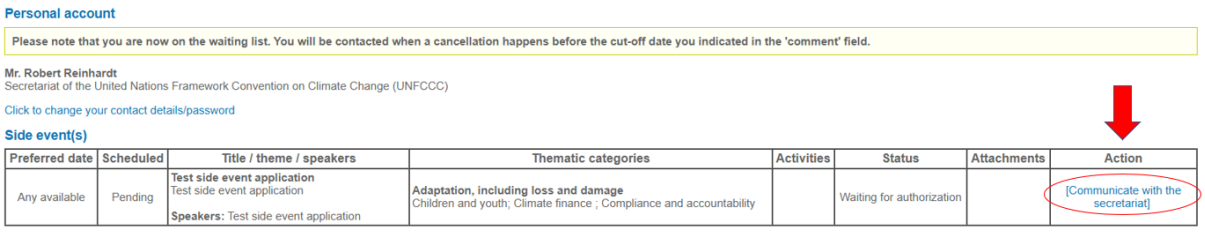
Participants are asked to refrain from distributing any printed materials, such as publications and information related to side events and exhibits, other meetings, or future conferences. The electronic dissemination of information is strongly encouraged.

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

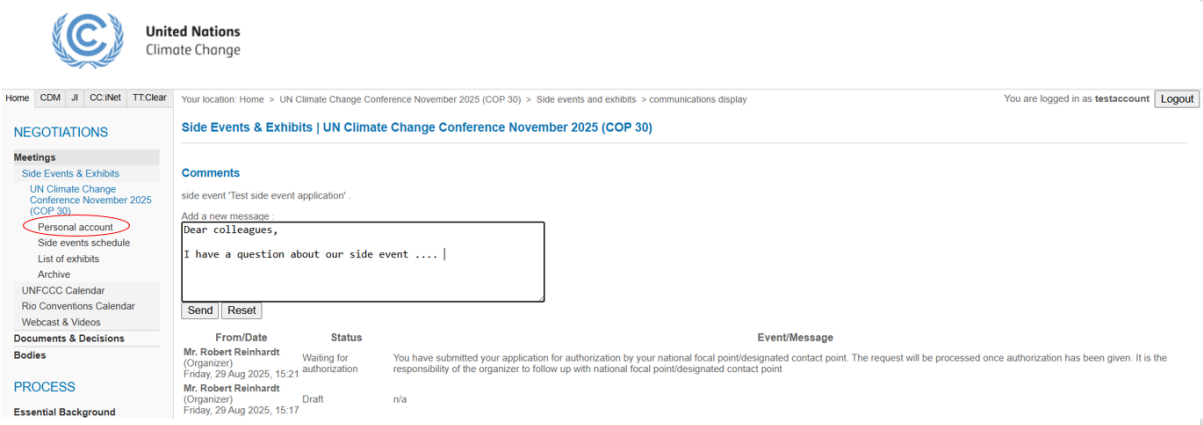
Please note that you are now on the waiting list. You will be contacted when a cancellation happens before the cut-off date you indicated in the 'comment' field.

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]



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.

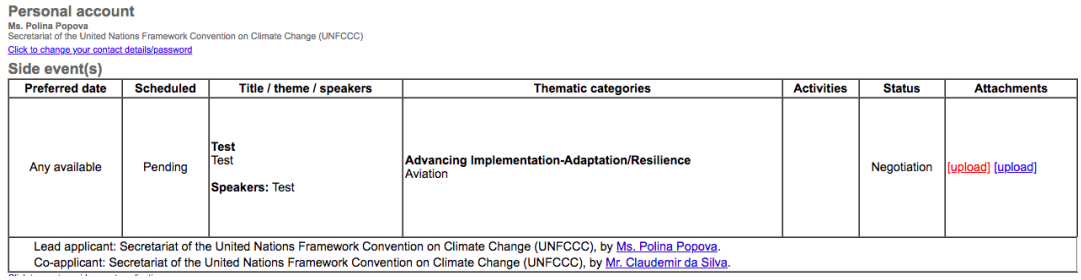
We encourage all side event organizers to use this opportunity to add additional materials to their side event descriptions in SEORS. All uploads are linked to the official side events schedule in SEORS and may be publicly viewed, thus giving your event visibility both before and after the session as 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.

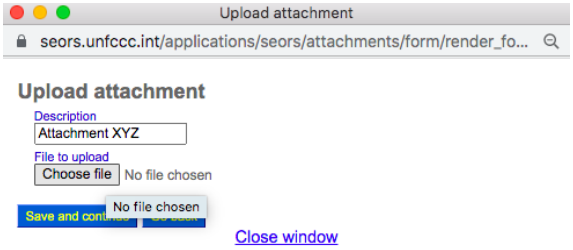
1. Log in to your SEORS account and click under “Attachments”

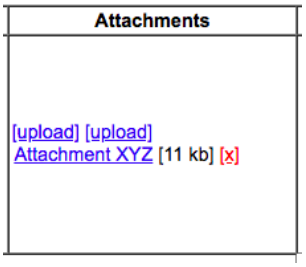

Personal account
Ms. Polina Popova
Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC)
Click to change your contact details/password
Side event(s)

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:





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.

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