



**UN CLIMATE
CHANGE
CONFERENCE
UK 2021**

IN PARTNERSHIP WITH ITALY

United Nations Climate Change Conference **Side Events Organizer's Handbook**

United Nations Climate Change Conference

COP 26



United Nations
Climate Change

Version 6, 09.11.2021



Dear side event organizers!

This version of the handbook contains **all the logistical information on side events at COP 26 available at the moment.**

If we receive any further information, it will be immediately added to this document. 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 side event at COP 26!

Kind regards,
Observer Relations team



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1. Role of the lead organizer

The lead organizer (previously, the lead applicant) of the side event acts as the focal point for the joint event toward the secretariat:

- After 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.

2. Side events schedule

Click here to view [the side events schedule for COP 26](#).

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

United Nations
Climate Change

Home CDM JI CC/Net TT/Clear Your location: Home > UN Climate Change Conference November 2021 (COP 26) > Side events and exhibits Click here to log in

NEGOTIATIONS

Meetings

- Side Events & Exhibits
- UN Climate Change Conference November 2021 (COP 26)
- Register
- Log in
- Side events schedule**
- List of exhibits
- Archive
- UNFCCC Calendar
- Rio Conventions Calendar
- Webcast & Videos

Side Events & Exhibits | UN Climate Change Conference November 2021 (COP 26)

Apply to be on the waiting list UN Climate Change Conference November 2021 (COP 26)

As communicated to all Parties and admitted organizations on 15 June, the SEORS opening closed on 2 July. We have opened a waiting list to receive further applications for those who did not meet the deadline. The secretariat will contact those on the waiting list in case of cancellations made by selected event organizers.

Before applying, please carefully review the [frequently asked questions](#) and the Side events and exhibits application manual [Side events and exhibits application manual](#).

We do recognize that the side events and exhibitions are, like the rest of COP, subject to conditions that may be imposed by the Covid-19 Pandemic. However, in order to plan adequate time for the assessment of the application content for side events and exhibits, we are opening the process at this timing.

News

SIDE EVENTS SCHEDULE AND THE LIST OF SELECTED VIRTUAL EXHIBITS IS AVAILABLE ON THE HOME PAGE OF SEORS.

To view the side events schedule or the list of selected virtual exhibits, please click on one of the respective links in the upper-left corner of the page.

Please be informed that the duration of side events has been reduced to 75 minutes.

3. Changing your side event slot

The secretariat tries its best to allocate side events according to side event organizers' logistical preferences, yet this is not always possible. If you would like to change the date and/or the time and/or the location of your side event, you may approach other organizers directly (you can find their contact details in [the official side events schedule in SEORS](#)) and agree upon a joint request for a swap of dates. Please inform the secretariat of the agreed details via your respective SEORS accounts or by sending an email to see@unfccc.int. You will thereafter be informed by the secretariat whether your joint request has been accepted.



4. Registration

Since side events (held in both conventional rooms and multimedia studios) 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 and interpreters.

- ! Please note that **it is necessary to be registered in ORS to access the COP 26 platform for virtual participation**. There is no need to be physically present in Glasgow to join side events virtually. It is necessary to undergo an online ID check to access the COP 26 platform. For more information on the COP 26 platform, please review the respective section on [this webpage](#).
- ! The confirmation of a side event or exhibit does not entitle the organizer to any quota increase for its delegation.

5. Editing your side event's title/description/the list of speakers/contact details

Once the schedule has been published in SEORS, side event organizers cannot edit their side event applications in SEORS. If you would like to update any information in your side event application, please communicate what need to be changed to the secretariat via the communication log in your personal SEORS account 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



6. Duration of side events

The duration of side events has been reduced to **75 minutes** to ensure having the necessary sanitation breaks between events to comply with the COVID-19 regulations. There must be a **30- minute break** after each side event.

7. Guidelines for participation for COP 26

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

8. Pre-Session briefing

Please note that Lead Organizer, Chair/host and presenters should assemble in their room during this 30- minute break, ideally at the start of the break, i.e. 30 minutes before it is due to start.

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

- Lead Organizer, Chair/host and speakers to meet Room Producer – responsible for overseeing room support – who briefs them on the way session will run, room layout, general technical support
- Room Producer introduces Chair/host to Digital Clerk who acts as conduit between them and virtual participants. DC will explain the process of how they will let Chair/host know if there are virtual participants waiting to ask questions
- Lead organizer to provide names of any virtual participants who are speakers so they can be quickly identified from list of virtual participants
- Sound engineer to mic up all speakers
- AV/Video technician to check any presentation submitted

9. COVID-19 disclaimer

- ! Side events' timing: it is absolutely necessary that your side events finish on time so that side event rooms are properly sanitized between sessions.
- ! Side event rooms' capacity: side event attendees will be able to enter side event rooms on a first come, first served basis. It will not be possible to have more people in the room than determined by the room capacity. **NO STANDING WILL BE PERMITTED.**

10. Location of side event area

Side event rooms are located in the Blue Zone in the Scottish Event Campus (SEC) and in the Armadillo.

At COP 26, there will be two types of side event rooms: conventional rooms with physical audience on-site and multimedia studios with no physical audience but specifically equipped for interacting with the virtual audience.

Conventional side event rooms:

- Side Event Room 1 - Loch Lomond, 143 pax (SEC).
(Previously Lomond Auditorium).
- Side Event Room 2 - Strangford Lough, 174 pax (Armadillo).
(Previously Clyde Auditorium).
- Side Event Room 3 - Derwentwater, 44 pax (Armadillo).
(Previously Forth Room).

Multimedia side event studios:

- Side Event Studio 1 - South Downs (SEC).
- Side Event Studio 2 - Skomer (SEC).
- Side Event Studio 3 - Glen Affric (Armadillo).

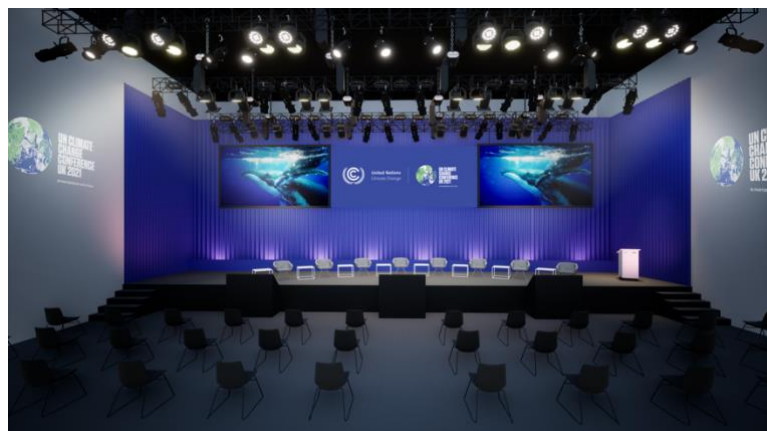
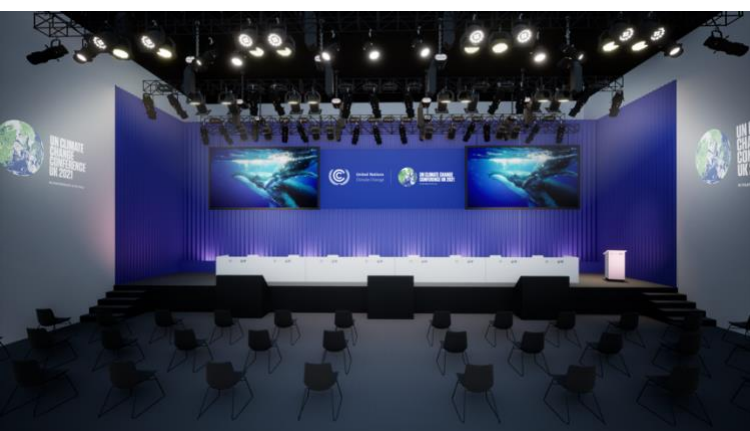




11. On-stage seating arrangements

Side event rooms have two possible on-stage seating arrangements:

- Top-table (on the left)
- Davos-style: armchairs and coffee tables (on the right)
- Please check the schedule of on-stage configuration changes on the next page





On-stage configurations' schedule

| | Wed 3 | Thur 4 | Fri 5 | Sat 6 |
|----------------------|-----------|-----------|-----------|-----------|
| Loch Lomond (1) | Davos | Top Table | Top Table | Top Table |
| Strangford Lough (2) | Top Table | Davos | Davos | Top Table |
| Derwentwater (3) | Top Table | Top Table | Top Table | Top Table |
| South Downs (4) | Davos | Davos | Davos | Davos |
| Skomer (5) | Davos | Davos | Davos | Davos |
| Glen Affric (6) | Top Table | Top Table | Top Table | Top Table |

| | Mon 8 | Tue 9 | Wed 10 | Thu 11 |
|----------------------|-----------|-----------|-----------|-----------|
| Loch Lomond (1) | Top Table | Top Table | Davos | Davos |
| Strangford Lough (2) | Davos | Davos | Davos | Davos |
| Derwentwater (3) | Davos | Davos | Davos | Davos |
| South Downs (4) | Davos | Davos | Davos | Davos |
| Skomer (5) | Davos | Davos | Davos | Davos |
| Glen Affric (6) | Top Table | Top Table | Top Table | Top Table |

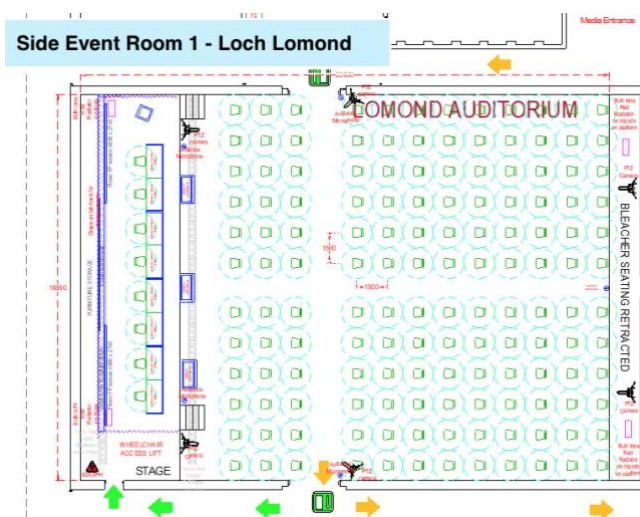
Please note that stage configurations indicated in the current handbook may be subject to change due to technical reasons. In case of changes, we will immediately update the information in the current handbook.



12. Side Event Room 1 - Loch Lomond (SEC)

Room Layout and Equipment:

- Audience seating: Seats 1.5m apart, 143 pax capacity
- Maximum number of speakers on-stage: 6 speakers
- Number of remote participants: 450
- Stage backdrop: Central graphic flanked by 2x projection screens (16:9)
- 3x comfort monitors (55") on floor in front of stage
- Comfort monitor content: each monitor can show separate content e.g. PPT/video/virtual presenter/notes/timer
- Presentation laptop and remote clicker/cue light system: presenters can either advance own slides or cue AV technician to do so
- Microphones for speakers: radio lapel microphone for each presenter
- Microphones for audience: 2x for moderators, 4x floor-standing for floor questions
- Cameras: 4x HD remote cameras
- Branded adjustable height lectern
- Wheelchair access via ramp to stage



Simultaneous translation facilities:

- 4x interpretation booths (2 per language) plus audience headsets

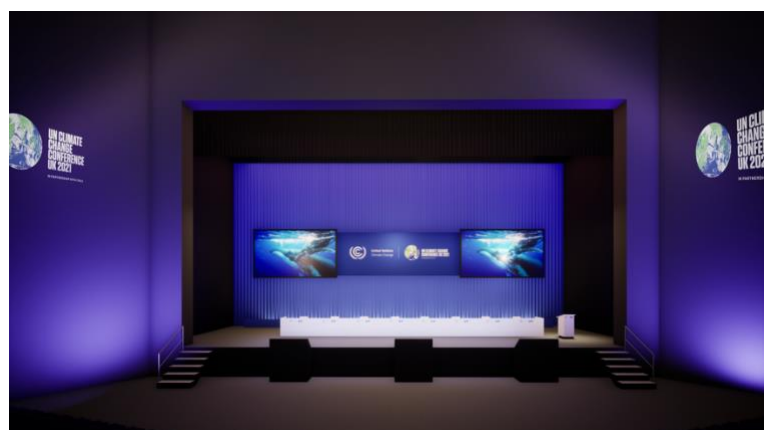
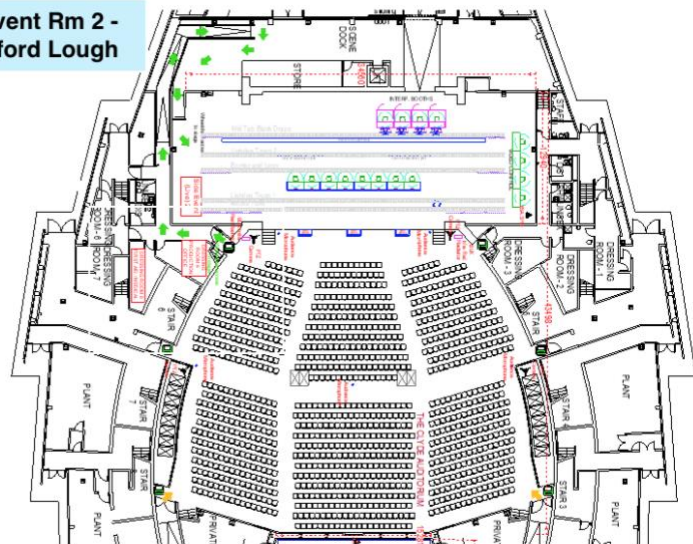
Support in the Room:

- Room Producer - key point of contact in the room, on the day
- Stage Manager/Showcaller
- Sound/AV/Video technicians
- Digital technician
- Digital clerk

Room Layout and Equipment:

- Audience seating: Seats 1.5m apart, 174 pax capacity
 - Maximum number of speakers on-stage: 6 speakers
 - Number of remote speakers: not limited
 - Number of remote participants: 450
 - Stage backdrop: Central graphic flanked by 2x projection screens (16:9)
 - 3x comfort monitors (55") on floor in front of stage
 - Comfort monitor content: each monitor can show separate content e.g. PPT/video/virtual presenter/notes/timer
 - Presentation laptop and remote clicker/cue light system: presenters can either advance own slides or cue AV technician to do so
 - Microphones for speakers: radio lapel microphone for each presenter
 - Microphones for audience: 2x for moderators, 3x floor-standing for floor questions
 - Cameras: 4x HD remote cameras
 - Branded adjustable height lectern
 - Wheelchair access via ramp to stage
-

Side Event Rm 2 - Strangford Lough





Simultaneous translation facilities:

- 4x interpretation booths (2 per language) plus audience headsets

Support in the Room:

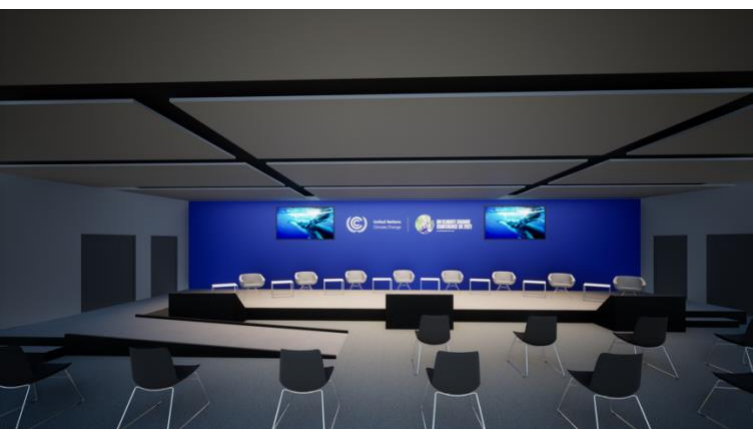
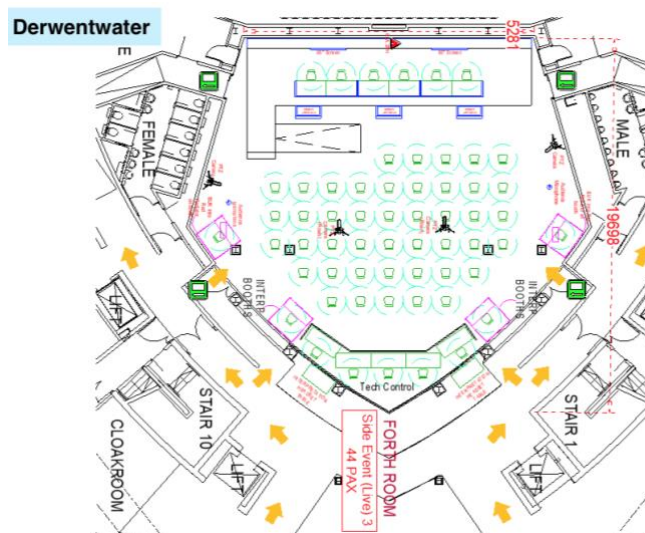
- Room Producer - key point of contact in the room, on the day
- Stage Manager/Showcaller
- Sound/AV/Video technicians
- Digital technician
- Digital clerk



14. Side Event Room 3 - Derwentwater (Armadillo)

Room Layout and Equipment:

- Audience seating: 1.5m apart, 43 pax capacity
- Maximum number of speakers on-stage: 6 speakers
- Number of remote speakers: not limited
- Number of remote participants: 450
- Stage backdrop: Central graphic flanked by 2x projection screens (16:9)
- 3x comfort monitors (55") on floor in front of stage
- Comfort monitor content: each monitor can show separate content e.g. PPT/video/virtual presenter/notes/timer
- Presentation laptop and remote clicker/cue light system: presenters can either advance own slides or cue AV technician to do so
- Microphones for speakers: radio lapel microphone for each presenter
- Microphones for audience: Moderator microphone and 2x floor-standing microphones
- Cameras: 4x HD remote cameras
- Branded lectern
- Wheelchair access via ramp to stage from backstage



Simultaneous translation facilities:

- 4x interpretation booths (2 per language) plus audience headsets

Support in the Room:

- Room Producer - key point of contact in the room, on the day
- Stage Manager/Showcaller
- Sound/AV/Video technicians
- Digital technician
- Digital clerk



15. Multimedia Side Event Studios



Multimedia side event studios are studio-like environments specifically designed for interacting with the virtual audience via the COP 26 platform. *(Please note that it is necessary to be duly registered in ORS (Online Registration System) as part of a delegation to access the platform).* Multimedia side event studios will not have any physical audience on-site.

Side event studios at COP 26:

- Side Event Studio 1 – South Downs
- Side Event Studio 2 – Skomer
- Side Event Studio 3 – Glen Affric
- Number of remote participants: 450

Davos-style seating arrangement (on the right) and top table seating arrangement (on the left)





Room Layout and Equipment:

- Branded backdrop
- Comfort monitor x 3 (65") on stands.
- Comfort monitor content: each monitor can show separate content e.g. PPT/video/virtual presenter/virtual participants gallery view/notes/timer
- Maximum number of speakers on-stage: see above
- Number of remote participants: 450
- Presentation laptop and remote clicker/cue light system: presenters can either advance own slides or cue AV technician to do so
- Microphones for speakers: radio lapel microphone for each presenter
- Cameras: 4x HD remote cameras
- Branded lectern available

Simultaneous translation facilities:

- Simultaneous (virtual) interpretation will be available using Webex Legislate.
- The speakers on-site will be provided with headsets.
- There will be no interpretation booths, interpreters will have to work remotely. Interpreters will not be able to work from multimedia studios on-site. Only remote simultaneous interpretation is possible in multimedia studios.
- **In case you have been allocated to a multimedia side event studio and would like to invite your own interpreter, you are kindly asked to carefully review the section on virtual interpretation (section 20.3 of the current handbook).**

How the audience can engage:

- Side event attendees will be able to engage in the virtual Q&A session.
- Virtual Q&A sessions are expected to be organized as follows:
 - The Digital Clerk (DC) will alert the Chair to whether there are questions from virtual participants using a simple red/green screen system.
 - When the screen goes to green this means there are virtual questioner(s) waiting.
 - The chair confirms that they would like to take a question from the virtual audience.
 - The questioner is 'moved to stage' i.e. goes on screen and the Chair asks for their name and what their question is.
 - If the Chair knows, ahead of time, that a certain participant will wish to ask a question, they should let the Digital Clerk know this during the pre-session break so that the DC can quickly identify and be prepared to move to stage.

Support in the Studio:

- Room Producer - key point of contact in the room, on the day
- Sound/AV/Video technicians
- Digital technician
- Digital clerk



15.1 Presenter Technical Knowledge & Virtual Presenting Tips

- Side event studios will have comprehensive technical support and therefore presenters do not need to have a high level of technical know-how
- We do recommend that presenters spend time rehearsing their presentations using an online platform, say Zoom or Teams, with colleagues/friends in order to feel confident in delivering virtually
- Screen content should not be text-heavy, as, remember, viewers may be watching on small screens (mobiles/laptops etc.)



16. Technical and organizational support to side event organizers

This section presents an overview of the support that will be provided during all Side Event sessions and information on what Meeting Organisers and presenters are requested to do in order to deliver a successful meeting.

Please note that each side event should have a Meeting Organizer(MO)/Chair (one of the speakers).

NOTE: Meeting Organiser and all presenters to assemble in their allocated room 30 minutes before start of their session.

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

- MO/Chair and speakers to familiarise themselves with stage set-up, room layout and general technical support
- MO/Chair/Host to be introduced to Digital Clerk, who acts as conduit between them and virtual participants and who will explain the method of communication between both
- MO/Chair/Host to provide names of any virtual participants who will also contribute as speakers/presenters or panellists so that DC can quickly identify them from list of participants
- Sound Engineer to mic up all speakers with lapel microphones
- AV/Video technician to check any presentation content submitted by speakers

NOTE: During this period, the room (and possibly stage set-up) will be re-set from previous session. The room will also be sanitised according to COVID-19 guidelines.



Key Roles and Responsibilities

| Role | Responsibilities |
|-------------------------------------|---|
| Floor manager | Key point of contact for Meeting Organiser Oversees all aspects of session |
| AV/Video/Sound/Lighting technicians | Provide all necessary technical support including fixing lapel microphones, testing sound, receiving and checking presentations |
| Digital Technician | Provides support on virtual integration, connections with participants |
| Digital Clerk | Acts as conduit between virtual participants and Chair/Host |
| Stage Manager | Manages all aspects of stage including overseeing stage set-up, supporting speakers (familiarisation), also checks room layout (social distancing measures) |
| Showcaller* | Oversees technical crew, providing all technical cues |
| Local room staff | Oversee delegates, headset collection, ensure delegates seated, no standing, etc. |
| Interpreters | Provide simultaneous translation either in booths (rooms) or remote (studios) |

* This role is in Loch Lomond and Strangford Lough auditoriums only



17. Presentations

- PowerPoint presentations must be in 16:9 aspect ratio
- Fonts should be supplied separately to the presentation
- Embedded video should be supplied as separate video files: H264, ProRes codecs, mp4 file or .mov
- Presenters who are using their own laptops should supply their own power adaptor
- Presenters can either run their own presentation from their laptop or cue the AV technician to run from the room laptop

Please be ready to submit your presentation materials to the technical staff on-site. Please arrive at least 30 min in advance to make sure you have time to upload your presentations.



18. Virtual participation: COP 26 platform

- ! Please note that it is necessary to be duly registered in the Online Registration System (ORS) as part of a delegation to access the COP 26 platform. (It is not necessary to be physically present in Glasgow and pick up your badge to virtually participate. You must be registered and undergo an online ID check to access the COP 26 platform).

For more information on the COP 26 virtual platform, please review the respective section on [this webpage](#).

As the attendee journeys through the COP26 platform, their badge type will determine the view they receive when joining a meeting. There are two different views - Participant and Observer.

Participant View:

- "Request the floor" / Raise Hand
- Chat functions
- Screen sharing
- Choice of available SI (simultaneous interpretation) languages

Observer (attendee) View:

In Observer view, delegates are treated as passive viewers - they cannot contribute or interact with the meeting.

They can choose to listen to any available SI (simultaneous interpretation) languages.

Social 27 platform:

From the COP26 platform, attendees will be directed to the live Social 27 platform, if they have completed their registration. Once here, they will be able to view the Live Training schedule, the Support Hub and be able to test their connection.

Overview of Virtual Operation:

If a virtual participant wishes to speak, they press their 'Raise hand' button.

The Digital Clerk (DC) in the room notes this and passes the information to the Chair/Host. This information is transferred by means of a dedicated monitor which the Chair/Host has sight of and which gives him a clear sign that a participant is waiting to contribute.

When the participant is called to speak by the Chair/Host, the technician will 'move to stage' that person from the list of participants.



Note: If a virtual participant is also a virtual speaker/presenter or panellist, the DC will need to be told their names during the 30 minutes' set up time, so they can be identified from list.

When the technician will mix from logo/gallery (default view) to the full screen image of the virtual participant speaking.

At the same time, the DC will enable the participant's unmute button. This is not unmuting. The DC can either disable a participant's access to their unmute button (which also turns the mute on) or enable access to the unmute button so the participant can click it to unmute themselves.

Note: The DC cannot unmute a participant for reasons of privacy.

When the participant has finished speaking, the DC will disable their unmute button (putting them back on mute) and the digital technician will switch the feed to the room back to the default logo/gallery view.

General Points of Information:

Within the 'move to stage' option, it is not possible for the Digital Technician to instantly cut to another virtual participant. Instead this switch takes place via the logo/gallery view, resulting in a smoother viewing experience.

If a screen share is enabled, the technician will mix to that on the output. They can mix between camera shot and screen share, if required, but will only do this on direction from the AV/Video technician. Presenters will need to change to their presentation and make it full screen before we can switch it to the room.



18.1 How to join a side event virtually via the COP 26 platform

Step 1

Log in to the COP 26 platform



Step 2

Go to the COP 26 Schedule



Step 3

Make sure you have selected the correct side event room

The screenshot shows the COP26 SCHEDULE website. The header features the text "COP26 SCHEDULE" and "SESSIONS LIST". A navigation bar includes tabs for INFORMAL, SIDE EVENTS (selected), PLENARY, COP PRESIDENCY EVENT, MANDATED EVENT, CONTACT GROUP, and Press/Media. Below the tabs, there are sub-tabs for various side event rooms: SIDE EVENT ROOM STRANGFORD LOUGH, SIDE EVENT ROOM LOCH LOMOND, SIDE EVENT ROOM DERWENTWATER, SIDE EVENT STUDIO SOUTH DOWNS (selected), SIDE EVENT STUDIO SKOMER, and SIDE EVENT STUDIO GLEN AFFRIC. The main content area is titled "Let's get started" and provides instructions on how to navigate the calendar and add sessions to a personalized schedule. It includes buttons for "COP26 Presidency overview" and "COP26 UNFCCC schedule".

Step 4

You can join the meeting when the "JOIN" button appears next to the event or add it to your schedule. Please note that virtual speakers are expected to join side events via the COP 26 platform following the same procedure.

The screenshot shows a list of side events on the COP26 SCHEDULE website. Each event entry includes the time slot, date, room/location, and event title. To the right of each event, there are buttons for "Upcoming" and "Add to My Schedule". A tooltip for the first event reads: "Upcoming session Morocco, University of Regina: Adaptation Metrics: challenges and perspectives_join". The events listed are:

- 18:30 - 19:45 GMT** Nov 09, 2021
Room/Location: Side Event room Derwentwater
Morocco, University of Regina: Adaptation Metrics: challenges and perspectives_join
- 11:30 - 12:45 GMT** Nov 10, 2021
Room/Location: Side Event room Derwentwater
IGES, UTM: Call for an integrative approach: Climate, biodiversity, disaster risk reduction and SDGs_join
- 13:15 - 14:30 GMT** Nov 10, 2021
Room/Location: Side Event room Derwentwater
UNFCCC, Mitigation: High-Level event of the Regional Climate Weeks 2021 and 2022_join
- 15:00 - 16:15 GMT** Nov 10, 2021
Room/Location: Side Event room Derwentwater
IMO: Seizing opportunities for developing countries in providing zero-carbon fuels to global shipping_join
- 16:45 - 18:00 GMT** Nov 10, 2021
CCAD, Honduras, Guatemala: Building Resilience in the Central



19. COP 26 Side Events YouTube Channel: live webcasting

ALL side events can be watched live via the [COP 26 Side Events YouTube channel](#)

Live webcasting of all side events (held in both conventional side event rooms and multimedia studios) will be available by default.

There is no need to be registered in ORS to view side events via webcasting.

There is no need to apply for having webcasting.



20. Interpretation services

Interpretation facilities are available in all side event rooms.

The secretariat, however, does not provide 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).

In case you have been allocated to a multimedia side event studio and would like to invite your own interpreter, you are kindly asked to carefully review the section on virtual interpretation (section 20.3 of the current handbook).

20.1 Accredited interpreters on-site

Please refer to the information below if you would like to invite an already accredited interpreter. (Since these are already accredited interpreters, there is no need for them to be part of your delegation within your quota).

Delegations or organizations who are interested in the booking of interpretation services are advised to contact either Global Language Services directly or to book interpreters via the commercial interpretation services desk located in Zone B main concourse.

Contact details:

Global Language Services Ltd (GLS)

Head Office

60-64 Darnley Street, Glasgow, G41 2SE

Telephone number: (+44) 141 429 3429

Email address: mail@globalglasgow.com

Office opening hours: 09:00 – 17:00 hrs from Monday to Friday

Out of hours staff contact number: (+44) 141 429 3429

<https://www.globallanguageservices.co.uk/>



20.2 Language allocation

- **2 languages available per session**

- Available interpretation channels:

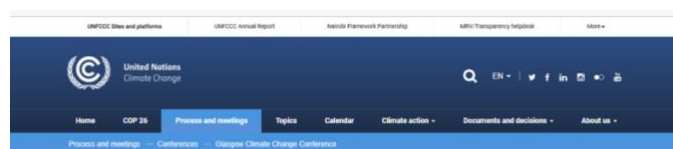
| | |
|-----------|---------|
| Channel 1 | Arabic |
| Channel 2 | Chinese |
| Channel 3 | English |
| Channel 4 | French |
| Channel 5 | Russian |
| Channel 6 | Spanish |
| Channel 7 | Other |
| Channel 8 | Other |

- Channel allocation applies to both in-room and virtual (remote)
- When a remote participant or observer joins a meeting, they can select one of 8 languages from a drop-down menu, on the platform
- The language channels **MUST** remain the same throughout the session i.e. not possible to mix in-room and virtual interpretation
- Additional languages (for channel 7&8) can be added into the dropdown menu on the platform, but in advance only, as they need to be programmed ahead of time - allow 48 hrs

20.3 Instructions for virtual interpreters

In case you have been allocated to a multimedia side event studio and would like to invite your own interpreter, you are kindly asked to carefully review the section and communicate this information to your interpreters.

- ! Please note that it can take between 5-10 minutes to join virtually as an interpreter and for the Identity team to perform the relevant technical checks.
- ! There is also some technical reconfiguration that is required in the physical meeting rooms to allow for remote interpreters, which can take up to 40 minutes.
- Every Remote Interpreter needs to be registered and accredited in order to use the COP 26 platform.
- You will receive an email asking you to complete your registration and your visual ID Check.
- Once this is done you can login to the COP26 Platform.
- You can access the platform from the UNFCCC website:
<https://unfccc.int/cop26/virtual>
- Click on the Join button on the right



Get COP Ready - Discover the COP26 Platform



COP 26 Platform

- You will be prompted to join the platform
- Click the login button
- You will be asked to provide an email address and use the password associated with this account
- If you have completed your registration and ID check the system will authenticate you and you access the platform



- If you can't get on the platform use the Livechat function on the home page to speak to our Help staff who are on hand 24/7 (see the screenshot on the next page).

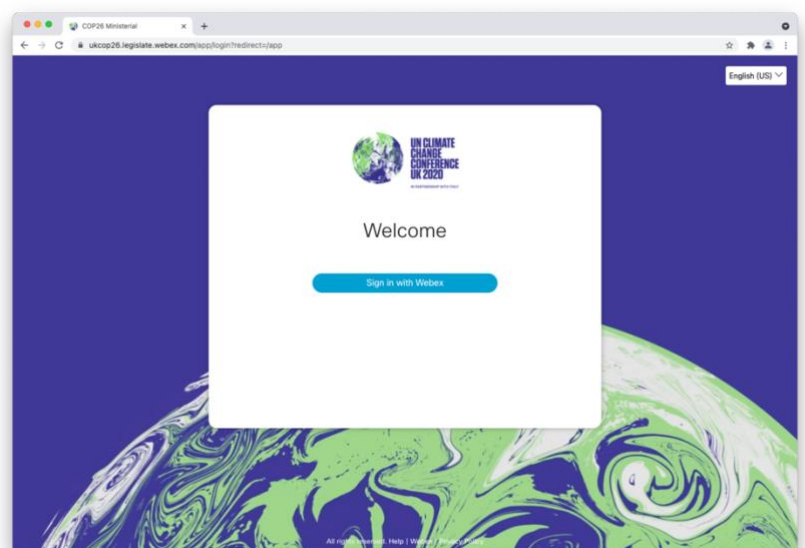
- You'll need to keep your COP26 platform browser open and then select a new browser window
- This ensures your authentication for accessing Webex stays in place
- The next slides show you how to get on Webex and how to join a meeting as an interpreter



Login process

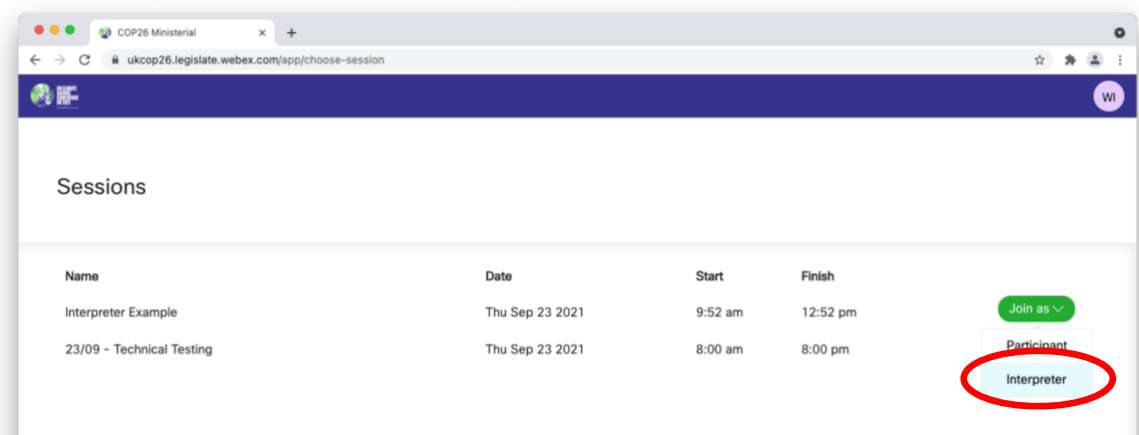
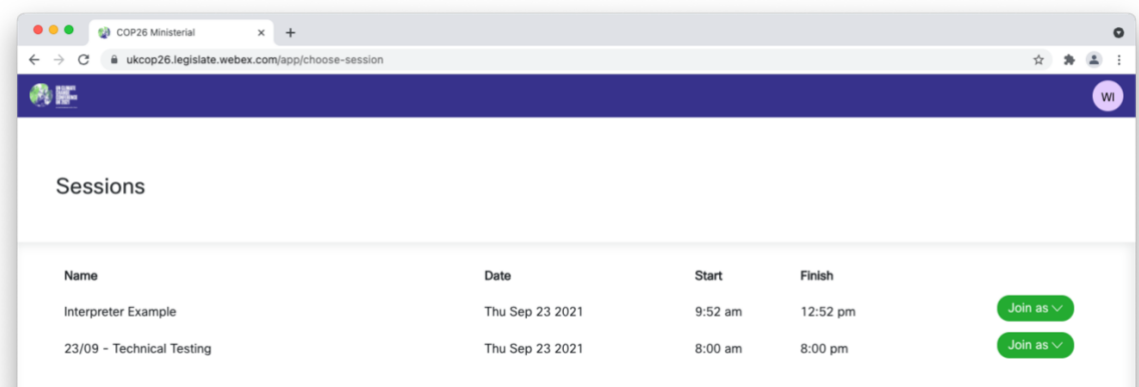
- The Virtual Interpreter will need to undertake the following tasks.
 - Ensure they still logged into <http://cop26platform.unfccc.int>
 - They will then need to navigate too <http://unfcccconf.legislate.webex.com>

**Interpreter technical support
hotline:
+44 (0)7949 217608**



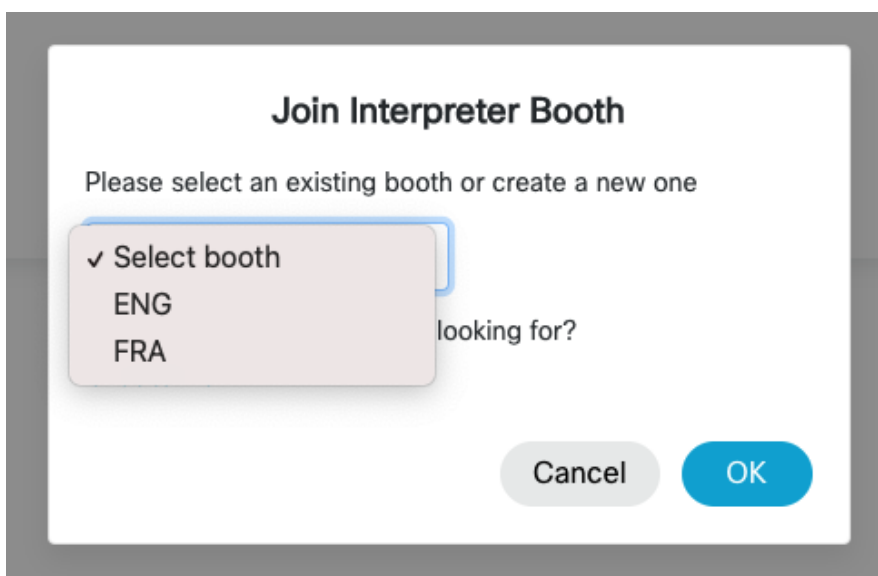
Selecting a session

- Find the correct session and click "Join as" and select "Interpreter" from the dropdown.
- Note: Any interpreter can join any session. The session list will show all meetings scheduled to start in the next 60 minutes or currently active.

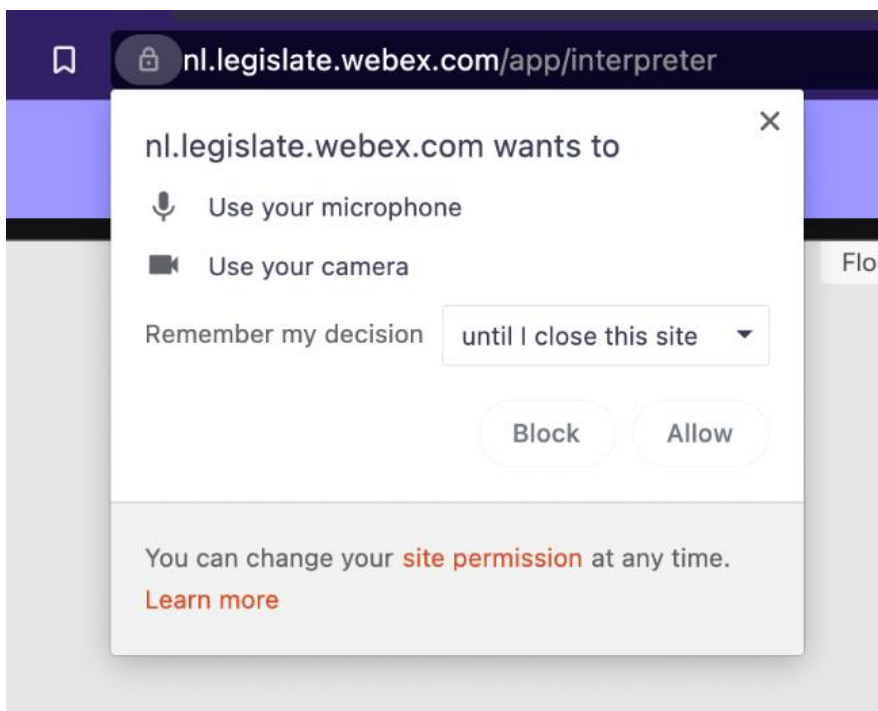


Selecting a booth

- Each language has their own virtual Interpreter Booth.
- Select the correlating language booth from the dropdown.

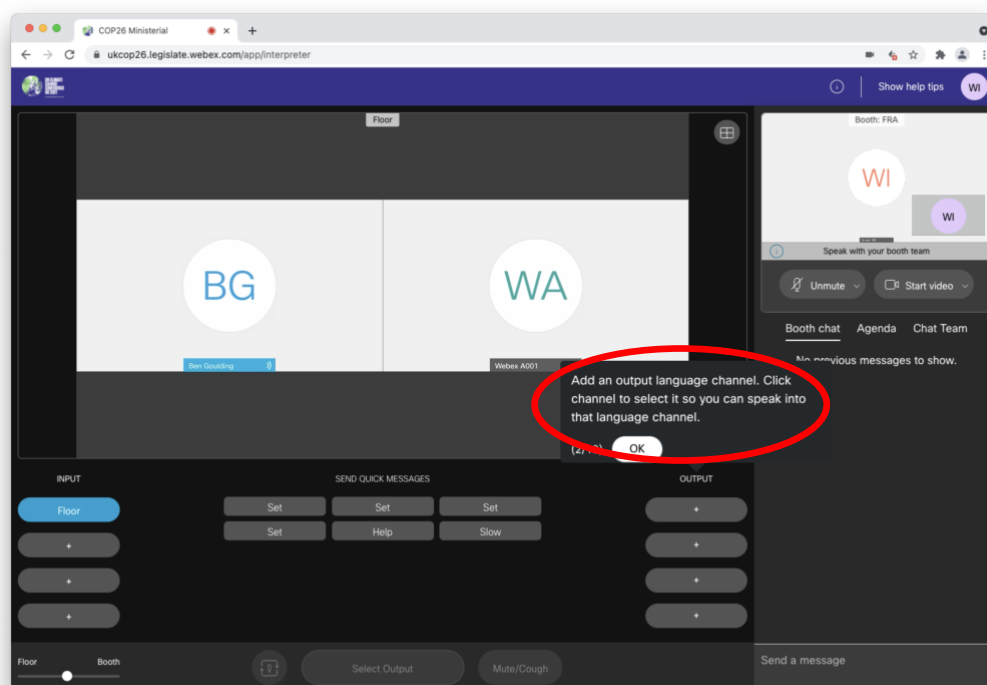
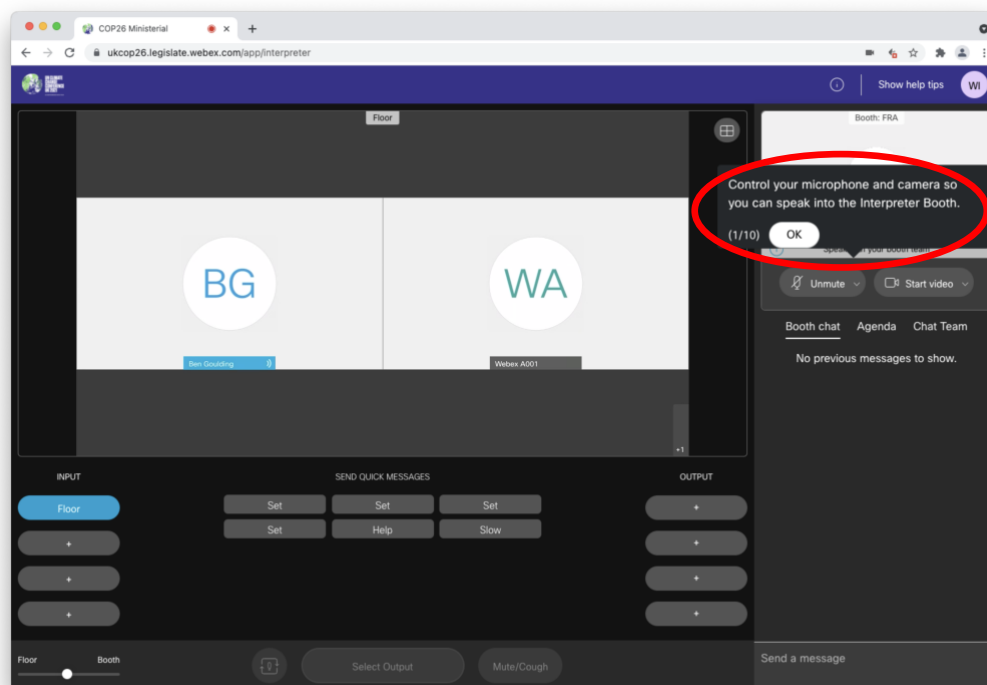


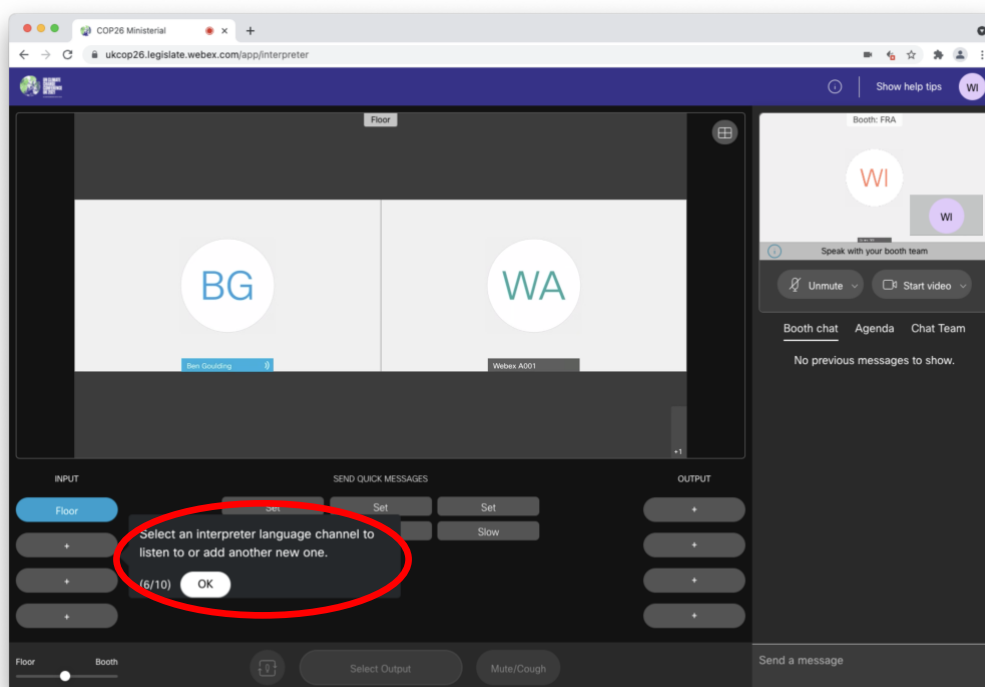
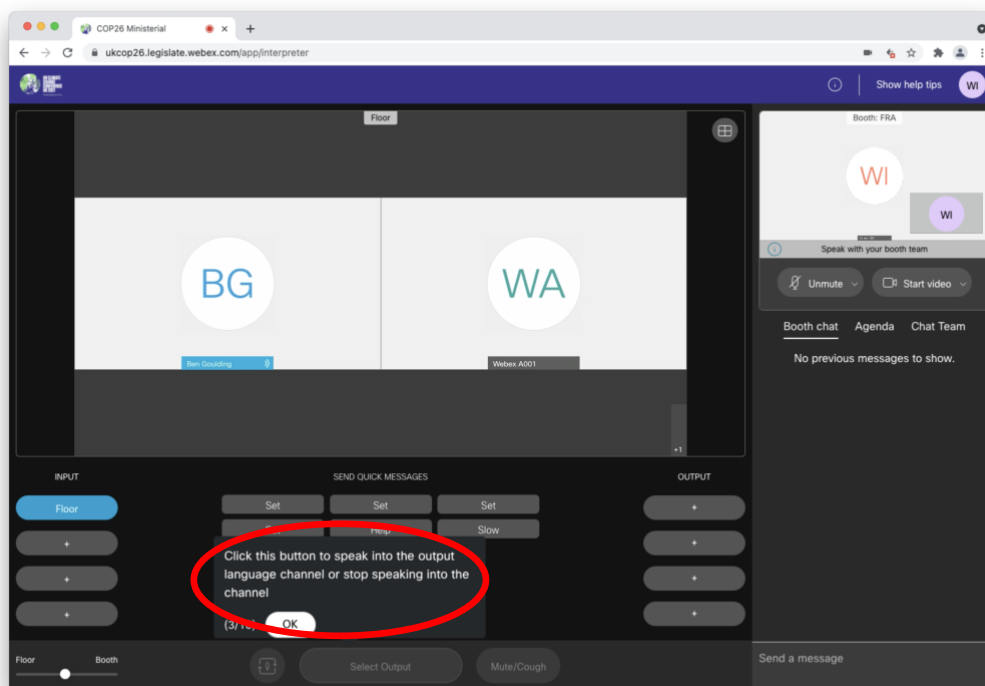
- Allow access to your microphone and camera if prompted.

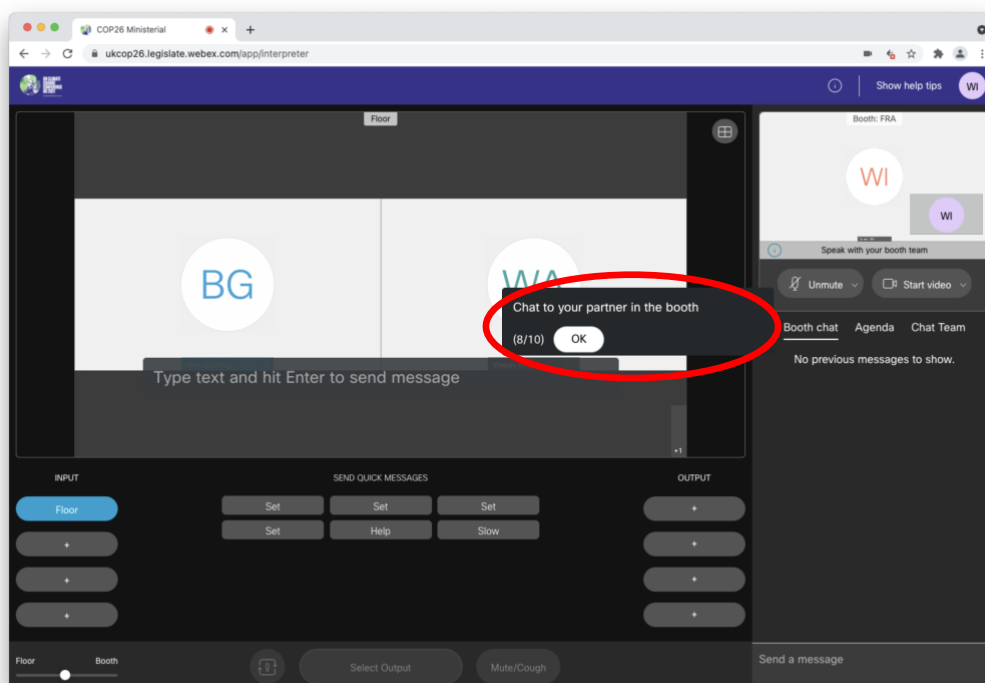
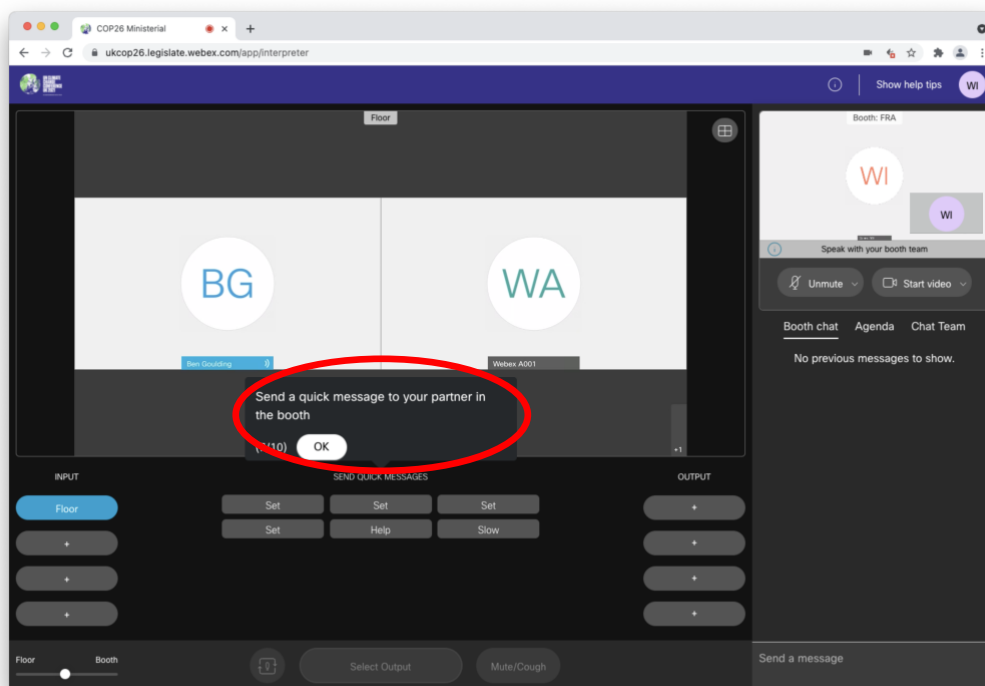


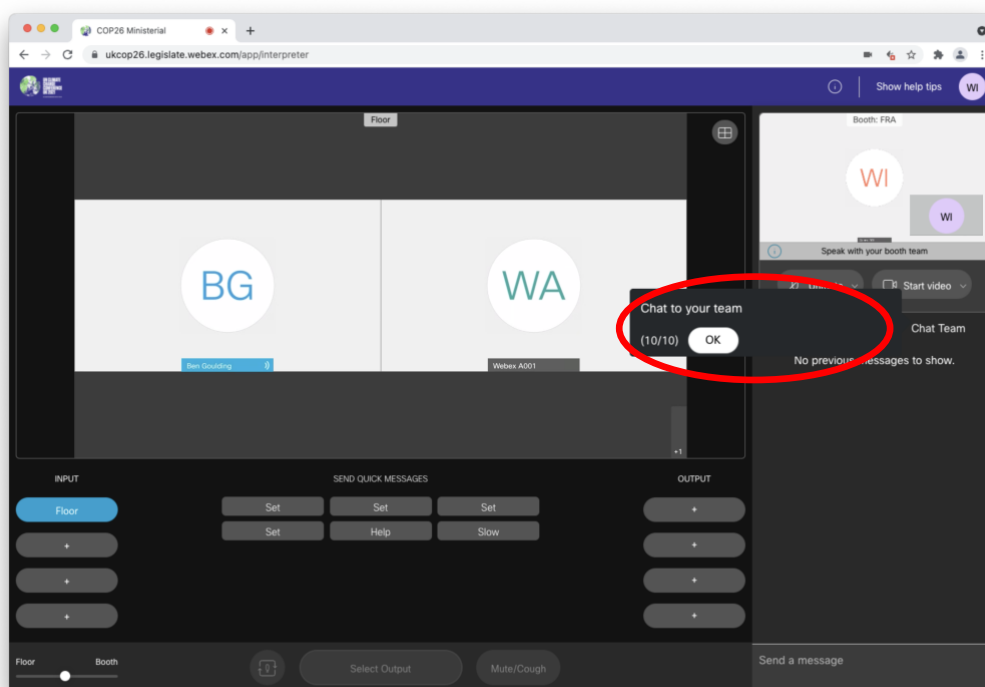
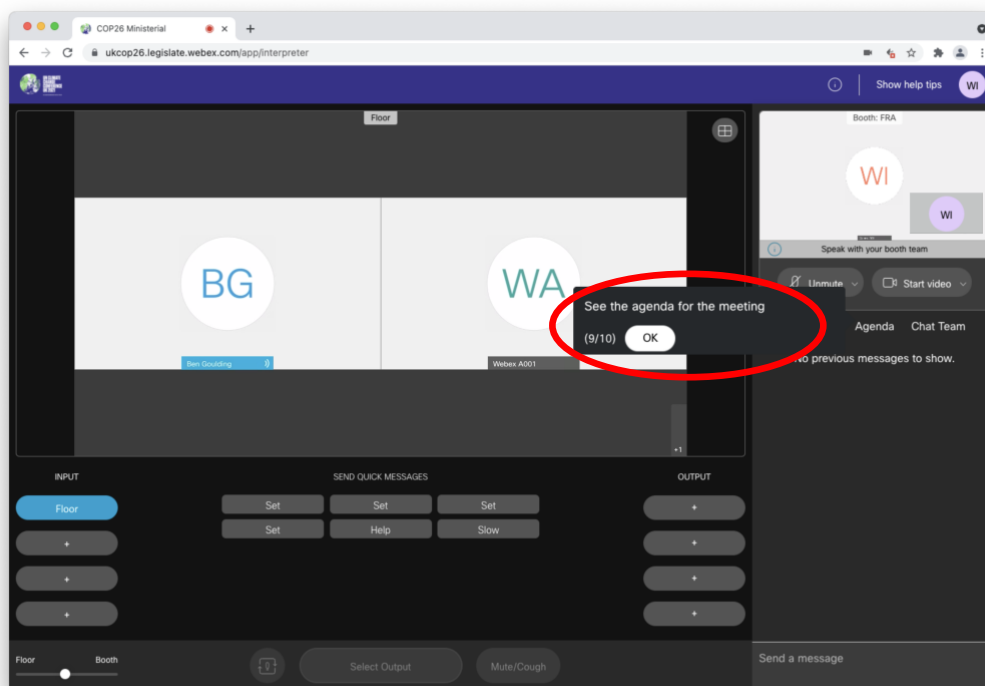


Virtual interpreter booth overview



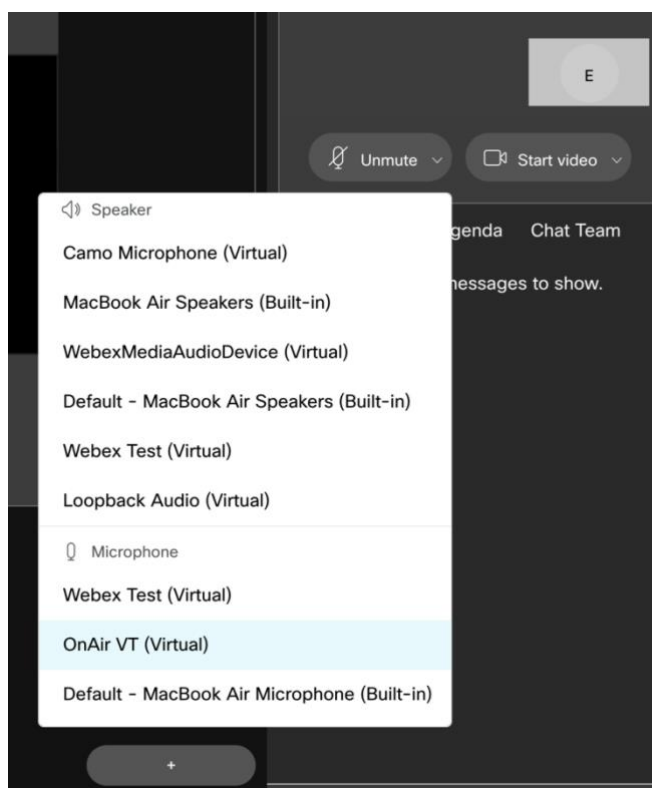






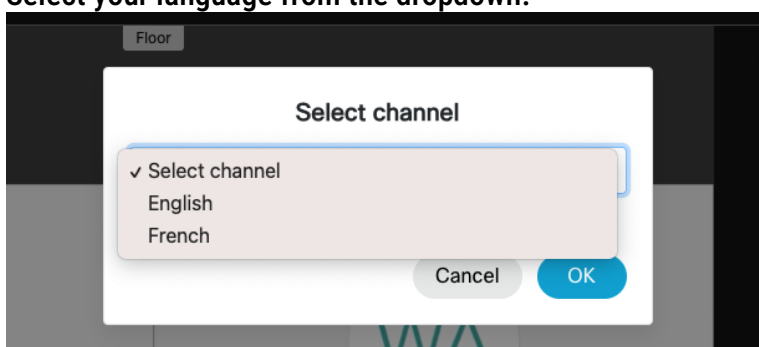
Audio input & output

- The microphone and speaker setting can be changed from the "Unmute" dropdown.

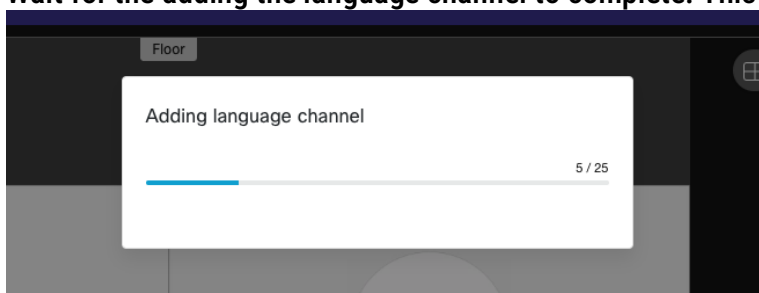


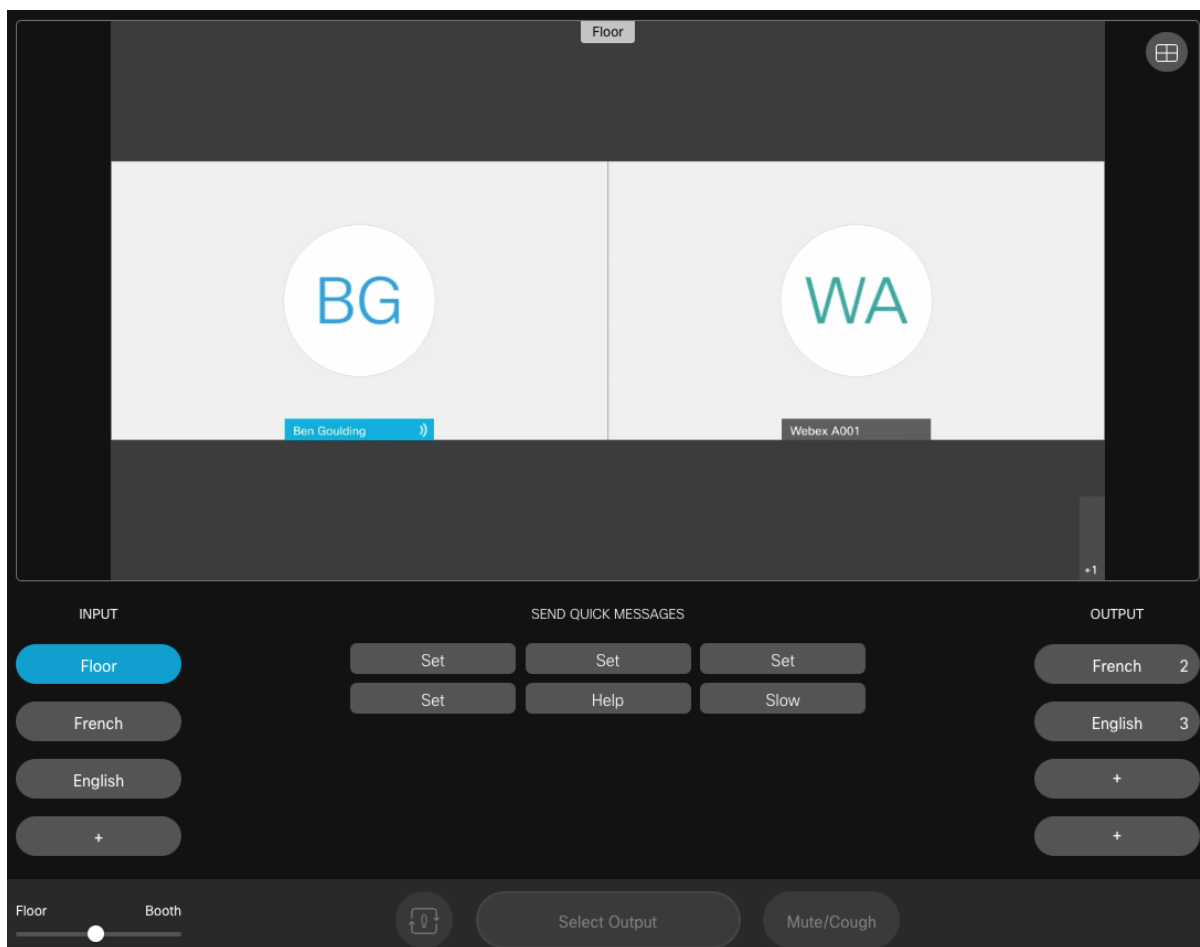
Add languages

- Select your language from the dropdown.



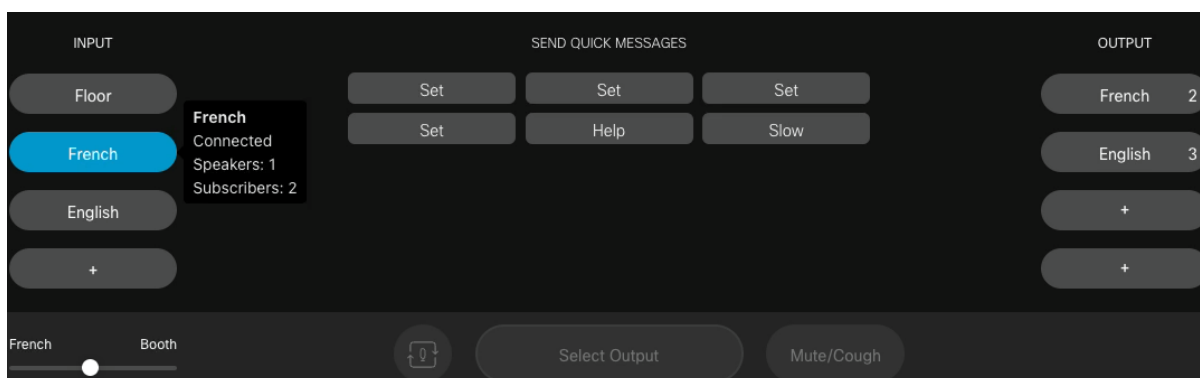
- Wait for the adding the language channel to complete. This takes 30 seconds.





Switching listening channel

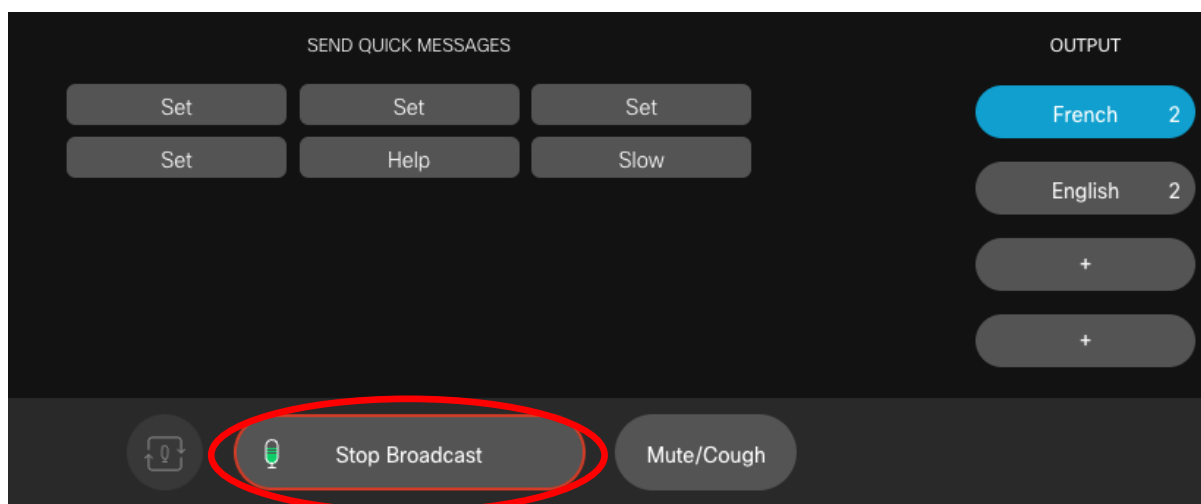
- The incoming language can be changed from the left hand column.





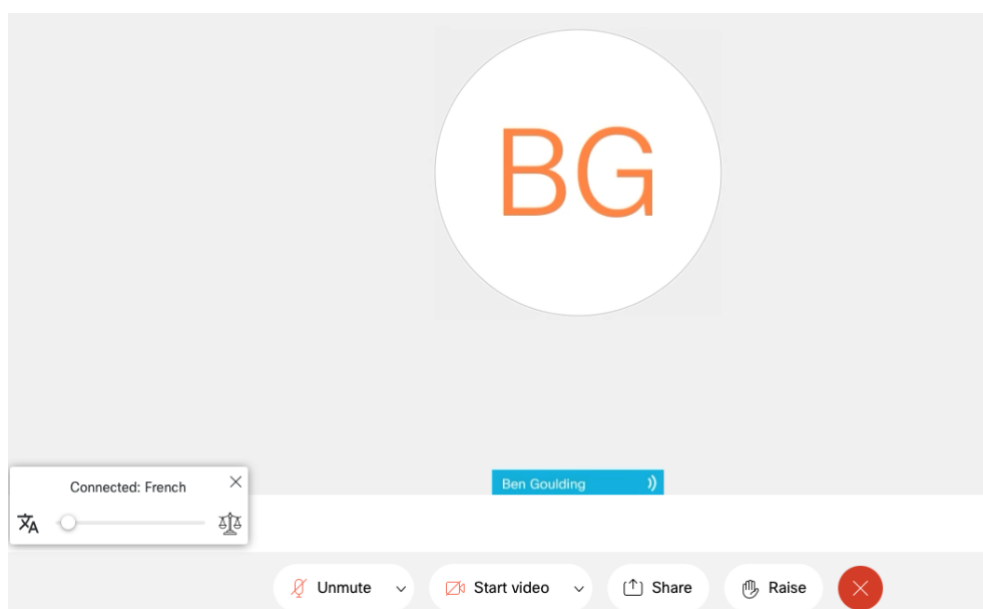
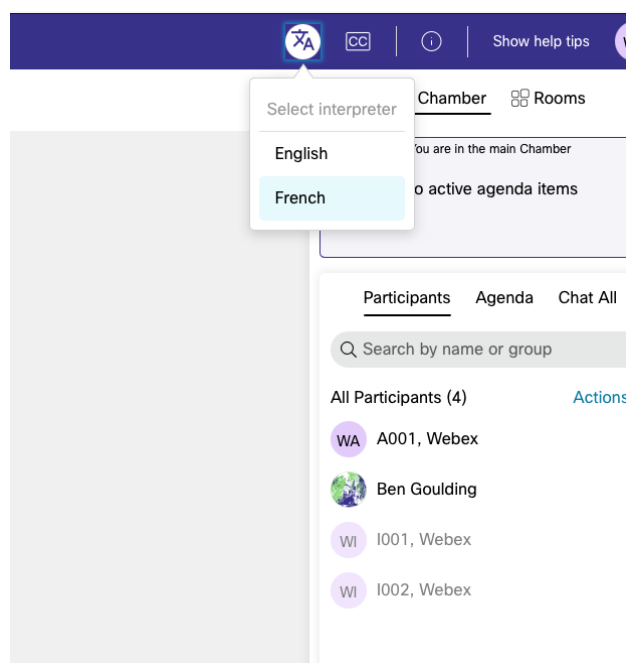
Broadcast c

- Click on “Stop Broadcast” to stop.





Virtual participant view



Remote interpretation: contact details

Please contact the following persons if remote interpretation is required at COP26.

- **Hybrid Production:** Louise Collins Louise.collins@identitygroup.co.uk
- **Hybrid Technical:** Ben Goulding Huckle Ben.Goulding-Huckle@identitygroup.co.uk



21. Receptions and catering services

Those holding their side events in conventional side event rooms (Loch Lomond, Strangford Lough, Derwentwater) are able to order hospitality catering to side event reception spaces with the following socially distanced capacities:

- Side Event Room 1 Reception Space - 62 pax
 - Side Event Room 2 Reception Space - 100 pax
 - Side Event Room 3 Reception Space - 100 pax
- ! Please be aware that it is the event organizers' responsibility to ensure COVID-19 protocols are adhered to during side event receptions.
- ! Please note that receptions cannot run beyond 20:30 due to the COVID-19 regulations.

[PLEASE CLICK HERE TO ACCESS THE BOOKING PORTAL](#)



22. Consignments

On shipments and consignments, please consult the respective section of [this page](#).

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

WE STRONGLY ENCOURAGE YOU TO CAREFULLY REVIEW THE INFORMATION on SUSTAINABLE ORGANIZATION AND CLIMATE NEUTRALITY OF COP 26 ON [THIS WEBPAGE](#).

23. 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.

24. How to add an attachment in SEORS

If your application is confirmed, you have the opportunity to upload attachments (within your personal account) such as a draft agenda, presentation files or display materials and other relevant documents through the “attachments” column in your personal account. Please consult [the Side Events and Exhibits User Manual](#) for further details on this process.

We encourage all side event organizers to add their attachments to the public schedule in SEORS!

25. 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.



26. Useful links

- [Information for COP 26 participants \(A-Z\)](#)
- [UNFCCC: Glasgow Climate Change Conference](#)
- [UK Presidency's website](#)
- [Frequently Asked Questions about Side Events and Exhibits](#)
- [SEORS User Manual](#)