



United Nations  
Climate Change

**BONN CLIMATE CHANGE CONFERENCE SB 64**  
**8 June - 18 June 2026**

# **HANDBOOK FOR SIDE EVENT ORGANIZERS**

VERSION 2 – 20 May 2026

Observer Relations team  
Communications and Engagement Division  
UNFCCC Secretariat



Dear side event organizers!

Congratulations, your side event proposal for SB 64 was selected from one of the toughest competitive selection processes 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.

**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](mailto:see@unfccc.int) and we will be happy to assist you.**

We appreciate your cooperation and wish you a successful side event at SB 64.

Kind regards,  
Observer Relations team



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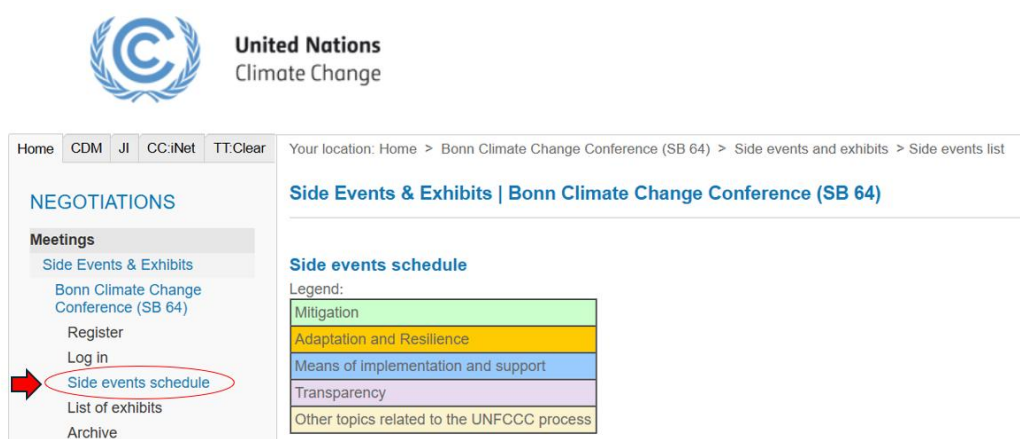
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## 1 Side events schedule

The official side events schedule for SB 64 is available on this [public webpage on the official UNFCCC website](#).

*There is no need to register in SEORS to view the side events schedule. The SB 64 side events schedule*

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:



United Nations  
Climate Change

Home CDM JI CC:Net TT:Clear Your location: Home > Bonn Climate Change Conference (SB 64) > Side events and exhibits > Side events list

NEGOTIATIONS

Meetings

- Side Events & Exhibits
- Bonn Climate Change Conference (SB 64)
- Register
- Log in
- Side events schedule**
- List of exhibits
- Archive

Side Events & Exhibits | Bonn Climate Change Conference (SB 64)

Side events schedule

Legend:

- Mitigation
- Adaptation and Resilience
- Means of Implementation and support
- Transparency
- Other topics related to the UNFCCC process

## 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.

It will be possible to join side events live on the [SB 64 virtual platform](#). Access to the virtual platform will only be available to registered participants of the conference. For detailed instructions on how to facilitate the participation of a virtual speaker in your side event, please consult section 9 and 10 of this handbook. For more information on registration including virtual-only registration, please consult [this section](#) of the Information for SB 64 participants (A-Z).

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.

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](#).

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

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 SB 64 venue.

**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.**



## 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.



**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 [official side events schedule](#).



**Step three:** Inform the secretariat of the agreed swapping details via your respective SEORS accounts or by sending an email to [see@unfccc.int](mailto:see@unfccc.int). **Please note that the secretariat needs to receive confirmation from both side event lead organizers to facilitate your swapping request.**



**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 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 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 24 HOURS PRIOR TO THE START OF YOUR SIDE EVENT.**

## 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:

**Personal account**  
 Ms. Polina Popova  
 Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC)  
[Click to change your contact details/newsletter](#)

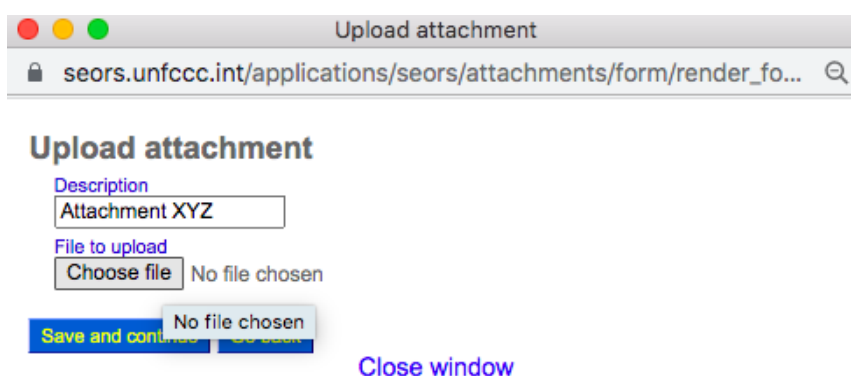
**Side event(s)**

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	<a href="#">[upload]</a> <a href="#">[upload]</a>	<a href="#">[Communicate with the secretariat]</a> <a href="#">[Edit]</a> <a href="#">[Merge]</a> <a href="#">[Confirm application from negotiation]</a> <a href="#">[Decline application as administrator]</a> <a href="#">[Move from negotiation to waiting list]</a>

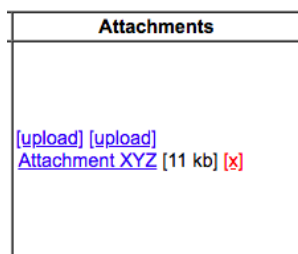
Lead applicant: Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), by [Ms. Polina Popova](#).  
 Co-applicant: Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), by [Mr. Claudemir da Silva](#).



**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:

1. There is no limit to the number of files that can be uploaded.
2. The size of each attachment is, however, limited to **4 MB**.
3. You can reduce the size of individual files by converting them into the PDF format.
4. Bigger presentations can be split into multiple documents.
5. 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 [official side events schedule](#) to check your side event slot.

Time (CEST)	Side event/break	Duration
<b>10:30 – 11:45</b>	<b>Side event</b>	<b>75 min</b>
11:45 – 12:00	Break	15 min
<b>12:00 – 13:15</b>	<b>Side event</b>	<b>75 min</b>
13:15 – 13:30	Break	15 min
<b>13:30 – 14:45</b>	<b>Side event</b>	<b>75 min</b>
14:45 – 15:00	Break	15 min
<b>15:00 – 16:15</b>	<b>Side event</b>	<b>75 min</b>
16:15 – 16:30	Break	15 min
<b>16:30 – 17:45</b>	<b>Side event</b>	<b>75 min</b>



**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 Bonn** (165 participants: 159 seats + Stage: 6 seats);
- **Room Berlin** (91 participants: 85 seats + Stage: 6 seats);
- **Kaminzimmer** (108 participants: 102 seats + Stage: 6 seats).

## Overall Facility Plan Rhine Level:

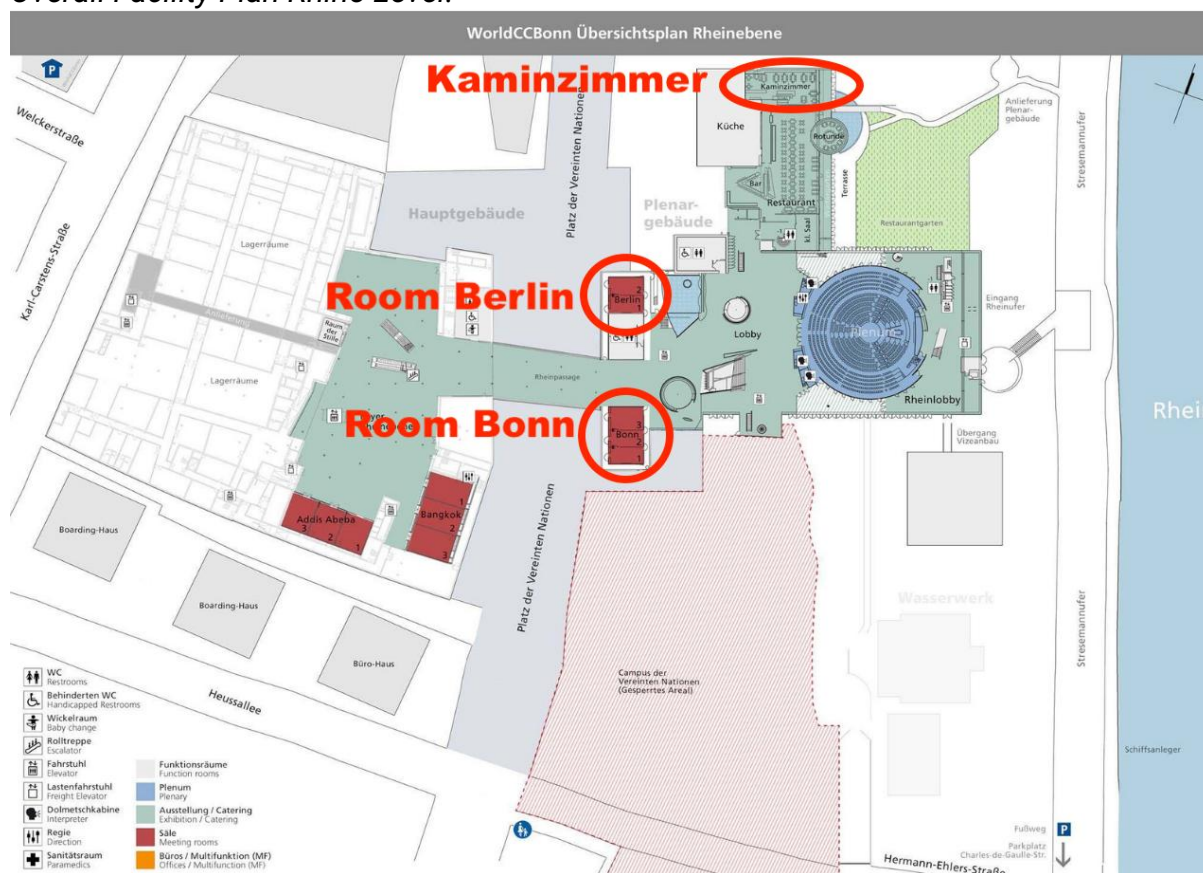


Image source: WCCB (World Conference Center Bonn)

## 8.2 Side event rooms' set up

In this section, you will find information on side event rooms' setup. For information on how to connect virtual speakers, please consult section 9 and 10 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) to connect with virtual speakers (Instructions on how to facilitate the participation of virtual speakers on a are available in section 9 and 10 of this handbook).



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

## **9 Virtual participation**

All side events will have a Microsoft Teams meeting link that duly registered SB 64 participants can join through the [SB 64 Virtual Platform](#) by clicking on the "Join" button in the SB 64 Virtual Platform. This will then direct the user directly to the MS Teams Meeting. The "Join" button will become available on the SB 64 Virtual Platform at the scheduled start time of your side event. For more information on the SB 64 virtual platform, please consult [this section](#) of the Information for SB 64 participants (A-Z) available on the UNFCCC website.

### **Please note the following:**

- Only Microsoft Teams links issued via the [SB 64 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.

## 10 Virtual speakers/panelists

Virtual speakers and panelists can join their side event by clicking the “Join” button in the [SB 64 Virtual Platform](#). Upon joining, they will automatically be directed to the MS Teams Meeting and will have speaking rights i.e. they only need to unmute their microphones to speak. Virtual speakers can also be muted/unmuted from the PC equipment at the podium.

To ensure high-quality audio and video during the intervention of virtual speakers/panelists, please make sure that a 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:

Informs virtual speaker(s)/panelist(s) to join their respective side event via the [SB 64 virtual platform](#).

### The virtual speaker(s)/ panelist(s):

Accesses the side event virtually via the SB 64 virtual platform by clicking on the “Join” button of their respective side event that will automatically direct the user to the MS Teams Meeting of their side event.

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 physical or virtual.** 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 SB 64.

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](#).**

## 11 Sign Language Interpretation

Should you wish to use sign language interpretation within the 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 MS team meeting individually from their respective device.

## 12 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 PC equipment in 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.**



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 template 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 refer to the guidelines below to ensure that your presentation and/or video/audio files are in the 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.
- 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.

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 Livestreaming and recordings

Due to this year's budget constraints, live participation or live watching will not be available on the official UNFCCC website or the secretariat's YouTube channel. Instead, side events can only be watched via clicking the "Join" button on the SB 64 Virtual Platform. Please also note that due to budget constraints, side events will not be recorded and thus no uploads of the recordings to the UN Climate Change Youtube channel.

## 14 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 64 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.

## 15 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](mailto: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.

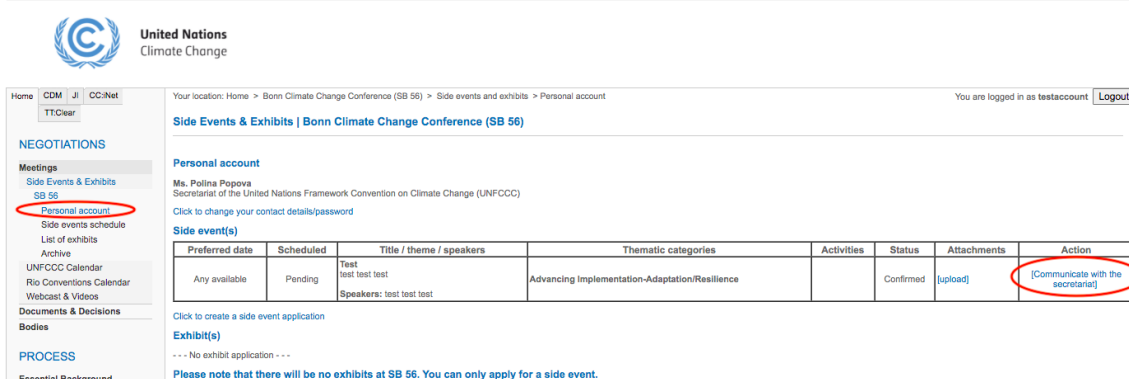
For further information on consignments/shipments, please consult [this section of the Information for Participants webpage on the official UNFCCC website](#).

## 16 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.

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 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.*



United Nations Climate Change

Your location: Home > Bonn Climate Change Conference (SB 56) > Side events and exhibits > Personal account

You are logged in as testaccount [Logout](#)

**Side Events & Exhibits | Bonn Climate Change Conference (SB 56)**

**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 test test Speakers: test test test	Advancing Implementation-Adaptation/Resilience		Confirmed	<a href="#">[upload]</a>	<a href="#">(Communicate with the secretariat)</a>

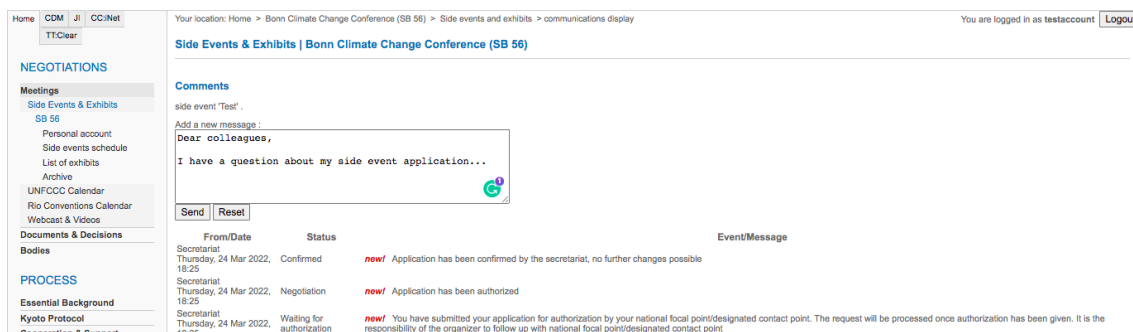
[Click to create a side event application](#)

**Exhibit(s)**

--- No exhibit application ---

**Please note that there will be no exhibits at SB 56. You can only apply for a side event.**

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

Home CDM JI CC:Net TT:Clear

Your location: Home > Bonn Climate Change Conference (SB 56) > Side events and exhibits > communications display

You are logged in as testaccount Logout

Side Events & Exhibits | Bonn Climate Change Conference (SB 56)

NEGOTIATIONS

Meetings

Side Events & Exhibits SB 56

Personal account

Side events schedule

List of exhibits

Archive

UNFCCC Calendar

Rio Conventions Calendar

Webcast & Videos

Documents & Decisions

Bodies

PROCESS

Essential Background

Kyoto Protocol

Cooperation & Support

Comments

side event: "Test".

Add a new message:

Dear colleagues,

I have a question about my side event application...

Send Reset

From/Date	Status	Event/Message
Secretariat Thursday, 24 Mar 2022, 18:25	Confirmed	<b>new!</b> Application has been confirmed by the secretariat, no further changes possible
Secretariat Thursday, 24 Mar 2022, 18:25	Negotiation	<b>new!</b> Application has been authorized
Secretariat Thursday, 24 Mar 2022, 18:25	Waiting for authorization	<b>new!</b> 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

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

## 17 Evaluation of your side event

The secretariat will collect information on the gender balance of panelists, sustainability level of your side event, 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.

### 17.1 Gender balance of speakers

As you are aware, the gender balance is one of the 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 future sessions.

### 17.2 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.

## 18 Use of UNFCCC logo

Use of the UNFCCC logo requires written authorization from the UNFCCC secretariat. Please find further information [here](#).

## 19 Useful links

- [SB 64 Bonn Climate Change Conference: main conference page](#)
- [SB 64 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](#)