Side events and exhibits application manual
Version 16 – June 2023

This manual provides detailed explanations of the application process for side events and exhibits at UNFCCC sessions. Please also refer to the information available on the Side Events and Exhibits Online Registration System's web page (SEORS: https://seors.unfccc.int), including the frequently asked questions document.

Kindly contact see@unfccc.int in case you have any further questions.

Contents

1. Glossary

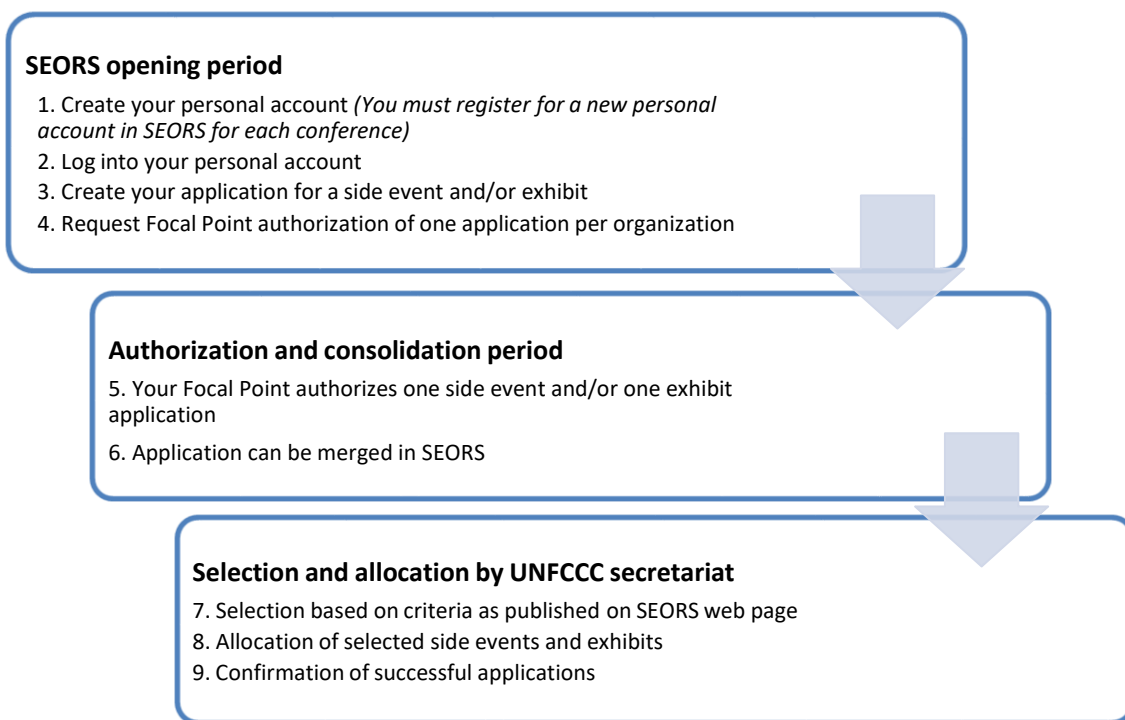| Term	Explanation
SEORS	Side Events and Exhibits Online Registration System (https://seors.unfccc.int)
Focal Point	- For Observer organization it refers to **Designated Contact Point (DCP)** - For Party it refers to **National Focal Point (NFP)**
Consolidation	Merging or joining together of applications in SEORS (all the three terms are used interchangeably in the manual)
Lead applicant	Observer organization or Party acting as leader of a joint application (see section 4.6 below for the role of the lead applicant)
Co-applicant	Observer organization or Party co-applying in a joint application but not leading it

2. Eligibility, selection and allocation criteria

Please refer to the eligibility, selection and allocation criteria **as published on the official UNFCCC website**:

- Eligibility criteria
- Selection and allocation criteria

3. Overview of application process

The below table represents a general overview of the application process. For exact deadlines of each particular session, please refer to the timeline published on the home page of SEORS.

SEORS opening period

1. Create your personal account *(You must register for a new personal account in SEORS for each conference)*
2. Log into your personal account
3. Create your application for a side event and/or exhibit
4. Request Focal Point authorization of one application per organization

Authorization and consolidation period

5. Your Focal Point authorizes one side event and/or one exhibit application
6. Application can be merged in SEORS

Selection and allocation by UNFCCC secretariat

7. Selection based on criteria as published on SEORS web page
8. Allocation of selected side events and exhibits
9. Confirmation of successful applications

Only one application for a side event and one application for an exhibit can be submitted for a particularUNFCCC session per Party or observer organization, regardless if it is as a single application or part of a joint application.
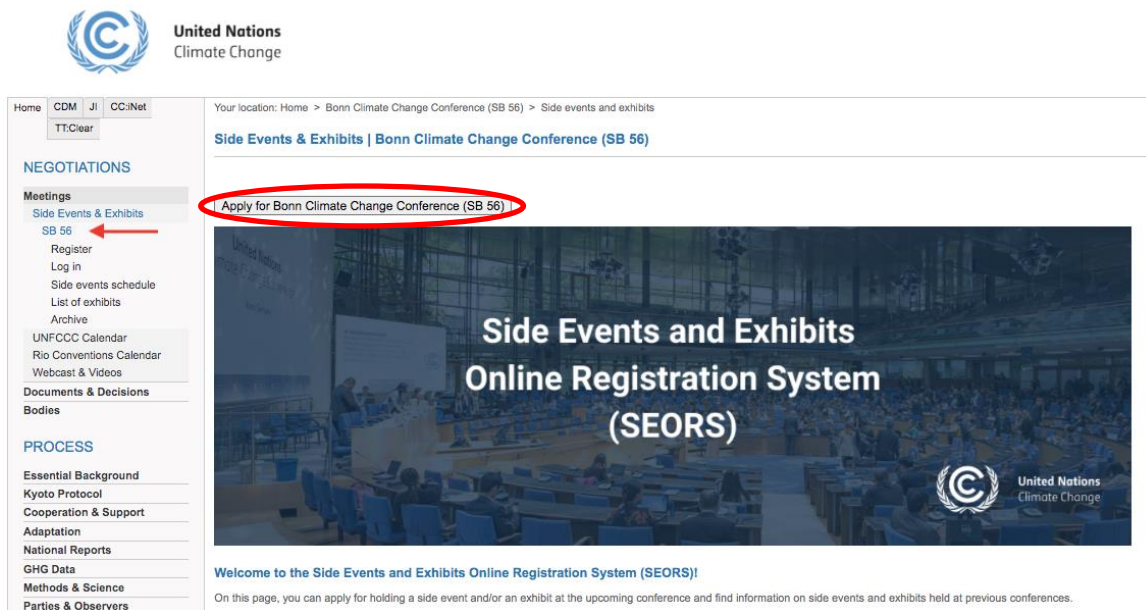
4. Application steps

4.1 Prepare your proposal

You will have to provide the following information for your application. The information can be preliminary and updated at a later point. For side events, updates are possibleup until two days before the side event takes place.

Item	Side events	Exhibits
Title: max. 100 characters INCLUDING SPACES, any charactersexceeding this limitation will automatically be cut off by the system	Yes	No
Theme: max. 300 characters INCLUDING SPACES, any charactersexceeding this limitation will automatically be cut off by the system	Yes	Yes
Speakers: max. 300 characters INCLUDING SPACES, any characters exceeding this limitation will automatically be cut off by the system	Yes	No
Preferred date: in case your application is successful the secretariat willconsider your preference to the extent possible	Date	1st week OR 2nd week; optional: full conference period
Anticipated number of attendance	Yes	No
Gender pledge: in pursuit of balanced gender distribution across panelists/speakers, applicants will be asked to pledge tothe commitment and indicate planned gender distribution of panelists during the application. Applicants will be asked to provide an approximate indicative figure in recognition of the fact that speakers may change later due to unavoidable circumstances	Yes	No
Emergency contact point ("on-site contact point"): name, e-mail and mobile number	Yes	Yes
Additional comments: if applicable, please provide the secretariat with additional information on your application(background information/co-organizer/restrictions or additional options regarding date and time etc.) **N.B.: Comments entered into this field are automatically transferred to the communication log (which can be accessed through the link "Communicate with the secretariat") once thedraft is saved. They do not appear on the application form if the draft is opened again. It is not necessary to re-enter your comments on the form.**	Optional	Optional

4.2 Start your application in SEORS

To start your application in SEORS, you have to click on the **"Apply"** button indicating the conference that you are applying for. You can reach the apply button either via the home page of SEORS or by clicking on the conference title in the left-handside menu on the [home page of SEORS](#).

Please note that the **"Apply"** appears on the home page of SEORS **only during the application period**. Therefore, it is not possible to register in SEORS ahead of the application period.

Once the official registration period has concluded, it will only be possible to apply for being placed on the waiting list by clicking on the "Apply to be on the waiting list" button on the home page of SEORS. For more information on the waiting list, please consult section 10 of the current manual

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N.B.!

You must create a new personal account in SEORS by clicking on the "Apply" button for each conference. Your user name andpassword from the previous conferences do not work.

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4.3 Select your observer organization/Party

Once you have clicked on the **"Apply"** button on the home page of SEORS, you will be transferred to the account creation page on which you will be asked to select your observer organization/Party and enter your contact details.

To select your observer organization/Party, start typing its name or its acronym in the respective filed:

Once you start typing the name of the Party/observer organization on behalf of which you are applying, the list of entities corresponding to your search will pop up. Please select the correct observer organization/Party:

Then, please go to the **"Search results"** section below and click on the **"Select and continue"** button next to your observer organization/Party in the **"Action"** column:

If you cannot find your observer organization/Party in the list, please check the following:

- ✓ Do you meet the [eligibility criteria](#)? Please note that it is only possible to apply for a side event/exhibit slot on behalf of the following entities:
    - ○ Observer organizations **duly admitted by the Conference of the Parties;**
    - ○ Parties to the UNFCCC;
    - ○ [UN system organizations and specialized agencies](#).
- ✓ Have you entered the name of your observer organization/Party correctly? Try searching solely by the acronym or by the name of the organization. You can check under which name your organization is registered within the secretariat's database by consulting the following pages:
    - ○ [List of admitted IGOs;](#)
    - ○ [List of admitted NGOs.](#)

4.4 Provide your contact details

In the next step of the registration process, you will be asked to create a login and enter your contact details.

You will have to firstly create a new login:

User registration - Step 2
Login
Your personal login name (alphabetical characters and digits, "-" and "_" are allowed):
`testaccount`
Represented entity:
Secretariat of the United Nations Framework Convention on Climate Change

Please review the login requirements:
- ✓ You must create a new personal account in SEORS for each conference. In case you have used SEORS in the past, your username and password from previous conferences will not work.
- ✓ You can create any login composed of Latin characters, digits, "-" and "_" symbols**.**
- ✓ Please note that your login and password in SEORS are **case-sensitive**. Therefore, "TestAccount" and "testaccount" logins could be used by two different users.
- ✓ **Please do not use your email address as a login. The login cannot contain the "@" symbol.**

Then, you will be asked to enter your contact details:

Represented entity:
Secretariat of the United Nations Framework Convention on Climate Change

Personal info
Salutation
Ms. ⌄
First name
`Polina`
Last name
`Popova`
Contact details
E-mail address:
`see@unfccc.int`

Country code	Area code	Telephone number
+0	000	0000000

Please carefully review the following information concerning your contact details in SEORS:

✓ Please note that these contact details will be included in the publicly available official side event schedule/list of exhibits in SEORS in case your application is successful.

✓ Further information concerning your side event/exhibit application (as well as all the logistical information on your side event/exhibit in case your application is successful) will be sent to the email address indicated in this field. Please make sure you have access to the email address that you indicate and check it regularly.

✓ It is only possible to register **one user** (and **one email address**) per side event/exhibit application. If you do not wish to disclose your personal email address or would like your whole team to have access to the notifications sent via SEORS, we suggest you use a joint email address that your team has access to.

Important!

In case your application is successful, your contact details will be publicly displayed in the official side event schedule in SEORS and/or in the official list of virtual exhibits:

4.5 Log in to your SEORS personal account

After completing the registration, you will receive an email with your login and password with the following subject line: **"UNFCCC: Login details for your SEORS account".**

Please follow the link provided in the automated email in order to log into your personal account.

*Throughout the entire process SEORS will send you important messages and sometimes they might be categorized as spam by your email provider. Remember to always check your email filters and spam box. Therefore, it is also highly recommended that **see@unfccc.int** be added to your trusted contacts list to minimize communication issues.*

Alternatively, you may click on **"Click here to login"** at the top of the SEORS homepage:
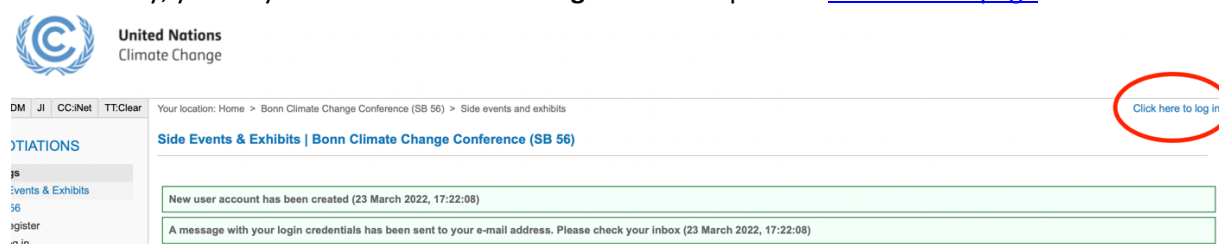
✓ Please be reminded that your username and password are **case-sensitive**.
✓ In case you copy your username and/or your password from the email, please be reminded that the email client could be adding an extra space at the end. Please make sure that you are only copying the right characters.
✓ You can change your password in SEORS once you have logged in for the first time.

4.6 Create your side event/exhibit application

After logging in to SEORS, you can register your side event/exhibit application in SEORS. Click on the respective link **("Click to create a side event application"** or **"Click to create an exhibit application"**).
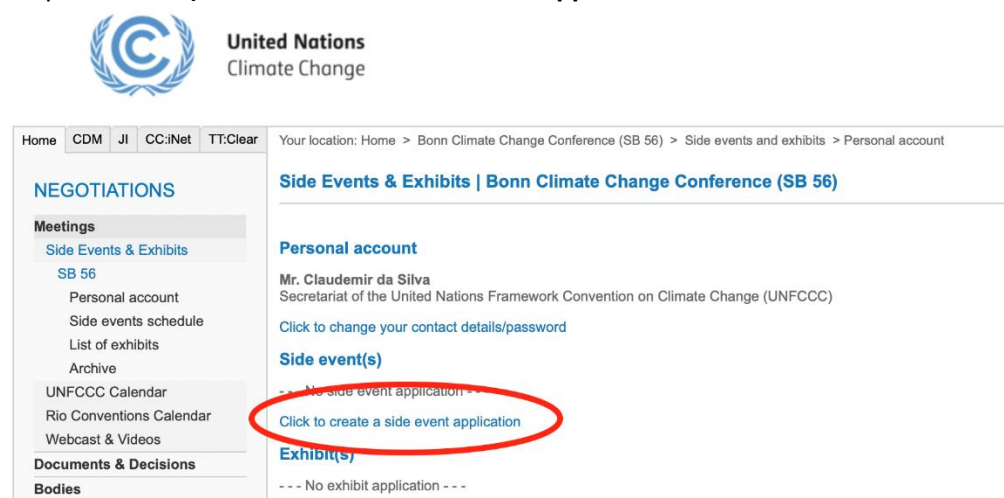
Below you will find the information on how to proceed with a side event/exhibit application.

After clicking on the **"Click here to create a side event application,"** you will be redirected to the **Side Event Application** page.

After clicking on the "Click here to create an exhibit application," you will be redirected to the Exhibit Application page.

When entering the details of your application, please pay attention to the following:

✓ There are strict character limits for each section (title, theme, speakers) in SEORS. You will not be able to upload a text exceeding the indicated character limits.
✓ Some fields are mandatory. You will not be able to submit your application unless you have provided all the mandatory information.

On the next page of the current manual, you will find more detailed instructions on how to upload a side event application to SEORS.

4.6.1. Side event application page

Side event application

Event details

Title (max. 100 characters including spaces)

Theme (max. 300 characters including spaces)

Speakers (max. 300 characters including spaces)

Primary thematic category   **Select one primary thematic category.**
- ○ Delivering on mitigation ambition
- ○ Enhancing knowledge, inclusion&enablers for action
- ○ Strengthening resilience

Kindly note that the "Primary thematic category" cannot be changed after the confirmation as this affects allocation.

Please note that the primary and secondary thematic categories are session-specific. Please consult the home page of SEORS for information on the thematic categories at the conference that you are applying for.

Select up to three primary thematic categories.

Secondary thematic categories
- ☐ Adaptation planning
- ☐ Built environment
- ☐ Capacity building
- ☐ Compliance
- ☐ Cooperative approaches
- ☐ Disability and Climate
- ☐ Disaster risk reduction, risk assessment/insurance
- ☐ Education, training and public awareness
- ☐ Energy
- ☐ Enhanced Transparency Framework
- ☐ Finance
- ☐ Food security
- ☐ Gender
- ☐ Health
- ☐ Human rights
- ☐ Indigenous peoples
- ☐ Industry
- ☐ Just transition
- ☐ Land
- ☐ Loss and damage
- ☐ Nature and biodiversity
- ☐ Oceans
- ☐ Removals and sinks
- ☐ Science
- ☐ Subnational authorities, including cities
- ☐ Technology
- ☐ Transport
- ☐ Waste and Consumption
- ☐ Water
- ☐ Youth

Date/attendance

Select your preferred date   Anticipated attendance
[Any available ▼]

We suggest all observer organizations to take the below pledge and try to do their best to ensure that it is followed.

Pledge: We commit to ensuring that the speakers/panelists at our event will include women and men with the aim of gender balance. In line with this pledge, could you please indicate the percentage of participation below:
(Note: Please provide an approximate indicative figure - we understand that this may change later due to unavoidable circumstances, please use numbers only)

Female (%):   Male (%):   Other/Non-binary (optional) (%):
[0]   [0]   [0]

Contact person on-site

Name
Please note that the contact details of this person will not appear on the web schedule and in other information material. This person will only be contacted during the conference in case of last minute changes. The person will NOT receive any automated messages through SEORS.

E-mail

Mobile phone number

It is necessary to indicate a second "emergency" contact point. Please note that this person will not be receiving any automated notifications from SEORS. These contact details will not appear in the public side events schedule.
We will only liaise with them in case of urgent logistical questions if we cannot reach the side event organizer.

Communications

Please indicate a cut-off date (i.e. up to when the secretariat could contact you, and you still can organize an event (e.g., 4 weeks before, 3 days before, 5 hours before, etc)

Additional comments

If applicable, please provide the secretariat with additional information on your application (background information/co-organizer/restrictions or additional options regarding date and time).

Please note that the system does not allow leaving the comments section blank. If you do not wish to communicate any additional information at this stage of the application process, please type "No" or any other message in this field.

[Save and continue] [Go back]

SEE application manual – v16-23

4.6.2. Exhibit application page

Exhibit application

Exhibit details

Theme (max. 300 characters including spaces)

Primary thematic category

--- Please select ---

Select one primary thematic category

Secondary thematic categories (press "ctrl" for adding multiple categories)

Built environment
Capacity building
Children and youth
Compliance
Desertification

Select up to three secondary thematic categories

Please note that the primary and secondary thematic categories are session-specific. Please consult the home page of SEORS for information on the thematic categories at the conference that you are applying for.

Duration

Please indicate which week is your preferred week.

○ Week 1 ○ Week 2 **Select your preferred week.**

Contact person on-site

Name (if different from the applicant)
Please note that the contact details of this person will not appear on the web schedule and in other information material. This person will only be contacted during the conference in case of last minute changes. The person will NOT receive any automated messages through SEORS.

E-mail

Mobile phone number

It is necessary to indicate a second "emergency" contact point. Please note that this person will not be receiving any automated notifications from SEORS. These contact details will not appear in the public exhibits schedule. We will only liaise with them in case of urgent logistical questions if we cannot reach the exhibitor.

Communications

Please indicate a cut-off date (i.e. up to when the secretariat could contact you, and you still can organize an exhibit (e.g., 4 weeks before, 3 days before, 5 hours before, etc)

Additional comments

If applicable, please provide the secretariat with additional information on your application (background information/co-organizer/restrictions or your allocation flexibility).

Please note that the system does not allow leaving the comments section blank. If you do not wish to communicate any additional information at this stage of the application process, please type "No" or any other message in this field.

Save and continue   Go back

After uploading the details of your side event/exhibit application to SEORS, you will see the following confirmation message:

Please note that it is necessary to take one more step to submit your proposal. To finalize the submission of your application, please **request your focal point authorization**.

4.7 Request Focal Point authorization

Your application can only be considered by the secretariat if it is authorized by your Focal Point. Please note that there is no "Submit" button in SEORS. In order to submit your application, you have to click on the **"Request authorization from your NFP/DCP"** button in your personal account in SEORS.

After you have entered your application details, your application will appear in a text box in your personal account. In the **"Action"** column of this box you will find a link to automatically **"Request authorization"** from yourFocal Point.

N.B.!

Your application will remain in the "draft" stage until you have requested authorization from your Focal Point.

All draft applications will be automatically declined by the secretariat as of the authorization deadline.

4.8 Follow up with your DCP/NFP

Once you have clicked on the **"Request authorization from your NFP/DCP"** button, the status of your application will change accordingly from "Draft" to "Waiting for authorization":

Once you have clicked on the **"Request authorization"** button, your Focal Point will receive an automated message that asks for authorization or turndown (see example below).

Dear National Focal Point/Designated Contact Point,

Please note that due to space constraints ONLY ONE APPLICATION per Party/IGO or NGO may be considered by the secretariat. Therefore the Side Events and Exhibits Online Registration System (SEORS) has been technically modified to only allow you to authorize one application.

In order to have a clear overview of all applications from your Party/observer organization we suggest that you authorize your preferred application after SEORS is closed for applications. Thank you for your cooperation.

Details of this particular side event application "Test" may be viewed here:
https://seors.unfccc.int/seors/approval?request_id=PFT2GHUJAGMQFKJQCLBSY79WELD1ASZ4Q QFNIXZXFGV98BRAZ

Only the application authorized by you can be forwarded to the secretariat for consideration.

To authorize, click "Authorize".
To decline, click "Decline".

All applicants will automatically be notified of this action.

With compliments from UNFCCC Observer Organizations Liaison Team.

This is an automated message. Please do not respond.

By clicking on the link in the email, your Focal Point will be redirected to the following page in SEORS. To authorize your application, they will have to click on the respective button:

Side event application authorization

Dear Ms. Patricia Espinosa,

Ms. Polina Popova has requested your authorization for a proposed side event titled: "Test side event 1" on behalf of Secretariat of the United Nations Framework Convention on Cli

Your authorization as NFP/DCP is required before the application can be considered by the secretariat.
Please note that due to space constraints you can only authorize 1 side event application(s). Only authorized applications will be considered by the secretariat.

The secretariat will decide the number of applications to confirm depending on the overall demand.

Authorize application	Decline application

The applicant will be notified about your decision.

N.B.!

Your Focal Point does not need to have an account in SEORS or to register in SEORS to authorize your application. They will be automatically redirected to the authorization page by clicking on the link in the automated email from SEORS.

It is possible to authorize <u>only one side event application</u> and <u>only one exhibit application</u> per observer organization/Party.

You can find the names of all the Designated Contact Points (DCPs) on the following pages on the official UNFCCC website:
- for admitted NGOs;
- for admitted IGOs.

Please note that the webpages above can be used to check the **names** of the DCPs and do not necessarily list their personal email addresses to which authorization requests get sent from SEORS.

Please note that it is the responsibility of the applicant to follow up with their DCP/NFP.

If your application receives authorization by your Focal Point it moves to "negotiation" stage (status is updated accordingly).

Only applications in "negotiation" stage will be considered by the secretariat. Those applications which were turned down by the Focal Points will move back to "draft" stage and cannot be considered by the secretariat.

5. Joint applications

5.1 Key rules on joint applications
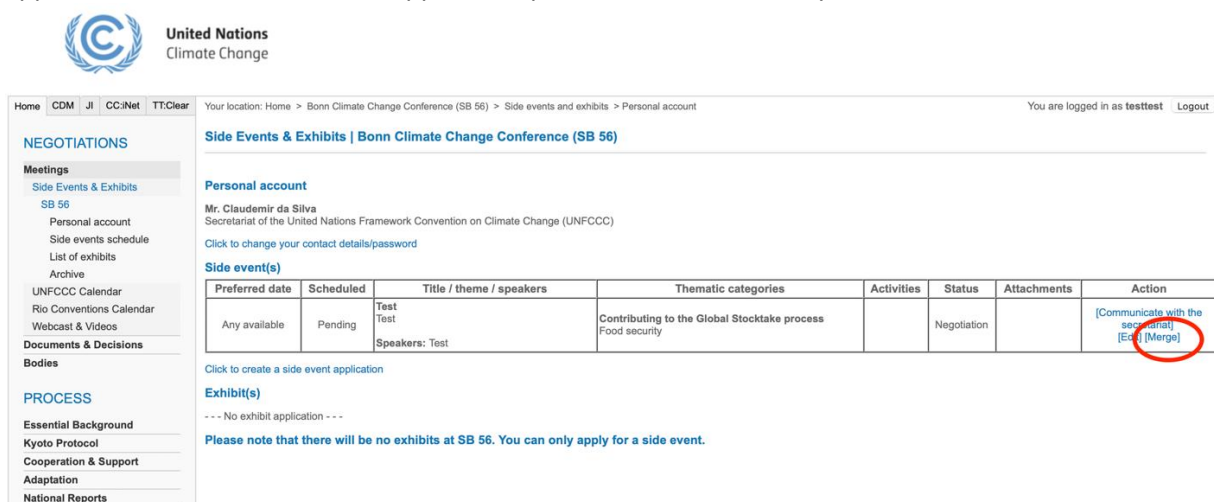
   a) Each partner in a joint application must be eligible and must submit a separate application in SEORS during the official application period. **The submission of "pre-merged" applications is not allowed by the system.**
   b) Each joint application must have one, and only one, lead applicant;
   c) Each joint application may have more than one co-applicant;
   d) Each application may be part of only one joint application;
   e) Only applications in "negotiation" stage (i.e. authorized by applicant's Focal Point) can merge into a joint application;
   f) Any consolidation (merging) of applicants must be finalized before the deadline set and communicated by the secretariat.

Single applicants

All eligible partners must submit **separate applications** in SEORS during the application period and **have them authorized** by their respective Focal Points by the authorization deadline.

Merging process

Once authorized by their respective Focal Points, the applications can be **merged** (until the merging deadline). For each merger, a lead has to be identified. The number of co-applicants is not limited.

Joint application

Once the merger is finalized, the **lead applicant** takes the responsibility for the whole joint application, i.e. all communication is channeled through the lead.

Please be reminded that Parties must partner with observers for their applications to be considered by the secretariat. Those Party applications which have not been duly merged with at least one observer organization in SEORS will be declined by the secretariat. However, **SEORS does not allow for the submission of pre-merged applications**. Therefore, for those applicants applying on behalf of Parties, it is necessary to firstly submit a separate application and duly merge it in SEORS with at least one observer organization following the instructions outlined in the current section.

5.2 Find potential partners

Once your application is authorized by your Focal Point, a **"Merge"** button appears in the **"Action"** column of your personal SEORS account. After clinking on this button, you can access the list of all applications received within the application period and authorized by the relevant Focal Points.

If you identify an application or applications that you wish to consolidate your application with, please first contact the applicant via email or phone. Once a consolidation has been agreed on and a lead applicant has been identified, you can proceed to merging of your applications in your SEORS account.

5.3 Implement the consolidation of applications in SEORS

Click on the **"Merge"** link in the **"Action"** column of your application to see the list of all applications in "Negotiation" stage. Then clink on a **"Request merger"** link in front of the application of your partner. You may either select **"Merge as lead applicant"** or **"Merge as co-applicant"**. If a prior agreement was reached that you will be the lead applicant of the joint application, please click on **"Merge as lead applicant"** in the field of your partner's application. If you have agreed to merge as a co-applicant, pleaseclick on **"Merge as co-applicant"** in the field of your leading partner's application.

- **If you merge your application as the lead applicant**, your individual application will serve as your joint application. The content of your co-applicants' individual applications will be disregarded starting from the moment your merger gets registered in the system. You will be able to update the content of your joint application after the merger in your personal account in SEORS. (For more information on how to update your application, please refer to section 5.9).
- **If you merge your application as a co-applicant**, your individual application will be disregarded starting from the moment your merger gets registered in the system. Your lead applicant's application will serve as your joint application. In order to update the content of your joint application, please liaise with the lead applicant.

Your partner will then automatically receive your merger request(s) by email. Once they accept your merger request, the consolidation (merger) of your applications is finalized.

Example: Applicants A, B and C have agreed via email and/or telephone to consolidate their applications with A as lead applicant and B and C as co-applicants. In order to reflect these joint efforts in SEORS, applicant B and applicant C log into their personal SEORS account and click on "Merge" in the "Action" column of their application overview. In a second step, they click "Merge as co-applicant" in the "Action" column of applicant A's application. Applicant A will receive two automated requests to confirm the merger with B and C respectively. Upon confirmation by applicant A, the consolidation will be reflected in SEORS. Alternatively, applicant A can send merger requests as a lead to applicant B and applicant C. In this case, the consolidation will be effective once the merger requests are accepted by applicant B and applicant C.

In case your potential partner accepts a merger request from another applicant that conflicts with your merger proposal (e.g. by creating two leads for the same joint application), your merger request will disappear from your SEORS account. The same happens to your partner's merger request if he/she later accepted the proposal from another applicant that conflicts with a merger with you.

Example: Applicant A proposes to applicant B a merger where A would be the lead, but in the meantime, B accepts a merger proposal from applicant C where C is the lead. Since B can be a co-applicant in only one joint application, the merger request from A cannot be fulfilled. It is however still possible for A to send a merger request to C as the lead of B/C joint application. If A sends the merger request as lead and C accepts it, the leadership in the joint A/B/C application is passed on to A.

5.4 Accept/decline merging requests

To accept or decline a merging request from another applicant, please visit your personal SEORS account. You will see an **"Incoming merger request"** button below your application. In order to confirm or decline the request, click on the **"Confirm/decline"** button below the **"Status"** column. This procedure is needed for both Side Events and Exhibits.

Once you have clicked on the **"Confirm/decline"** button, you will be asked to indicate your decision.

5.5 Cancel an outgoing merging request

It is possible to cancel a merging request before the other applicant has accepted the invitation. It may be used, for example, in case the request was sent to the wrong applicant. For use this option click on the **"Cancel"** button below your application in your personal SEORS account.

After confirming the cancellation in the window that has opened, a confirmation message is displayed:

5.6 Responsibilities of the lead applicant

The lead applicant acts as the main contact point for the joint application toward the secretariat:

- **Communication from the secretariat is sent to the lead applicant, who is responsible to pass the information on to the co-applicants;**
- Only the lead applicant can edit the application and upload attachments to the SEORS schedule (in the event that the application is selected and allocated by the secretariat). For Instructions on how to add an attachment to the SEORS schedule, see section 8 of the current manual.

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N.B.!

After your merger has been registered in the system, the lead applicant becomes the main contact point for your joint application. Please note that no further communication is being sent to co-applicants after the merger. It is the responsibility of the lead applicant to pass the information they receive from the secretariat to co-applicants.
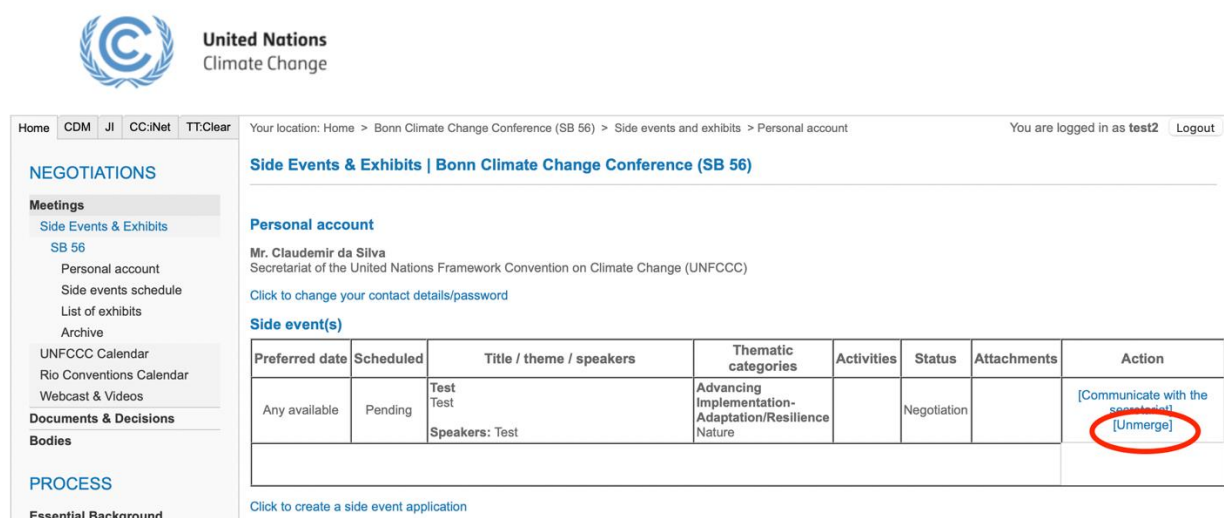
</div>

5.7 Change the lead applicant

If needed, it is possible to change the lead applicant if the consolidation period is still open. To implement the change, all co-applicants need to **"Unmerge"** their applications from the current lead applicant (see section 5.8 for more details on "unmerging") and then proceed to the merger again with the newly agreed lead applicant.

N.B.! Please note that it is necessary that co-applicants unmerge their applications from the joint application first. The lead applicant cannot leave the joint application without co-applicants unmerging their applications first.

5.8 "Unmerge" your consolidated application

If you are a co-applicant of a joint application, you can separate your application by clicking on the **"Unmerge"** button in the **"Action"** column of the application overview in your personal account:

If the consolidation period is still open, you can proceed to merge with another applicant; otherwise your applicant will be considered as a single application.

The lead applicant may not "unmerge" the consolidated application but can merge with more co-applicants.

5.9 Edit your merged application

Authorized applications can be updated directly in SEORS. To update your authorized side event/exhibit application, please go to your personal SEORS account and click on the **"Edit"** button:

- After mergers, the lead applicant is responsible for updating the joint application via their personal SEORS account.
- For co-applicants, it is not necessary to update their individual application in SEORS as it will not be considered by the secretariat. If they wish to update their joint application, they should liaise with the lead applicant and ask them to update the joint application.

After the merger period has concluded, the secretariat communicates the date beyond which no direct editing is possible in SEORS. **N.B.! It is important that you duly update your application before the secretariat downloads applications from SEORS for the evaluation. The secretariat communicates the deadline to update applications via the SEORS communication log.**

Any further changes in your application's title/description/list of speakers will need to be communicated to the secretariat through the SEORS communication log of the lead applicant. The primary thematic category cannot be changed as this is factored in the selection and allocation. We kindly ask all applicants to finish editing their applications before the start of the conference.

Please note that there is no guarantee that we will be able to reflect the changes in the SEORS schedule if they are communicated to us less than 48 hours prior to the start of the side event.

5.10 Visibility of joint application on public web schedule

If your merged application is successfully selected and allocated, its description appears on the SEORS public web schedule. All the official organizers of the side event/exhibit are listed there, the lead organizer being listed first.

6. Communicating with the secretariat

Please use the **"Communicate"** function in the **"Action"** column of your personal SEORS account to communicate with the secretariat on any issues regarding your application. A communication log will be kept in your personal account for your reference. Due to the high number of applications the communication log serves as an ideal channel to keep all information in one place.

7. Selection and allocation

After the consolidation deadline, the secretariat will begin selection and allocation of the eligible applications and aim to complete the confirmation by approximately one month prior to the conference. The secretariat may have to decline some of the applications due to space constraint at the venue. An automated message will be sent to the applicants informing them that their application has been selected or declined. **Once the confirmation is made, you can no longer edit the details in SEORS yourself.** Changes to the title, theme or speakers have to be communicated to the secretariat in order to be implemented. Please note that the primary thematic category cannot be changed as this is factored in the selectionand allocation.

If you wish to change the confirmed date or time, please seek at your own initiative an organizer who agrees to swap slots with you and inform the secretariat accordingly of such a proposed swap through SEORS. The secretariat will thereafter decide whether this is acceptable, subject to the prevailing criteria, and inform you accordingly.

8. Uploading attachments to the web schedule

If your application is selected for allocation you will be able to upload information pertaining to your side event/exhibit to the UNFCCC website. Please use the upload function in your personal account for this purpose.

The key features of the upload facility in SEORS:

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	[upload]	[Communicate with the secretariat]

- To access the upload facility, log in to your SEORS account and click under **"Attachments"**.
- There is no limit to the number of files that can be uploaded.
- The size of each attachment is, however, limited to 4 MB.
  - You can reduce the size of individual files by converting them into a 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 thencan be uploaded.
- All uploads are linked to the web schedule and may be publicly viewed, thus giving your eventvisibility both before and after the session:

NEGOTIATIONS

Meetings
Side Events & Exhibits
  SB 56
  Register
  Log in
  Side events schedule
  List of exhibits
  Archive
UNFCCC Calendar
Rio Conventions Calendar
Webcast & Videos
Documents & Decisions

Side events schedule

Legend:
Enhancing ambition
Promoting implementation
Providing support

Filter by date: All dates   Filter by category: Show all   Order by : Order by date

Scheduled	Time/Location	Organizer	Title / theme / speakers	Type of events	Attachments
Monday, 06 Jun 2022	09:00—10:30 Side event room 1	Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Ms. Polina Popova see@unfccc.int	Test test test test **Speakers:** test test test		Attachment 1 [11 kb] Attachment 2 [11 kb]

- Changes can be made by replacing or deleting the existing files up to four weeks after the sessions.Once the web schedule has been closed, no further changes will be possible.
- The files will still remain visible on the UNFCCC website's side events and exhibits archive,

available under the [this link](#).

9. Cancellation

A cancellation can only be processed if received from the organizer via email to see@unfccc.int, copying the respective Focal Point.

The secretariat reserves the right to reschedule or cancel events at any time, in the interest of the negotiating process. Changes made by the secretariat will be communicated to you.

10. Waiting list

The secretariat communicates the application timeline on the [home page of SEORS](#) and by sending a notification to Parties and observers ahead of the conference. Once the official registration period has concluded, it is only possible to submit a side event and/or an exhibit application for being placed on the waiting list. Please be informed that there is no guarantee that your waiting list application will be confirmed by the secretariat. Applicants on the waiting list will be contacted in case of cancellations by selected side event organizers/exhibitors.

In case you have missed the application deadline, you can submit your side event and/or exhibit application for being placed on the waiting list by clicking on the **"Apply for being placed on the waiting list [Name of the session]"** button on the home page of SEORS:
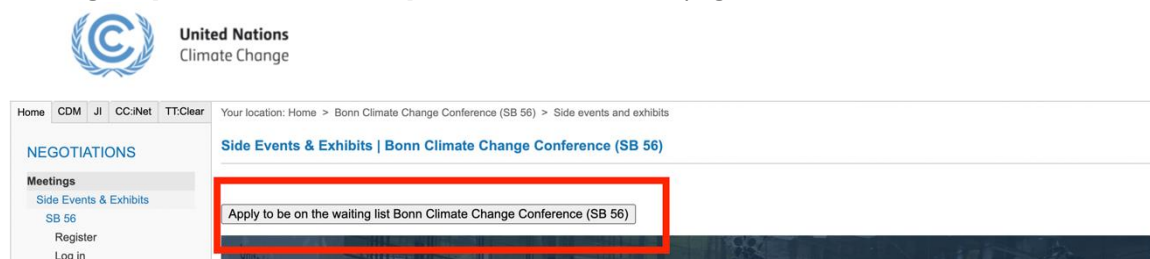
To finalize the submission of your waiting list application, follow the steps outlined in section 3 of the current manual. Please note that it is necessary to get your application authorized by your National Focal Point (NFP)/Designated Contact Point (DCP) for it to be placed on the waiting list.

While your application remains on the waiting list, mergers are not possible. Once your application has been moved from the waiting list to the negotiation stage, you may be offered to merge your application into a joint one, and the merging process will follow the regular steps outlined in section 4 of this manual.