



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

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

SIDE EVENT ORGANIZER'S HANDBOOK



Version 6 – 15 November 2022

*This handbook is revised regularly as new information becomes available.
New information compared to Version 5 (2 November) is highlighted **in green**.*

Dear side event organizers!

This version of the handbook contains **all the logistical information on side events 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 COVID-19 regulations or technical reasons.

We appreciate your understanding.

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

Kind regards,
Observer Relations team

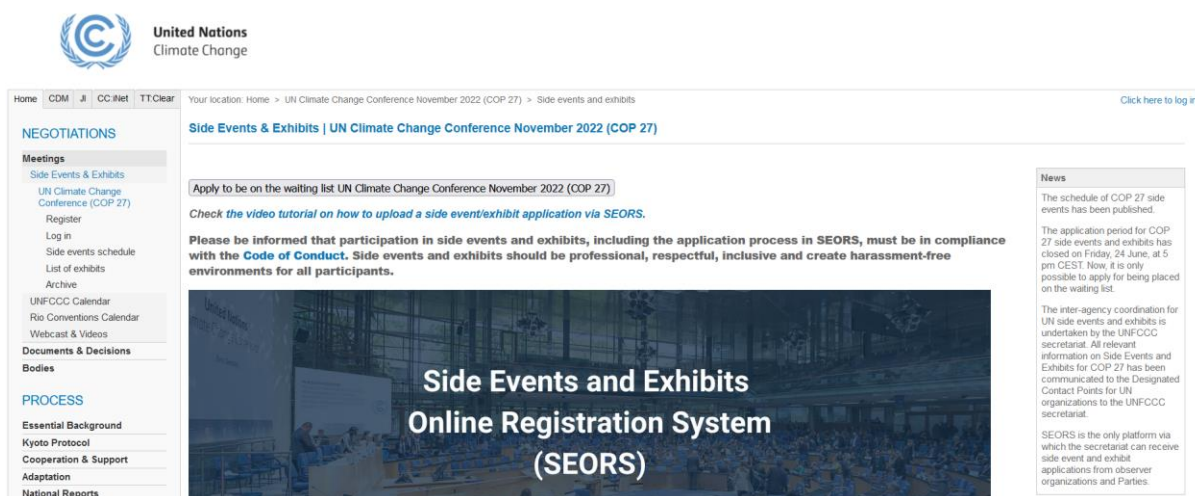
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1. Side events schedule

Click here to view [the side events schedule for COP 27](#).

The official side events schedule can be accessed from [the home page of SEORS](#):



The screenshot shows the UN Climate Change website interface. At the top, it says 'United Nations Climate Change'. The main content area is titled 'Side Events & Exhibits | UN Climate Change Conference November 2022 (COP 27)'. It includes a navigation menu on the left with categories like 'NEGOTIATIONS', 'MEETINGS', 'PROCESS', and 'BODIES'. The main content area contains a 'Apply to be on the waiting list' button, a video tutorial link, and a warning: 'Please be informed that participation in side events and exhibits, including the application process in SEORS, must be in compliance with the Code of Conduct. Side events and exhibits should be professional, respectful, inclusive and create harassment-free environments for all participants.' A large banner image features the text 'Side Events and Exhibits Online Registration System (SEORS)'. On the right, there is a 'News' section with several short articles.

2. Role of the lead 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. Duration of side events

The duration of a side event 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.



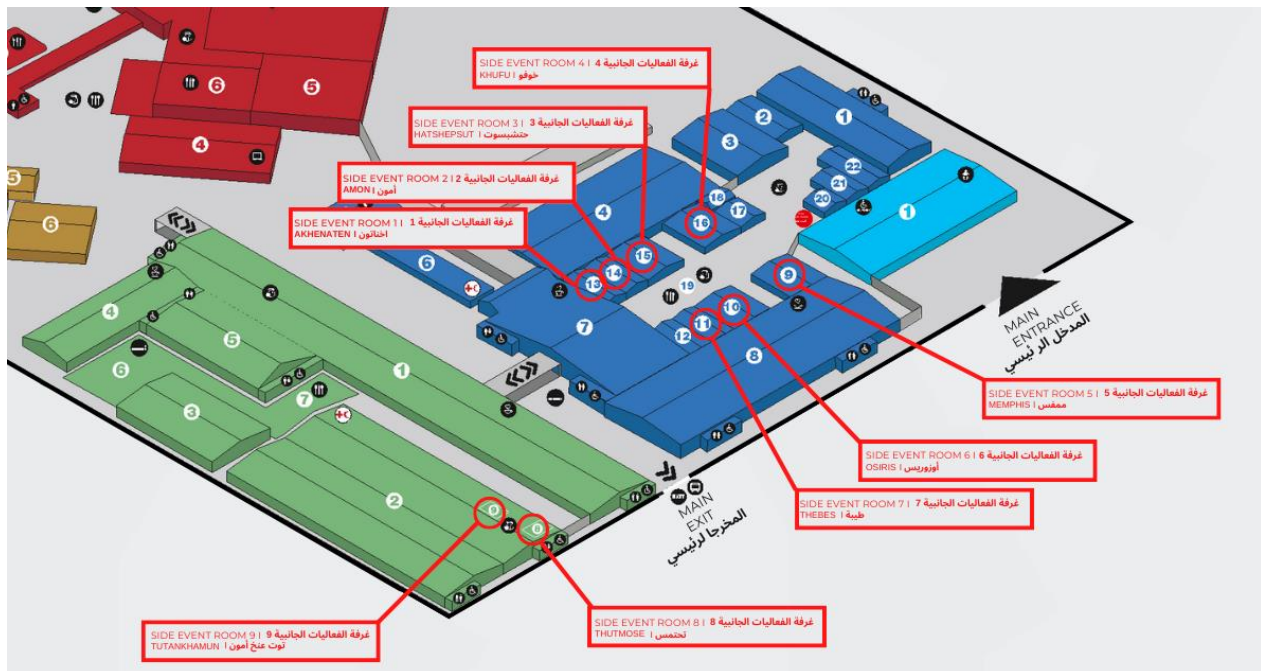
WE KINDLY ASK ALL SIDE EVENT ORGANIZERS TO ENSURE THAT THEIR SIDE EVENT FINISHES ON TIME.

4. Location of side event area

All side event rooms are located on the premises of the Sharm El-Sheikh International Convention Center (SHICC), in areas B and C in the so-called “Blue Zone”.

N.B.! It is necessary to be duly registered for the conference to access the Blue Zone in which all side event rooms are located.

Please see the location of side event rooms below. To view the whole venue map, please click [here](#). For information on the capacity of each side event room, please consult [section 9](#) of the current handbook.



5. 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.

It will be possible to watch side events live on [YouTube](#). For this, no registration is required. For more information on livestreaming, please consult sections 14 and 15 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.



6. Changing your side event slot

This year, in order to ensure the coherence of the side events program and maximize the exposure of side events by avoiding thematic clashes with other events held at the conference, the secretariat allocated most side events according to the following schedule of thematic tracks:

9 November, Wednesday	Science; Youth & Future generations; Resilience; Article 6/Carbon Markets
10 November, Thursday	Finance; Decarbonization; Industry; Loss and Damage
11 November, Friday	Science; Youth & Future Generations; Resilience; Adaptation; Agriculture & Food Systems, Land
12 November, Saturday	Decarbonization; Industry; Water; Gender; Just Transition
14 November, Monday	Adaptation; Agriculture & Food Systems; Land; ACE; Energy; Finance
15 November, Tuesday	Water; Gender; Biodiversity; Oceans & Coastal Zones; Transport; GST
16 November, Wednesday	ACE, Energy; Solutions; Human Settlements; Just Transition
17 November, Thursday	Biodiversity; Health; Loss and Damage

However, if you cannot hold your side event on the indicated date/at the indicated time, you could change your side event slot by taking the following steps.

If you wish to change your side event slot, please take the following steps:



Consult the official [side events schedule](#) in SEORS and identify those side event organizers that fall **under the same thematic track** as your side event.



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.

N.B.! Side event rooms 1-7 (Rooms Akhenaten, Amon, Hatshepsut, Khufu, Memphis, Osiris, and Thebes) will be equipped with 2 interpretation booths each. Side event rooms 8-9 (Thutmose and Tutankhamun) will NOT have interpretation facilities. In case you are considering swapping your side event slot with another side event organizer, please bear this in mind. For more information on interpretation, please consult [section 12](#) of the current handbook.

7. 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 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.

8. 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 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 outlines below.

N.B.! In the case of joint applications, attachments should be uploaded by the lead side event organizer.

To access the upload facility please follow the instructions below:

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

Personal account

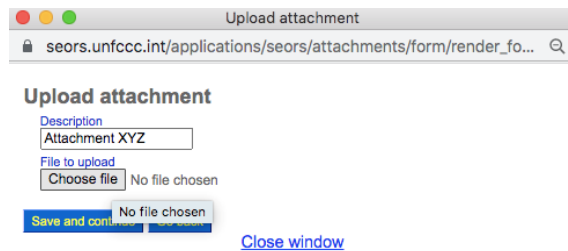
Ms. Polina Popova
 Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC)
[Click to change your contact details/password](#)

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	[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:



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 saving 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](#).

9. Room layout and equipment

There are 9 side event rooms, which have the following capacity:

- **Akhenaten** - 150 people
- **Amon** - 150 people
- **Hatshepsut** - 300 people
- **Khufu** - 300 people
- **Memphis** - 300 people
- **Osiris** - 300 people
- **Thebes** - 150 people
- **Thutmose** - 100 people
- **Tutankhamun** - 77 people

The maximum number of virtual attendees that can join via the COP 27 virtual platform is not limited. (Only duly registered conference participants can access the virtual platform).

All side event rooms have:

- theatre-style seating for the audience;
- head table for **8 speakers**;
- one lectern.

The equipment provided in each side event room will include:

- 4 table microphones for speakers.
- 2 microphones on stands for the audience. **N.B.! In case the stands are not available is the responsibility of the organizer to arrange for passing the microphone during Q&A sessions.**
- Presentation laptop placed at the head table. Side event organizers may also connect their personal laptops to the presentation equipment.
- Headsets for interpretation (one per seat).
- Projector screen.
- Audio system.
- Clicker.
- Cameras for webcast and livestreaming (the technical staff in the room will assist with this).
- Presentation software (PowerPoint).

N.B.! Name plates will not be provided.

Side event rooms 1-7 (Rooms Akhenaten, Amon, Hatshepsut, Khufu, Memphis, Osiris, and Thebes) will be equipped with 2 interpretation booths each. Side event rooms 8-9 (Thutmose and Tutankhamun) will NOT have interpretation facilities. For more information on interpretation, please consult [section 12](#) of the current handbook.



Side event organizers **are not allowed to:**

- Change the layout of the side event room;
- Bring in any additional equipment;
- Bring any food or beverages inside the side event room;
- Set up any decoration other than roll-up banners next to and/or behind the podium.

Side event organizers may set up a **90x160 cm roll-up banner** inside the side event room.

10. Presentations

All side event organizers will be able to share presentation slides and play videos.

There will be a laptop at the head table that side event organizers will be able to use to share their slides and play videos.

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.**

If you wish to show videos, please bring all video files on a USB stick instead of using online streaming services to play your videos. It is recommended to use **regular video formats that are compatible with MS Windows.**

11. Technical and organizational support in side event rooms

The technical staff will be present in the side event room to facilitate livestreaming of your side event.

An A/V technician will be present in the room to assist with technical problems.

Local staff from the secretariat (a digital clerk) will be present in the room for schedule coordination, liaison with technical staff, facilitation of virtual speakers/sign language interpreters' access, and troubleshooting.

Please note that passing of microphone, providing water for the podium and similar support tasks are not the responsibility of the technical or liaison staff. It is the responsibility of the side event organizer to arrange for such support during the side event.

Side event organizer and all speakers to requested to assemble in their allocated room 15 minutes before the start of their session.

This is to ensure there is sufficient time for the following key activities:

- Organizer and speakers to familiarize themselves with stage set-up, room layout and general technical support;
- Local staff from the secretariat to introduce themselves to the organizer;
- Organizer to provide names of any virtual participants who will also contribute as speakers/presenters or panelists so that the local staff can quickly identify them from the list of participants.

Please note that the A/V technician will only be able to assist with technical problems occurring in the side event room. In case a virtual panelist experiences technical problem, the on-site A/V technician will not be able to assist them.

Please also note that in case you order simultaneous interpretation for your side event, it will not be available to panelists joining the side event online and/or the virtual audience.

11.1 Run of show

Kindly note that this year the secretariat does not provide running order templates and does not collect them from side event organizers.

However, you could prepare a run of show document and bring two copies of it with you to the side event room to share it with the digital clerk who will be assisting with lobby moderation in case your side event has virtual speakers and the AV technician who will assist with the technical equipment in the side event room.

12. Interpretation services

Side event rooms 1-7 (Rooms Akhenaten, Amon, Hatshepsut, Khufu, Memphis, Osiris, and Thebes) will be equipped with 2 interpretation booths each. Side event rooms 8-9 (Thutmose and Tutankhamun) will NOT have interpretation facilities.

The deadline to inform the secretariat of your plans to order interpretation services was 5 pm CEST on Wednesday, 26 October.

The maximum number of languages that you can have is **the floor language + 2 additional languages.**

N.B.! The Secretariat does not provide any interpretation services.

Interpretation services have to be booked by side event organizers **on a commercial basis**. Please note that in case you would like to bring your own

interpreters, these interpreters need to be registered as part of a delegation (**within your quota**).

N.B.! Virtual interpretation facilities are not available at COP 27. All interpreters must be in possession of a conference badge and present on-site.

Please also note that in case you order simultaneous interpretation for your side event, it will not be available to panelists joining the side event online and/or the virtual audience. **Only those physically present in the side event room will be able to access the interpretation audio channel(s) via headphones provided in the side event room.**

If you are planning to have interpretation at your side event, please make sure you have informed the secretariat well in advance. **The deadline to provide this information to the secretariat is 5 pm CEST on Wednesday, 26 October. Please be informed that if you do not confirm your decision to the secretariat by 5 pm CEST on Wednesday, 26 October, there is no guarantee that your side event room will be equipped with interpretation facilities.**

12.1 Accredited interpreters on-site

It is also possible to book interpretation services on a commercial basis from already accredited interpreters on-site. *(Since these are already accredited interpreters, there is no need for them to be part of your delegation within your quota).*

➔ The information on accredited interpreters is available it available on the [COP 27 Presidency website](#).

In case of ordering interpretation from the appointed service provider, please note that local interpreters do generally work from Arabic to another language, meaning that always one of the two booths available in the Side Event rooms is to be assigned to Arabic.

In case a side event organizer would choose to bring their own interpreters on-site, or request the appointed SI provider to engage international interpreters, who work from English, they can use both booths and have the floor language + 2 languages.

Kindly note that in case of ordering interpretation services from the on-site service provider, it is still necessary to duly inform the secretariat of your decision to have interpretation at your side event and the selection of languages. **The deadline to provide this information to the secretariat was 5 pm CEST on Wednesday, 26 October.**

12.2 Virtual sign language interpretation

You can also have **virtual sign language interpretation** at your side event. Please note that you will have to book sign language interpretation services yourself.

Kindly note that virtual sign language interpreters must be duly registered as part of a delegation (**within your quota**).

The technical staff in the side event room will be able to assist you with connecting the interpreter to the video call. Prior to the start of the event, you must have the interpreter's email address so that the invitation link can be sent to them.



Please inform the secretariat if you are planning to invite a virtual sign language interpreter well in advance of your side event.

13. Receptions and catering services

The side event organizers are able to order hospitality catering on a commercial basis. Catering can be booked via the [COP 27 catering portal](#). The information on available catering areas can be provided by the caterer.

It is not possible to have catering inside the side event rooms. It is also the responsibility of the side event organizer to ensure that no food or beverages are taken inside the side event room.

More information on how to book catering services is available on the [“Information for Participants” webpage](#) on the official UNFCCC website in the [“Catering” section](#).

14. Side events on the virtual platform



Access to the virtual platform

The COP 27 platform for virtual participation can be accessed via [this link](#).

N.B.! Only duly registered conference participants will be able to access the virtual platform.



Virtual speakers

It will be possible to have virtual speakers at your side event. In case you plan to have a virtual speaker at your side event, please take the following steps:

1. Inform the secretariat that your side event will feature a virtual panelist/virtual panelists. In your communication, please include the **name** and the **email address** of the virtual speaker. This is necessary for the right users to be admitted to the video call and unmuted.

The deadline to communicate the contact details of virtual

speakers to the secretariat is **23:59 CEST, Friday, 28 October 2022.**

2. Prior to the side event, you will receive an invitation link and instructions on how to join the video call. You will have to pass this information over to your virtual speakers. **The side event organizer and the virtual speakers must not share their invitation link with any other users.**

N.B.! Please be reminded that **all virtual speakers must be duly registered** in ORS (Online Registration System) as part of a delegation.

All video calls will be done via MS Teams. Virtual speakers will be able to join from all countries where this service is available and accessible.

Please also note that in case you order simultaneous interpretation for your side event, it will not be available to panelists joining the side event online and/or the virtual audience. **Only those physically present in the side event room will be able to access the interpretation audio channel(s) via headphones provided in the side event room.**

The virtual audience and Q&A sessions

Registered conference participants will be able to follow your side event on the [COP 27 platform](#) and pose questions/comments to the virtual chat. Please note that the virtual audience will not be able to speak at side events.

To view the questions posed via the virtual chat, panelists must log in to the COP 27 platform using their own devices, click on the “COP 27 schedule” button on the left side of the screen, open the “Side Events” section and click **“Watch”** next to their side event. **N.B.!** **IT IS IMPORTANT THAT PANELISTS MUTE THEIR DEVICES WHEN USING THE COP 27 PLATFORM.**

Kindly note that panelists will not be receiving notifications in case someone from the virtual audience poses a question to the chat. To take questions from the virtual audience, you must keep an eye on the chat on the platform throughout the entire duration of the side event.



- DASHBOARD
- COP 27 SCHEDULE
- NETWORKING LOUNGE
- SELF-SERVICE MEETINGS
- SESSIONS & DOCUMENTS
- SIDE EVENTS & EXHIBITS
- SUPPORT HUB
- TEST YOUR CONNECTION

Sharm El-Sheikh

Climate Change Conference

November 2022




Meetings List

ALL BODIES
SIDE EVENTS
PRESS CONFERENCES
PRESIDENCY
MANDATED EVENTS

All
NGO
IGO
Party
UN Organization

- DASHBOARD
- COP 27 SCHEDULE
- NETWORKING LOUNGE
- SELF-SERVICE MEETINGS
- SESSIONS & DOCUMENTS
- SIDE EVENTS & EXHIBITS
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11:30 - 13:00 EET
15/11/2022
Organizer Type: UN Organization
Room: Side Event Room 3 - Hatshepsut

Side Events

UNDP, ILO, UNFCCC: Advancing Nationally Determined Contributions: Signs of Progress

Developing countries will highlight their progress on the Paris Agreement with a focus on three themes: just transition; adaptation; and forests, land and nature. Despite the challenges, countries continue to enhance second generation NDCs and will share inspiring stories of bold action being taken.

All delegates can watch

ⓘ
 ★

11:30 - 13:00 EET
15/11/2022
Organizer Type: UN Organization
Room: Side Event Room 4 - Khufu

Side Events

UNFPA, IDRC, OHCHR, UNDP: Enhancing climate action through rights-based, gender-responsive, and integrated approaches

This session will provide a platform to unpack the findings of the review to address SRHR needs in the climate crisis at programme and policy levels and to advocate for more gender-responsive climate commitments in the NDCs, and the need to bring young people to the forefront of policy dialogue.

All delegates can watch

ⓘ
 ★

15. Side events on the official UNFCCC website

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

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

Please note that in case you order simultaneous interpretation for your side event, it will not be available to those watching side events on the UNFCCC website. **Only those physically present in the side event room will be able to access the interpretation audio channel(s) via headphones provided in the side event room.**

16. Side events on YouTube

All side events will be livestreamed on the official secretariat-managed [YouTube channel](#). After the livestreaming session, **all side events will be available for on-demand watching on YouTube. YouTube livestreaming is available by default.** There is no need to apply for livestreaming.

Livestreaming sessions for all COP 27 side events will be pre-scheduled in the COP 27 side events playlist on the secretariat's YouTube channel in due course. Pre-scheduled livestreaming sessions will be marked as "UPCOMING" on YouTube.

N.B.! Due to a technical limitation, there is a limit of the maximum number of livestreaming sessions that we can pre-schedule on our YouTube channel at once. 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.

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

Please note that in case you order simultaneous interpretation for your side event, it will not be available to those watching side events via YouTube. **Only those physically present in the side event room will be able to access the interpretation audio channel(s) via headphones provided in the side event room.**

17. Consignments

If you need to obtain a shipment label, please contact see@unfccc.int.

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](#).

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

18. Paper use and distribution

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.

19. Sustainability rating

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.

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

20. 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 side event. A communication log will be kept in your personal account for your reference.

If you do not have access to SEORS, please write to see@unfccc.int.

21. Use of UNFCCC and COP 27 logos

Side event organizers 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.

22. Information for side event attendees

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

23. Guidelines for participation for COP 27

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

24. 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](#)