BONN CLIMATE CHANGE CONFERENCE SB 62
16 June - 26 June 2025

HANDBOOK FOR SIDE EVENT ORGANIZERS

VERSION 2 – 15 June 2025
New information compared to version 1 is highlighted in <mark>green</mark>

Dear side event organizers!

Congratulations, your side event proposal for SB 62 was selected from one of the toughest competitive selection process in the history of the SB conference.

The 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, paragraph 224). We therefore thank you for responding to our call to work through partnerships to ensure that each and every side event slot can enable more stakeholders to access this important mode of observer engagement and to bring in diverse and critical perspectives for the UNFCCC negotiation process.

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 handbook carefully. Kindly note that due to funding shortage side event rooms at SB 62 will have limited audiovisual (AV) setup, and **there will be no platform for virtual participation**. Organizers are welcome to arrange the virtual participation on a self-service basis. The information on the limited AV setup in the side event rooms can be found in section 8.2 of this handbook.

This handbook may be revised in case new information becomes available. Should new information be added to this handbook, it will be 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.

We appreciate your cooperation and wish you all the best of luck in holding your side event at SB 62.

Kind regards,
Observer Relations team

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1. Side events schedule

The official side events schedule for SB 62 is available on this [public webpage on the official UNFCCC website](#).

To access the side events schedule from the [home page of SEORS](#) (Side Events and Exhibits Online Registration System), click on the "Side events schedule" button on the left-hand side of the screen:

> *There is no need to register in SEORS to view the side events schedule. The SB 62 side events schedule webpage is public.*

2. Role of the lead side event organizer

In the selection process, in line with the [selection criteria](#), the secretariat prioritized merged side event applications. Each merged side event application has one lead side event organizer.

The lead organizer of the side event acts as the primary contact 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. For instructions on how to edit your side event application after confirmation, please consult section 5 of this handbook.

Only the lead organizer can upload files related to the side event to the web schedule. For instructions on how to do it, please check section 6 of this handbook.

3. Registration

Since side events are located within the official conference venue, any person wishing to access side event rooms 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 panelists and any technical staff that you wish to bring on-site to support your side event.

Any quota-related questions must be addressed to the Registration team. The best way to contact them is via the communication log in ORS.

As outlined in the SB 62 Information for Participants, due to financial constraints, it is, unfortunately, not possible to provide a virtual platform for side events. Should organizers wish to independently arrange virtual participation of remote speakers, it is possible on a self-service basis. This includes the choice of platform (e.g., MS Teams, Zoom), as well as managing invitations and technical logistics.

Virtual speakers are not required to register for the conference. Side event organizers, however, have the responsibility to ensure that the virtual participations have been informed of and comply with the Code of Conduct in UNFCCC side events. For detailed instructions on how to facilitate the participation of a virtual speaker in your side event, please consult section 9 of this handbook.

It is necessary to be duly registered as part of a delegation and in possession of a conference badge to participate in side events.

Only duly registered conference participants can access the conference venue.

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

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4. Changing your side event slot

The Observer Relations team tries to allocate all side events according to side event organizers' logistical preferences. If you would like to change your side event slot, 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:

Step one: 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.

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Step two: 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 side events schedule.

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Step three: 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.**

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Step four: 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

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, and we will manually update your application.

Please be reminded of the following character limits for each field in SEORS:

- **Title: 100 characters <u>including spaces</u>.**
- **Theme/description: 300 characters <u>including spaces</u>.**
- **Speakers: 300 characters <u>including spaces</u>.**

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 THE INFORMATION IN YOUR SIDE EVENT APPLICATION IF YOU REQUEST THE CHANGES LESS THAN <u>24 HOURS PRIOR TO THE START OF YOUR SIDE EVENT</u>.

6. Knowledge sharing

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.

> *In the case of a joint application, attachments should be uploaded by the **lead side event organizer**.*

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. These records will also feed into the scoring system in the future selections processes.
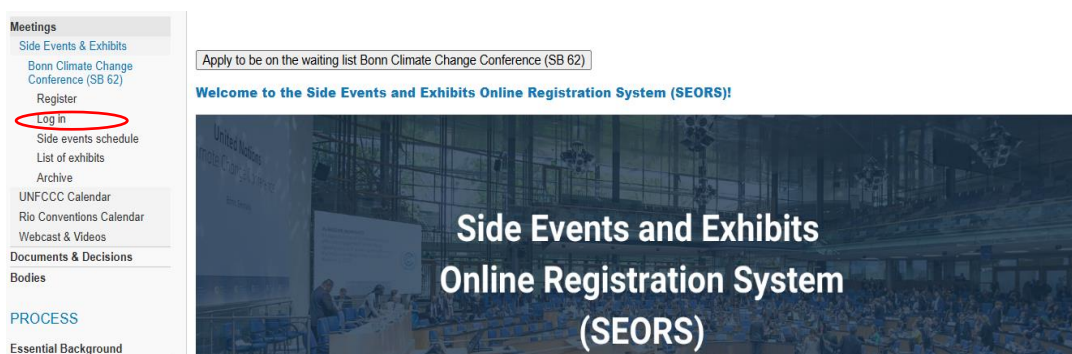
Example:

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:

Step one: log in to SEORS using your login (not the email address!) and password and go to the personal account section.

Step two: click on the "Upload" button in the "Attachment" column in your side event application:

Step three: upload the attachment via the pop-up window. Once you have added the file description and uploaded the file, click "Save and continue":

To delete an attachment, click on the "x" sign next to the attachment in your personal account in SEORS:
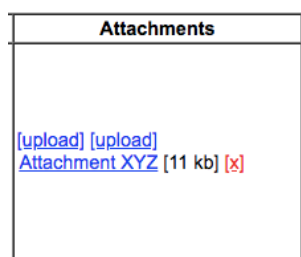
Further information on SEORS attachments:

- ✓ 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 use of SEORS, please consult the SEORS user manual.

7. Duration of side events

The duration of a side event is **75 minutes**. There will be 15-minute breaks between side events. A break shall be used by the organizers of the upcoming side event to prepare for the event. 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 strictly on time. This is the only way in which we can ensure that all side event organizers have time to successfully use their respective slots.

We thank you for your cooperation!

8. Side event rooms

8.1 Side event rooms' location

Official secretariat-managed side events will only be held in the following rooms:

- **Room Berlin** (110 seats);
- **Room Bonn** (185 seats);
- **Kaminzimmer** (100 seats).
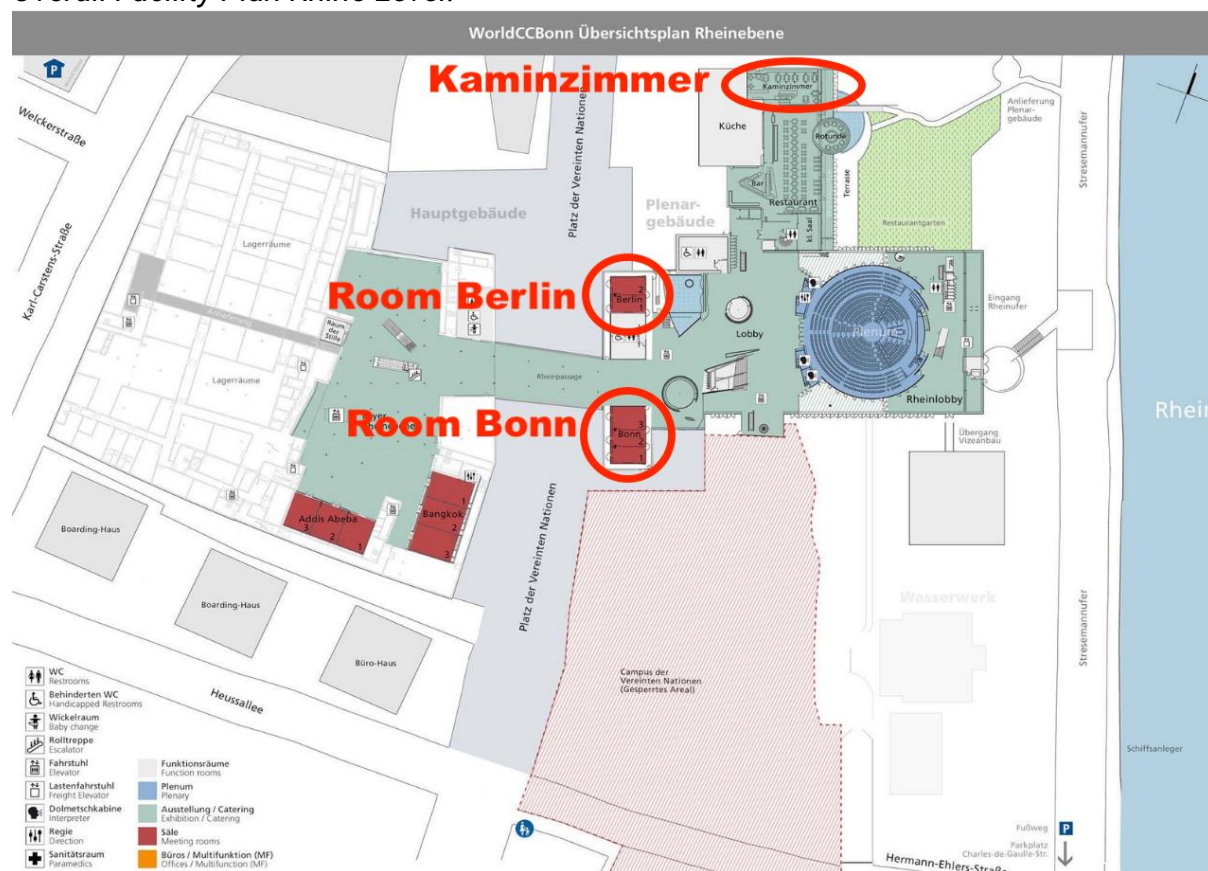
Overall Facility Plan Rhine Level:

Image source: WCCB (World Conference Center Bonn)

8.2 Side event rooms' setup

Due to resource constraints, side event rooms Berlin, Bonn and Kaminzimmer will have a limited audiovisual (AV) setup. Therefore, it will not be possible to stream side events online or to record them, and virtual participation will only be available on a self-service basis. In this section, you will find information on side event rooms' setup. For information on how to connect virtual speakers on a self-service basis, please consult section 9 of this handbook.

Each side event room has the following features:

Podium and a theatre-style setup with **6 seats** and **3 microphones** for panelists;

PC equipment at the podium which you can use for showing presentation slides and/or videos using a projector;

Two hand-held microphones for Q&A sessions;

In the case you have more than 6 speakers, you could arrange for their rotation. Due to space constraints, it is not possible to add more seats at the podium. If you wish to reserve seats in the audience for rotating speakers, please note that you can only do this 15 minutes before the start of your side event.

A single fixed to the podium meet-up USB-camera (i.e. camera is facing the podium) that can't be shown on the screen but can only be used for video conferencing (MS Teams, Zoom etc.) to connect with virtual speakers (Instructions on how to facilitate the participation of virtual speakers on a self-service basis, are available in section 9 of this handbook).

The side events rooms operate on a self-service basis. However, two AV technicians will be on stand-by to provide support across the three side event rooms if needed. If you require assistance from the AV technician(s), kindly inform the side events coordination team staff who are present in the back of the respective side event room.

All side event rooms are fully accessible.

Important:

- There will be **no interpretation booths** in side event rooms. Therefore, it will not be possible to have simultaneous interpretation at side events.
- **No virtual interpretation facilities** will be provided for side events.
- Nameplates 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 basis.

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It is encouraged to bring personal reusable water bottle to encourage sustainability.

9. Virtual speakers

The procedure to facilitate virtual speaker's participation in your side event at SB 62:

Step 1: generate a meeting link using MS Teams, Zoom or similar platforms.

Step 2: share the link with the virtual speaker(s).

Step 3: save the link in a word document on a USB stick.

Step 4: bring the USB stick to the side event room 15 minutes before the start of the side event and launch the video call from the computer (at the podium).As mentioned in Section 8.2, two AV technicians will be on stand-by to provide support across the three side event rooms if needed. If you require assistance from the AV technician(s), kindly inform the side events coordination team staff who are present in the back of the respective side event room.

We kindly ask you to refrain from sending your meeting links to the secretariat via email and stick to the procedure outlined above.

Please note that it is the responsibility of the side event organizer to ensure that all virtual speakers have been informed of and comply with the Code of Conduct for UNFCCC events.

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10. Sign Language Interpretation

As explained in Section 3, due to financial constraints, it is, unfortunately, not possible to provide a virtual platform for side events, but organizers are welcome to set up remote connection on a self-service basis. Should you wish to use sign language interpretation within your own virtual setup, you are most welcome to do so at your discretion. The participants joining online would need to pin/highlight the

sign language interpreter in the online platform individually from their respective device.

11. Presentations

As mentioned in section 8.2 of this handbook, each side event room will be equipped with a laptop at the podium for presenting. Below we are sharing some tips to ensure your presentation runs smoothly:

- ✓ To avoid delays in downloading your presentation, it is recommended to store all presentation files on a USB stick instead of using cloud-based software.
- ✓ If the presentation is given by a virtual panelist, we recommend that the virtual panelist does 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 and plays the slides from the laptop at the podium (via the using the sharing functionality of the respective video conferencing software, e.g. MS Teams).
- ✓ In case you wish to play a video at your side event, it is best to also upload them on a USB stick instead of streaming your videos from the Internet. Before the event, check the video quality using a regular video player on a Windows computer to ensure the files are not damaged and can be played without issues.

Kindly note that there is no possibility of sending your presentation files to the secretariat in advance.

Please be aware that the side events coordination team staff in the side event room won't be available to help with playing the slides. It's up to the side event organizer to make sure someone from their team is on hand to manage the slides from the podium.

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.

12. Catering

Side event organizers may hold receptions before or after their side events. Please note that the secretariat does not book catering services for side event organizers. To order catering, you must contact the respective catering service provider directly. **For contact details of the catering service provider, please consult this section of the SB 62 Information for Participants webpage.** Please note that there is no need to separately book/apply for a catering space. To inquire about the available time and venue for your reception, please contact the caterer.

> **!** **Please note that it is not possible to have a reception during your side event as food and beverages are not allowed inside side event rooms.**
>
> **Thank you for your understanding and cooperation.**

13. Consignments

A side event organizer can request a consignment label for a shipment to support their side event. Please contact us via the SEORS communication log or by writing to see@unfccc.int if you require a consignment label.

To reduce the carbon footprint of the conference and owing to logistical considerations such as storage availability, the secretariat will not be in a position to receive shipments of a cumulative total weight in excess of 50 kg per Party or observer organization.
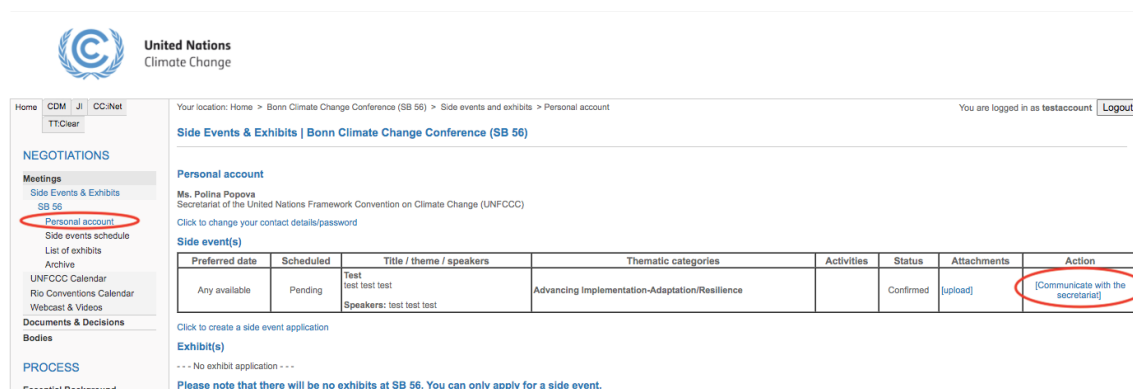
For further information on consignments/shipments, please consult this section of the Information for Participants webpage on the official UNFCCC website.

14. Communicating with the secretariat

Due to the high number of applications, the communication log in SEORS serves as an ideal channel to keep all information in one place. Therefore, we strongly encourage all lead organizers to use it for communicating with the Side Events and Exhibits Coordination team.

The lead organizer services as the primary contact point to the secretariat for your joint side event application. Therefore, all organizers are asked to streamline all the communication via the communication log in the lead organizer's personal account in SEORS.

To access the communication log in SEORS, please click on the "Communicate with the secretariat" button next to your side event application in your personal account in SEORS:

The following page will open. Use the SEORS communication log to send us a message directly via the system.

You can also contact us via email by writing to see@unfccc.int, however please note that messages sent via the SEORS communication log are prioritized.

15. Evaluation of your side event

The secretariat will collect information on the gender balance of panelists, sustainability level of your side event, the, as well as the overall quality of engagement at your side event. This information will be taken into consideration as selection criteria for side event applications for future sessions.

15.1 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 speakers at a given session will be reflected in the side events selection process for the future sessions.

15.2 Sustainability rating

The secretariat will take note of the side event's sustainability level according to the following criteria:

- **GREEN** - electronic dissemination of information only;
- **ORANGE** - limited number of printed materials combined with electronic dissemination;
- **RED** - a lot of leftover printed materials.

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.

16. Useful links

- [SB 62 Bonn Climate Change Conference: main conference page](#)
- [SB 62 Bonn Climate Change Conference: Information for Participants (A-Z)](#)
- [Side events schedule in SEORS](#)
- [Side Events and Exhibits: overview webpage on the official UNFCCC website](#)
- [SEORS User Manual](#)
- [Frequently Asked Questions on Side Events and Exhibits](#)