



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

## United Nations Climate Change Conference COP 27 / CMP 17 / CMA 4

# EXHIBIT ORGANIZER'S HANDBOOK



**Version 4 – 6 November 2022**

*This handbook is revised regularly as new information becomes available.  
New information compared to Version 3 (3 October) is highlighted **in green**.*

Dear exhibit organizers!

This version of the handbook contains **all the logistical information on exhibits at COP 27 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.

**Please note that the information in the current document may be subject to change due to the COVID-19 regulations or technical reasons.**

We appreciate your understanding.

We wish you all the best of luck in holding your exhibit at COP 27!

Kind regards,  
Observer Relations team

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## 1. Role of the lead organizer

The lead organizer of the exhibit acts as the focal point for the (joint) exhibit towards the secretariat.



After the confirmation of the exhibit, **all communication from the secretariat is sent to the lead organizer only**, who is responsible for passing the information on to the co-organizers, if any.



Any request to revise the title and theme, and swap the allocated dates with other exhibitors, etc. can only be received from the lead organizer.

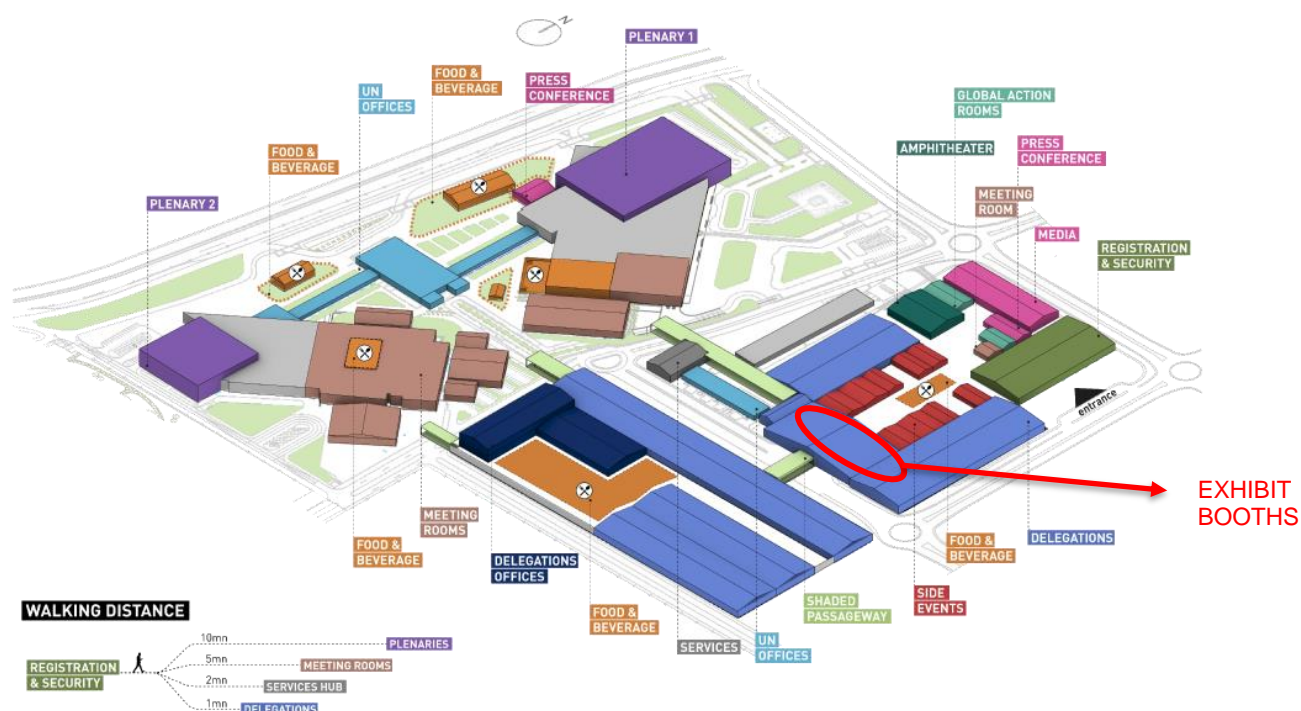


Only the lead organizer can upload files related to the exhibit to the web schedule.

## 2. Location of the exhibits area

All exhibits confirmed by the UNFCCC Secretariat will take place at the **Sharm El-Sheikh International Convention Center (SHICC)**, in the so called “Blue zone”. More information on the venue is available [here](#).

The exhibits are located right after the Side Events area, along the main circulation corridor leading to Pavilions and the main meeting rooms area. **The exact location of your exhibit booth will be indicated on site.** The number of your booth is indicated on [the exhibits web schedule](#).



### 3. Registration

Since the exhibit booths are located within the Conference venue, **all representatives involved in setting up, dismantling and/or staffing your exhibit must be in possession of a conference badge for COP 27**, i.e. duly registered with the UNFCCC Secretariat through the [Online Registration System \(ORS\)](#) as representative of a Party or observer organization, in order to access the exhibits area.



The above also applies to any staff required to access the venue to support your exhibit.



Conference badges must be collected before registration closes for the day. The opening hours of the registration desk can be found in the Registration section on the [COP 27 Information for Participants webpage](#). The confirmation of your exhibit **does not entitle applicants to any quota increase or any extension of registration office hours.**

### 4. List of exhibits

The list of organizers and the exhibition period can be consulted on [the UNFCCC web schedule](#).

**If you wish to change the dates of your exhibit**, you may approach other exhibitors directly and agree upon a joint request for a swap of slots.

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



Consult the official [exhibits schedule](#) in SEORS and identify those exhibitors that have their exhibit **in the same thematic cluster with you**. For information on thematic cluster, please consult section 5 of the current manual and the information provided on the [home page of SEORS](#).




Liaise with other exhibitors and agree upon a joint request for a swap. *(The contact details of exhibitors are publicly available in the SEORS schedule).* **Please note that the secretariat does not broker swapping exhibits slots.**



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 a confirmation from the lead organizers of both exhibits 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.

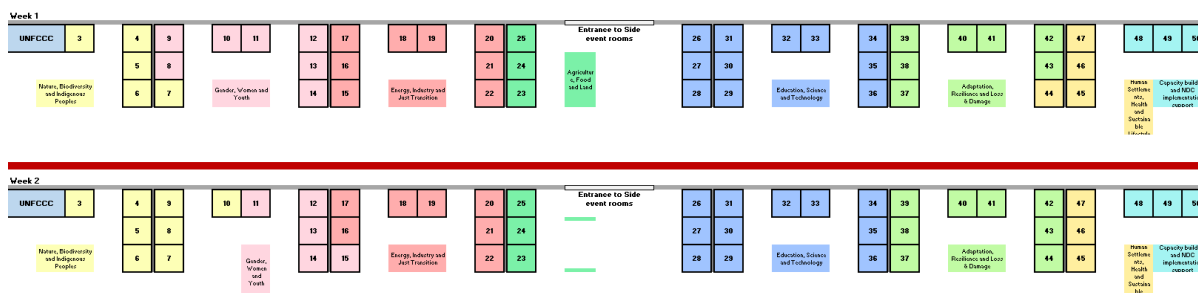
## 5. Dynamic exhibit slots and thematic clusters

Based on the positive experience from COP 25, the Secretariat has decided to pursue the format of **shorter exhibit slots (half-week)**, encouraging more focused utilization of exhibit spaces by a greater number of observer organizations and Parties partnering with observers.

Moreover, the exhibits covering similar topics have been organized into **8 thematic clusters**, with a view to maximizing their exposure and serving both for exhibitors' outreach and interaction among them and with other participants.

Adaptation, Resilience and Loss & Damage
Agriculture, Food and Land
Capacity Building and NDC Implementation Support
Education, Science and Technology
Energy, Industry and Just Transition
Gender, Women and Youth
Human Settlements, Health and Sustainable Lifestyle
Nature, Biodiversity and Indigenous Peoples

Figure 1: Thematic clusters floorplan



*Should you need any help in identifying your exhibit booth/your thematic cluster, please contact us via the SEORS communication log or by writing to see @unfccc.int, and we will be happy to assist you.*

**PLEASE NOTE THAT THE NUMBERING OF THE EXHIBIT BOOTHS HAS RECENTLY BEEN UPDATED! BEFORE SETTING UP, PLEASE CHECK THE NUMBER OF YOUR EXHIBIT BOOTH [HERE](#).**

## 6. Setting up your exhibit

PLEASE NOTE THAT THE NUMBERING OF THE EXHIBIT BOOTHS HAS RECENTLY BEEN UPDATED! BEFORE SETTING UP, PLEASE CHECK THE NUMBER OF YOUR EXHIBIT BOOTH [HERE](#).

Exhibitors whose exhibits start on **Monday, 7 November**, must set up **between 14:00 and 20:00 on Sunday, 6 November**.

**Exhibitors must pick up their conference badge in order to be able to access the venue for exhibit set-up.** On Sunday, 6 November, the registration desk will be open from 8:00 to 20:00.

**In case you cannot set up your exhibit on Sunday, 6 November**, you could do it between 8:00 and 10:00 on Monday, 7 November. **N.B.! On 7 November, the registration for NGOs will start after 14:00 hrs.** For Parties, United Nations and IGOs, the registration desk will be open between 06:30 and 19:00 hrs.

For the opening hours of the registration desk on the other conference days, please refer to the Registration section on [the COP 27 Information for Participants webpage](#).

Exhibitors having exhibits from **Monday, 14 November**, must set up **between 19:00 to 21:00 on Saturday, 12 November**. **N.B.! The venue will be closed on Sunday, 13 November.**

In case those exhibitors having their exhibit starting on **Monday, 14 November** are only present at COP during the second week of the conference, they can set up their exhibits between **8:00 and 10:00 on the morning of 14 November**.

All other exhibitors must set up **on the evening prior to their exhibit period from 19:00 to 21:00**.

In case you will not be able to set up your exhibit on time, please contact the secretariat via the SEORS communication log or by writing to [see@unfccc.int](mailto:see@unfccc.int) as soon as possible.

## 7. Dismantling your exhibit

All exhibitors are asked to clear their booth **on the last day of their exhibit by 17:00**.

Exhibitors are liable for any damage to the exhibit booth and are requested to use the booth the way it is provided and refrain from dismantling it in any form.

To facilitate the rotation of the exhibitions, **exhibitors are requested not to leave any materials or waste behind.** Any publications left behind in the exhibit booth will be disposed of. It is the responsibility of the exhibitor to arrange for return shipment of materials.

Exhibitors who leave their booth **untidy at the end of their exhibition may not be considered for exhibit slot allocation for future conferences.**

## 8. No-show

In order to maximize the use of the exhibit space available, the Secretariat will apply a **no-show policy**: exhibit booths that have not been occupied **by 10:00 on the first day of the assigned exhibit period** without prior notice, will **automatically be reclaimed by the Secretariat.**

## 9. Exhibit booth layout and equipment

**Exhibit booths are provided free of charge** and feature the exhibitor(s) name and the booth number. For design consistency reasons, **the exhibitors are not allowed to replace or cover the name sign** provided by the secretariat.

Each exhibit booth is equipped with:

- a small counter with a power plug;
- two bar stools;
- a bench/closet (not lockable);
- a 42-inch digital screen;
- a pin-wall (1,50m x 2,50m).

Exhibitors are kindly requested to **display posters and printed materials exclusively on the pin-wall** (pins are not provided) and disseminate all other materials in electronic format only.



The digital screen is [Samsung HG55AU800AUXZN smart](#). Information can be uploaded on the screen via 2 x USB connection (USB stick not provided) or 2 x HDMI cable (HDMI cable not provided).

We kindly ask exhibitors to prepare their digital files (videos, etc.) in regular formats supported by Android devices. *Kindly note that the most common video formats that are usually compatible with TV viewing are MOV and AVI.* It is also advisable to save your digital files in several formats before setting up your exhibit.



You will also be able to use the YouTube app using the smart TV directly.

Please note that via the HDMI connection you can display all types of files supported by your laptop. Please note that laptops will not be provided. In case you plan to bring a laptop to connect it to the digital screen, please note that you will not be able to lock up your laptop in the booth.



Due to the proximity of the exhibit booths to each other, **it is not permitted to turn on the sound on the screen**, so the content of your video or slideshow should be understandable without an oral/audio narrative.



**Don't forget to bring your own pins!** Please note that no pins will be provided. To display materials on the pin-wall, you will have to bring your own pins. Please do not use tape to place posters on the pin-wall.



**Kindly note that it will not be possible to lock-up a laptop inside the booth.**

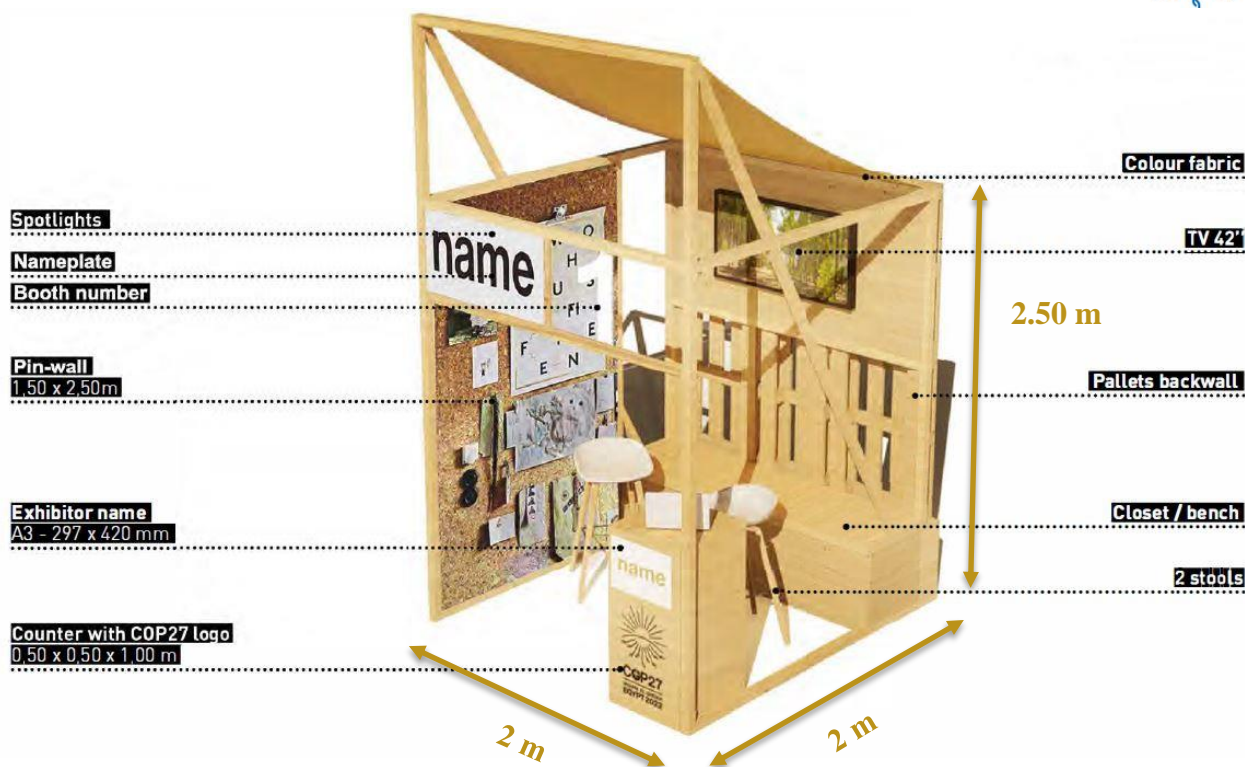
Exhibitors may display one roll-up banner inside the allocated exhibit booth.

Participants are personally responsible for the safety of all materials brought within the conference premises. The UNFCCC Secretariat disclaims all liability and responsibility for the loss, damage or theft of any such materials.

**Catering is not permitted at exhibits.**

**The exhibit booths are not provided with waste bins; exhibitors are requested to use the nearest recycling station.**

*Figure 2: Exhibit booth layout*



The illustration is not contractual. It is meant to provide a general idea of the envisaged layout of an exhibit booth.

*Figure 3: The placement of exhibit booths*



The illustration is not contractual. It is meant to provide a general idea of the envisaged exhibit booths' placement.

There will be 48 exhibit booths in total. There will be 2 sets of 25 exhibit booths: to the left and to the right from the corridor connecting the side event rooms' area and the Pavilions' area. To view detailed floorplan with the indication of the location of thematic clusters, please consult the information on page 6 of the current handbook.

## 10. Sustainability rating

The Secretariat will record each exhibit’s sustainability level in accordance with the following traffic light criteria:

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



The sustainability level will be taken into consideration as a **selection criterion** for exhibit applications for future sessions.

## 11. Uploading of electronic publications into SEORS

The Secretariat encourages exhibitors to use the upload facility within the SEORS personal account to upload information and electronic publications to the UNFCCC website. All uploads are linked to the [official side events schedule in SEORS](#) and may be publicly viewed, thus giving your exhibit visibility both before and after the session as they will remain available in the SEORS [archive](#).

To access the upload facility please follow the instructions below:

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

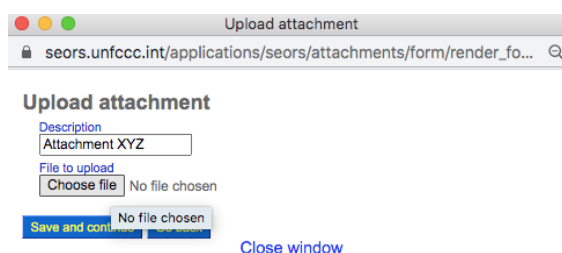
**Personal account**  
 Ms. Polina Popova  
 Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC)  
[Click to change your contact details/password](#)

**Side event(s)**

Preferred date	Scheduled	Title / theme / speakers	Thematic categories	Activities	Status	Attachments
Any available	Pending	Test Test Speakers: Test	Advancing Implementation-Adaptation/Resilience Aviation		Negotiation	<a href="#">[upload]</a> <a href="#">[upload]</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](#).

2. Upload the attachment via the pop-up window:



The screenshot shows a browser window titled "Upload attachment" with the URL "seors.unfccc.int/applications/seors/attachments/form/render\_fo...". The form contains the following fields and buttons:

- Description:** Attachment XYZ
- File to upload:** Choose file (No file chosen)
- Buttons:** Save and continue, Close window

To delete an attachment, click on the “x” sign next to the attachment in your personal account in SEORS:

Attachments
<a href="#">[upload]</a> <a href="#">[upload]</a> Attachment XYZ [11 kb] <a href="#">[x]</a>

- 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](#).

## 12. Consignments

The exhibit consignment label enabling organizers to ship materials to Sharm El-Sheikh, Egypt, was sent to all exhibitors through their respective SEORS communication logs on 6 October. For further information on consignments, please refer to the [COP 27 Shipping Guidelines](#) and the Consignments/Shipments section on the [COP 27 Information for Participants webpage](#).

**Please note that exhibitors' shipments cannot exceed 100 kg per exhibit booth.**

Once you arrive on site, please approach the consignments counter (located within the service area/signs will be available) to claim your consignments.

## 13. Communicating with the Secretariat

Please use the “Communicate with the Secretariat” function in the “Action” column of your SEORS account to communicate any issues regarding your exhibit. A communication log will be kept in your personal account for your reference. Due to the high number of exhibits, the communication log serves as an ideal channel to keep all information in one place.

## 14. Cancellation

If for any reason you wish to cancel your exhibit, kindly inform the Secretariat through your SEORS account at your very earliest convenience so that your slot can be transferred to an applicant from the waiting list.

## 15. Use of UNFCCC and COP 27 logos

Exhibitors may not use the UNFCCC logo, unless they have a dedicated partnership with the Secretariat. The same policy applies to Parties, observer organizations and UN system organizations. For further information, please consult [this webpage](#) on the official UNFCCC website.

Use of the COP 27 logo requires written authorization from the COP 27 Presidency, and should be addressed to [partnership@cop27.eg](mailto:partnership@cop27.eg).

## 16. Information for exhibit attendees

Information for exhibit attendees is available on [this webpage](#) on the official UNFCCC website. All exhibitors are invited to share this link with their networks.

## 17. Guidelines for participation for COP 27

You are kindly asked to carefully review the following [guidelines for participation](#).

## 18. Useful links

- [Information for COP 27 participants \(A-Z\)](#)
- [UNFCCC: Sharm El-Sheikh Climate Change Conference](#)
- [Egypt Presidency's website](#)
- [Frequently Asked Questions about Side Events and Exhibits](#)
- [SEORS User Manual](#)