BONN CLIMATE CHANGE CONFERENCE SB 56
06 - 16 June 2022

HANDBOOK FOR SIDE EVENT ORGANIZERS

VERSION 7 – 13 June 2022
Observer Relations team

Dear side event organizers!

We are pleased to welcome you at the Bonn Climate Change Conference SB 56.

In this handbook, you will find all the logistical information on holding a side event at SB 56. You are kindly asked to carefully review the information provided in the current handbook before the start of the conference.

We look forward to having your side event at SB 56.
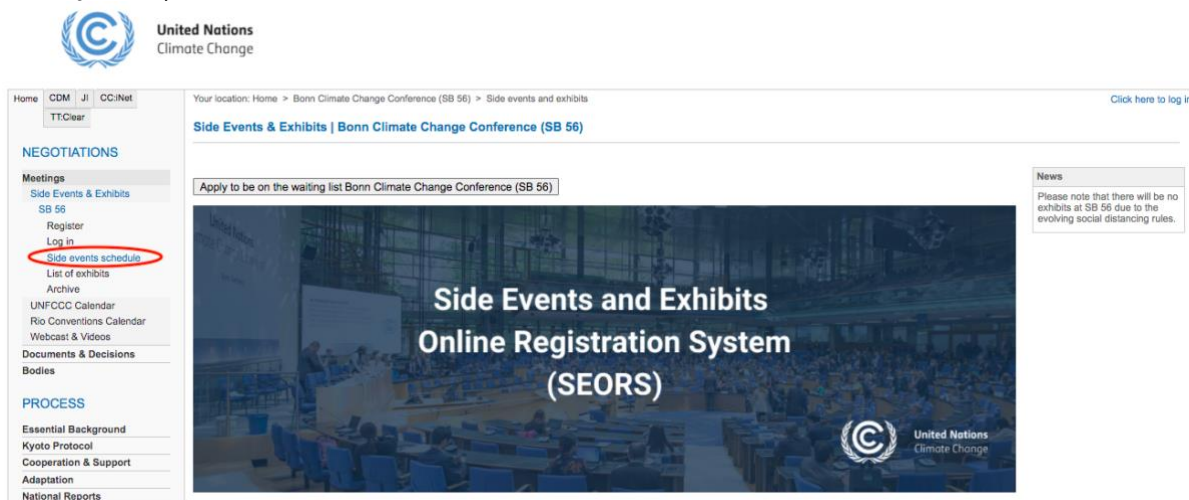
Good luck!

Kind regards,
Observer Relations team

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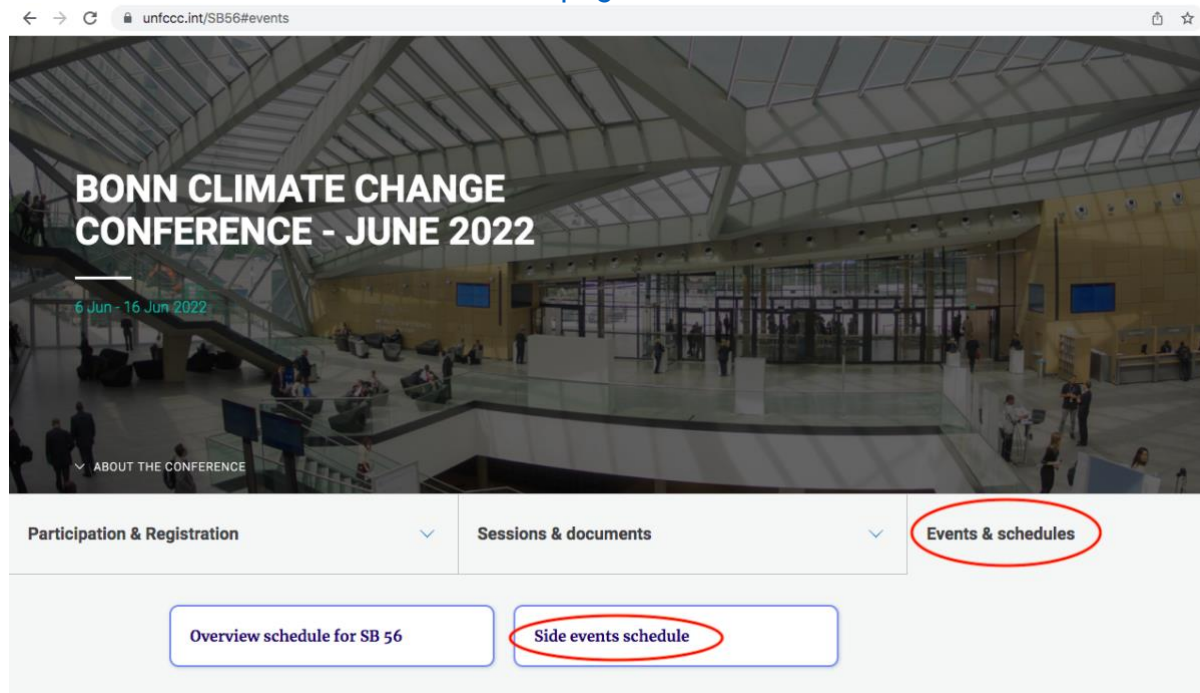# 1. Side events schedule

The official side events schedule for SB 56 can be accessed:

a. Via the home page of SEORS (Side Events and Exhibits Online Registration System):

b. Via the main SB 56 conference webpage:

2. Role of the lead side event 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

Since side events are located within the official conference venue, 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 technical staff.

It is necessary to be duly registered as part of a delegation and in possession of a conference badge to participate in side events, regardless of whether your participation is physical or virtual.

Only duly registered conference participants can access the conference venue.

Only duly registered conference participants can access the platform for virtual participation. There is no need to obtain *a physical badge* on-site to access the platform, however, it is necessary to be a registered conference participant to participate in side events online.

Please note that it will be possible to watch side events live on YouTube. For this, no registration is required. For more information on livestreaming, please consult section 10 of the current handbook.

Please be informed that the confirmation of a side event does not entitle the side event organizer to any quota increase.

4.   Changing your side event slot

Observer Relations team tries to allocate all side events according to side event organizers' logistical preferences, yet this is not always possible. If you would like to change the date and/or the time and/or the location of your side event, you may approach other organizers directly and communicate a joint swap request to the secretariat.

Please note that the secretariat does not broker swapping side event slots.

To change your side event slot, please follow the steps outlined below:

Consult the official side events schedule in SEORS and identify those side event organizers that you would like to swap your side event slot with.

Liaise with other side event organizers and agree upon a joint request for a swap. *(The contact details of side event organizers are publicly available in the SEORS 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 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.

5.   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.

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.

We kindly ask all side event organizers to let us know if their side event proposal need 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 THE INFORMATION IN YOUR SIDE EVENT APPLICATION IF YOU REQUEST THE CHANGES LESS THAN 24 HOURS PRIOR TO THE START OF YOUR SIDE EVENT.

6.   Adding an attachment to the side events schedule 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 description 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]

To access the upload facility please follow the instructions below:

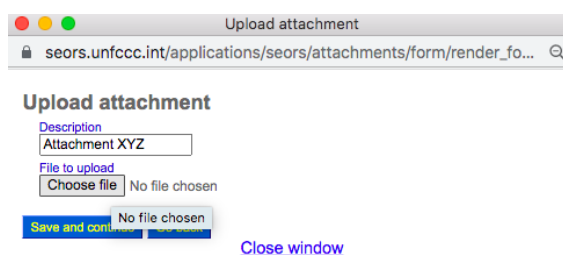1. Log in to your SEORS account and click under 'Attachment':

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	Action
Any available	Pending	**Test** Test **Speakers: Test**	Advancing Implementation-Adaptation/Resilience Aviation		Negotiation	[upload] [upload]	[Communicate with the secretariat] [Edit] [Merge] [Confirm application from negotiation] [Decline application as administrator] [Move from negotiation to waiting list]
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:

Observer Relations team
Communications and Engagement Division
UNFCCC Secretariat

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]
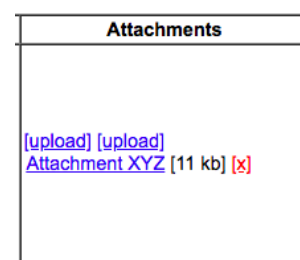
- There is no limit to the number of files that can be uploaded.
- The size of each attachment is, however, limited to 4 MB.
- You can reduce the size of individual files by converting them into the PDF format.
- Bigger presentations can be split into multiple documents.
- Links cannot be directly uploaded. We would advise to save the link in a document, which then can be uploaded.

For more information on the upload functionality, please consult section 7 of the SEORS user manual.

Please note that, in the case of joint applications, attachments should be uploaded by the lead side event organizer.

7. Side event rooms: Kaminzimmer, Room Berlin, Room Bonn

Side events will be held in the following rooms:
- **Kaminzimmer** (110 seats);
- **Room Berlin** (110 seats);
- **Room Bonn** (185 seats).

Location of side event rooms
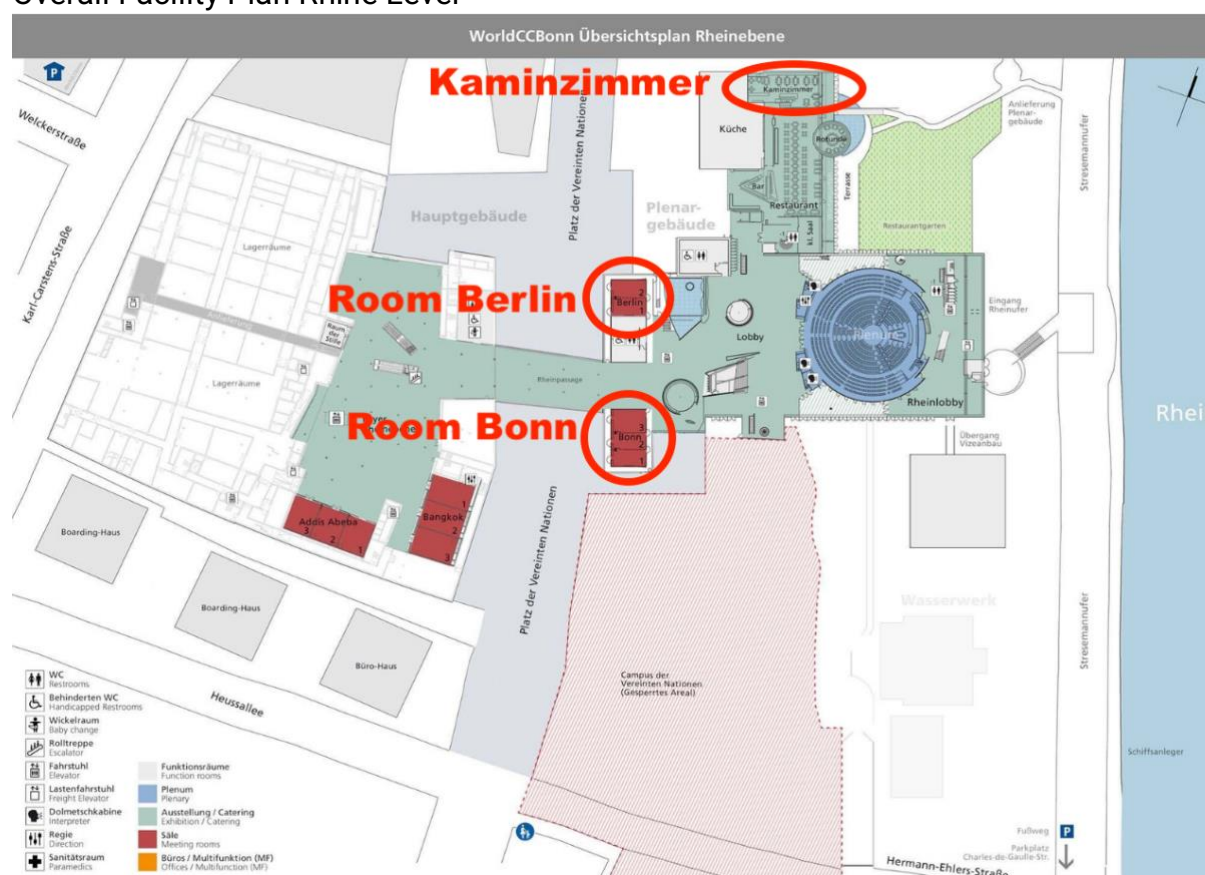
Overall Facility Plan Rhine Level

Image source: WCCB (World Conference Center Bonn)

Technical information on side event rooms

All side event rooms have a podium and the audience is theatre style.

The podium is provided with:
- 6 seats;
- 6 microphones;
- PC equipment for presenting the slides.

- All rooms are equipped with cameras with feature to allow broadcasting/webcasting and/or streaming. *For more information on broadcasting/streaming please refer to sections 9-11 of this handbook.*
- A technical staff will be present at the site.
- All side event rooms are fully accessible.

TECHNICAL SUPPORT IN SIDE EVENT ROOMS:
- Please be informed that due to the availability of resources it will NOT be possible to request the technician in the side event room to play your presentation slides and/or pre-recorded videos. We apologize for the inconvenience.
- ALL PRESENTATIONS MUST BE PLAYED FROM THE LAPTOP LOCATED AT THE PODIUM BY SOMEONE FROM THE SIDE EVENT ORGANIZER'S TEAM. (There is one laptop at the podium in side event rooms).
- Please bring your presentation files on a USB stick.
- You could still use the Run of Show template that we had previously shared with you for your internal use.

VIDEO FILES:
- In case you wish to share some video files, we kindly ask you to bring them on a USB stick.
- Please do not stream videos from the Internet.
- We kindly ask you to check the quality of the video file before playing it at the side event. Please use a regular video player on a Windows computer to check if the video file is not damaged and can be played.

Q&A SESSION IN THE SIDE EVENT ROOM: THE USE OF MICROPHONES:
- There will be microphones for taking questions from the audience in each side event room.
- Tripods will NOT be provided. You will be able to receive microphones from the technician in the room.
- SOMEONE FROM THE SIDE EVENT ORGANIZER'S TEAM SHOULD BE HANDING OUT THE MICROPHONE DURING THE Q&A SESSION. The technical staff in the side event room will not be able to assist with this.
- After the Q&A session, please return the microphone to the technician in the

room.
- IMPORTANT! It is important that in case of taking comments/questions from the on-site audience you provide the person asking the question with a microphone. Otherwise, those following your side event remotely, will not be able to hear the question.

Q&A SESSION ON THE SB 56 PLATFORM FOR VIRTUAL PARTICIPATION
- Registered conference participants will be able to ask questions via the chat on the SB 56 platform.
- To see the questions posed by the virtual audience, please open your side event on the SB 56 platform and click on the "WATCH" button next to your side event in the schedule. You will be able to see the questions in the chat. PLEASE NOTE THAT PANELISTS ARE EXPECTED TO USE THEIR OWN DEVICES TO LOG IN TO THE PLATFORM AND SEE THE QUESTIONS POSED IN THE CHAT. It is also possible to use the laptop at the panel desk for this in case it is not being used for showing the slides.
- IMPORTANT! Please MUTE your devices during the side event. When you click the "WATCH" button to see the chat with the virtual audience, please MUTE your device.

N.B.!
- Name plates will not be provided.
- Water for panelists will not be provided. Water is available from the water fountain/dispenser available throughout the venue, on free/self-service.
- Please be informed that there will be no interpretation booths in side event rooms. At this session, no virtual interpretation facilities will be provided for side events.

8. Duration of side events and side event slots

The duration of a side event at SB 56 is 90 minutes. There will be 15-minute breaks between side events.

Please refer to the side events schedule to check your side event slot.

⏰ **WE KINDLY ASK ALL SIDE EVENT ORGANIZERS TO ENSURE THAT THEIR SIDE EVENT FINISHES ON TIME.**

Side event slot	CEST (Bonn)	Duration
Morning side event slot	11:30-13:00	90 min
Lunchtime side event slot	13:15-14:45	90 min
Early afternoon side event slot	15:00-16:30	90 min
Late afternoon side event slot	16:45-18:15	90 min
Evening side event slot	18:30-20:00	90 min

9. Side events on the virtual platform

Access to the virtual platform
Please click here to access the virtual platform.

Virtual speakers
It will be possible to have virtual speakers at your side event.

HOW SHOULD VIRTUAL SPEAKERS JOIN SIDE EVENTS?

Prior to the start of the side event, the virtual speaker will receive an invitation link from the secretariat. **Virtual speakers must not share their invitation link with any other users.**

Invitation links will be sent directly to virtual speakers. It is not possible to share invitation links with side event organizers.

Please note that in case you plan to have a virtual speaker at your side event, you must duly communicate the contact details with which the speaker was registered in ORS (Online Registration System) to the secretariat. **Please check the communication log in SEORS on how to submit this information.**

HOW CAN VIRTUAL SPEAKERS PRESENT THEIR SLIDES?

Virtual panelists can share their presentation slides. To avoid any technical problems, we recommend that they do not use the screen-sharing functionality. Instead, it is recommended that the side event organizer brings all presentation files on a USB stick to the side event room. For more information on presentations, please consult section 12 of this handbook.

> Please be reminded that it is necessary to be duly registered as part of a delegation to access the virtual platform.
>
> Therefore, **all virtual speakers must be duly registered**.

The virtual audience and Q&A sessions
Duly registered conference participants will be able to follow side events on the virtual platform.

The virtual audience is expected to join side events <u>by clicking on the event in the schedule on the SB 56 platform for virtual participation</u>. Please note that it is <u>not possible to share invitation links with the virtual audience</u>.

Duly registered conference participants will be able to use the moderated chat functionality on the SB to ask questions/leave comments. Please note that the virtual audience will not be able to speak at side events.

Fully virtual side events
There is a possibility of holding your side event in a fully virtual mode. In case you cannot be present in Bonn, your side event can be held solely on the SB 56 platform for virtual participation. If you wish to hold your side event in a fully remote way, please inform us via the SEORS communication log or by sending an email to see@unfccc.int.
N.B.! Please be reminded that all virtual speakers must be duly registered in ORS (Online Registration System) as part of a delegation, and their ORS contact details must be duly communicated to the secretariat.

More information
Please consult this section of the Information for Participants webpage for more information on the virtual platform.

10. Side events on the official UNFCCC website

Side events will be available for watching live and on-demand via the SB 56 meeting schedule on the official UNFCCC website.

Please note that active participation will not be possible via the website.

11. Side events on YouTube

All side events will be livestreamed on the official secretariat-managed YouTube channel.

Livestreaming sessions for all SB 56 side events are being pre-scheduled in **this playlist**. Pre-scheduled livestreaming sessions are marked as "UPCOMING" on YouTube.
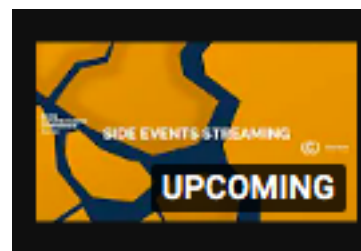
All pre-scheduled YouTube livestreaming sessions include the information on the timing of the event:
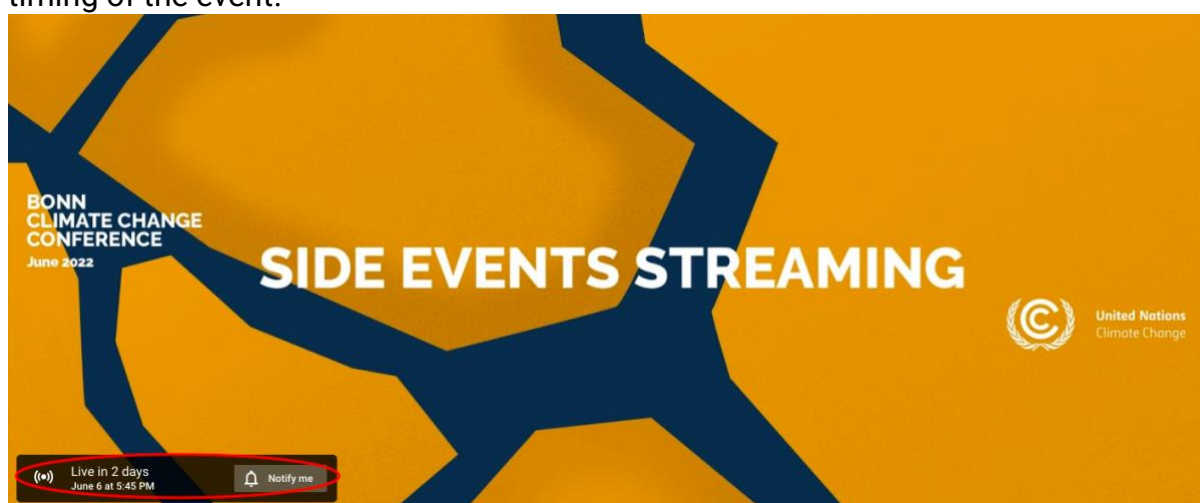
After the livestreaming session, **all side events will be available for on-demand watching on YouTube**.

To advertise the livestreaming session of your side event, please go to the SB 56 Side Events playlist on our YouTube channel, select your side event, and click on the "SHARE" button to see possible sharing options or simply copy the link from the address bar in your browser.

YouTube livestreaming is available by default. There is no need to apply for livestreaming.

Please note that active participation will not be available via YouTube.

12. Presentations

Each side event room will have a laptop at the podium for panelists to play their presentations. **Please note that all presentations and/or videos presentations should be played from this laptop.**

It is recommended to store all presentation files on a USB stick instead of using cloud-based software. To prevent technical problems, we recommend that virtual panelists do not use the screen-sharing functionality. Instead, it is recommended that the side event organizer brings all presentation files on a USB stick to the side event room.

Technical staff will be present in each side event room.
However, they will not be able to support you with playing your slides for you.

In case you wish to share some video files, we kindly ask you to bring them on a USB stick. Please do not stream videos from the Internet. We kindly ask you to check the quality of the video file before playing it at the side event. Please use a regular video player on a Windows computer to check if the video file is not damaged and can be played.

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 6 of this handbook.

13. Catering

For information on catering services, please consult [this webpage](#).

Please note that catering options can only be served/ordered at the WCCB location, only. **It is not possible to have catering in side event rooms.** Thank you for your understanding.

14. Q&A sessions
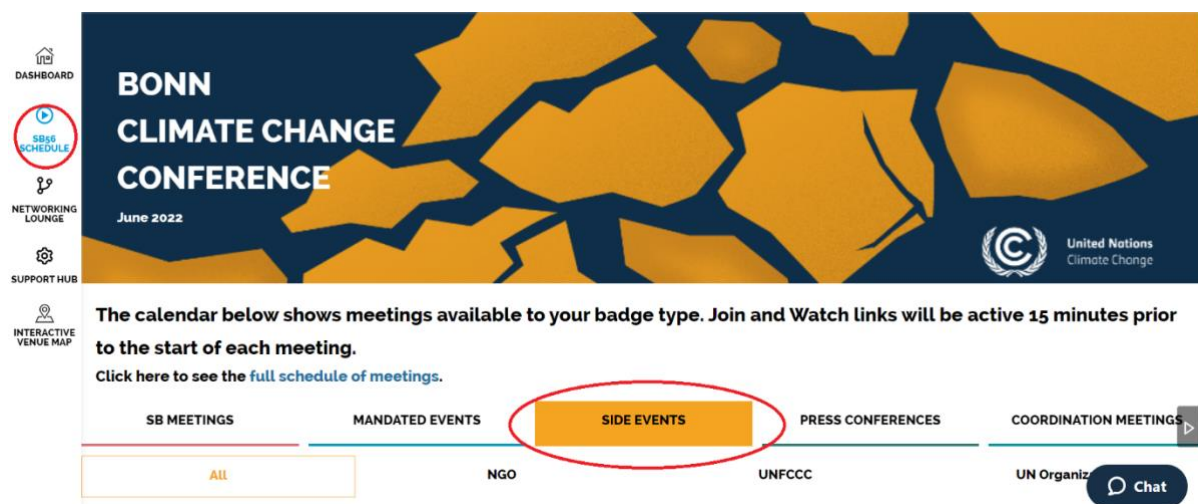
<mark>New information! Section updated on 13 June 2022.</mark>

Q&A SESSION IN THE SIDE EVENT ROOM: THE USE OF MICROPHONES:

- There will be microphones for taking questions from the audience in each side event room.
- Tripods will NOT be provided. You will be able to receive microphones from the technician in the room.
- **SOMEONE FROM THE SIDE EVENT ORGANIZER'S TEAM SHOULD BE HANDING OUT THE MICROPHONE DURING THE Q&A SESSION**. The technical staff in the side event room will not be able to assist with this.
- After the Q&A session, please return the microphone to the technician in the room.
- IMPORTANT! It is important that in case of taking comments/questions from the on-site audience you provide the person asking the question with a microphone. Otherwise, those following your side event remotely, will not be able to hear the question.

Q&A SESSION ON THE SB 56 PLATFORM FOR VIRTUAL PARTICIPATION:

- Registered conference participants will be able to ask questions via the chat on the SB 56 platform.
- Once you have logged in to the SB 56 platform, click on the "SB 56 SCHEDULE" button in the menu on the left (not "on demand") and select the "SIDE EVENTS" tab.

- To see the questions posed by the virtual audience, please open your side event on the SB 56 platform and click on the "WATCH" button next to your side event in the schedule. You will be able to see the questions in the chat. **PLEASE NOTE THAT PANELISTS ARE EXPECTED TO USE THEIR OWN DEVICES TO LOG IN TO THE PLATFORM AND SEE THE QUESTIONS POSED IN THE CHAT**. It is also possible to use the laptop at the panel desk for this in case it is not being used for showing the slides.

IMPORTANT! Please MUTE your devices during the side event. When you click the "WATCH" button to see the chat with the virtual audience, please MUTE your device.

15. Communicating with the secretariat

Please use the "communicate" function in the "action" column of your personal SEORS account to communicate with the secretariat on any issues regarding your application. A communication log will be kept in your personal account for your reference. Due to the high number of applications the communication log serves as an ideal channel to keep all information in one place.

You can also contact us via email. Please write to see@unfccc.int.

16. Useful links

- [SB 56 Bonn Climate Change Conference: main conference page](#)
- [SB 56 Bonn Climate Change Conference: Information for Participants (A-Z)](#)
- [SB 56 Bonn Climate Change Conference: Consignments/shipments](#)
- [SB 56 Bonn Climate Change Conference: Code of Conduct and guidelines for participation](#)
- [Side events schedule in SEORS](#)
- [SEORS User Manual](#)
- [Frequently Asked Questions on Side Events and Exhibits](#)