



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

## United Nations Climate Change Conference COP 28

# SIDE EVENT ORGANIZER'S HANDBOOK



**United Nations**  
Climate Change



**COP28UAE**

**Version 3 – 3 December 2023**

*This handbook is revised regularly as new information becomes available. New information compared to version 2 from 30 November is highlighted in pink. If you need help identifying the information that has been added to the current version of the handbook, please contact us via the SEORS communication log or via email by writing to [see@unfccc.int](mailto:see@unfccc.int) and we will be happy to assist you.*



Dear side event organizers,

Congratulations! Your side event proposal for the UN Climate Change Conference COP 28 was selected from one of the highest numbers of applications ever received for COP.

The SBI recognized that side events and exhibits are an essential part of the UNFCCC process and an important tool for engaging observers in knowledge-sharing, networking and the exploring of actionable options for meeting the climate challenge (FCCC/SBI/2014/8, para 224). We look forward to the engaging side events that you and your partner organizations will create at this conference.

In this handbook, you will find comprehensive information on the side event policies and logistical aspects of side events operation. To ensure that your side event is running smoothly, please review this document carefully.

Please note that the current version of the handbook contains **all the logistical information on side events at COP 28 '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](#). Kindly note that the information in the current document may also be subject to change due to health and safety regulations or technical reasons.

We appreciate your cooperation and wish you all the best of luck in holding your side event at COP 28!

Kind regards,  
Observer Relations team



## Contents

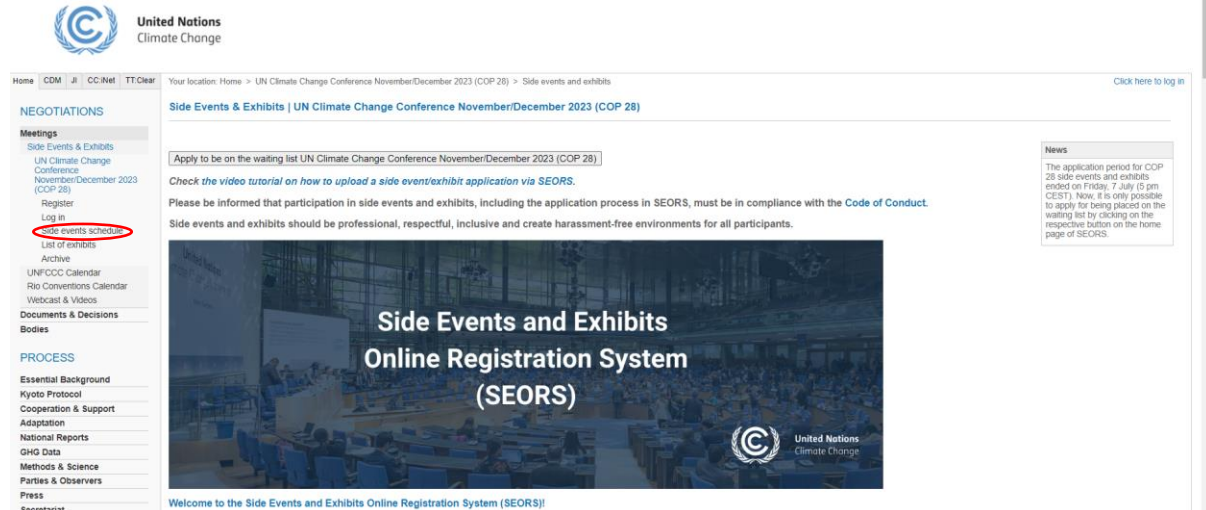
<b>1.</b>	<b><i>Side events schedule .....</i></b>	<b><i>4</i></b>
<b>2.</b>	<b><i>Role of the lead organizer .....</i></b>	<b><i>4</i></b>
<b>3.</b>	<b><i>Registration for COP 28 .....</i></b>	<b><i>4</i></b>
<b>4.</b>	<b><i>Duration of a side event slot.....</i></b>	<b><i>5</i></b>
<b>5.</b>	<b><i>Changing your side event slot.....</i></b>	<b><i>6</i></b>
<b>6.</b>	<b><i>Editing your side event's title/description/the list of speakers/contact details .....</i></b>	<b><i>7</i></b>
<b>7.</b>	<b><i>Location of side event rooms .....</i></b>	<b><i>8</i></b>
<b>8.</b>	<b><i>Side event room layout and equipment .....</i></b>	<b><i>9</i></b>
<b>9.</b>	<b><i>Technical and organizational support in side event rooms.....</i></b>	<b><i>10</i></b>
<b>10.</b>	<b><i>Presentations.....</i></b>	<b><i>11</i></b>
<b>11.</b>	<b><i>Virtual panelists.....</i></b>	<b><i>12</i></b>
11.1.	General information on virtual participation in COP 28 side events .....	12
11.2.	How to request an invitation link for a virtual panelist? .....	13
11.3.	How should virtual panelists join my side event?.....	14
<b>12.</b>	<b><i>Simultaneous interpretation.....</i></b>	<b><i>16</i></b>
12.1.	General information on simultaneous interpretation policy.....	16
12.2	How to inform the secretariat that I have ordered simultaneous interpretation for my side event? .....	17
12.3.	Virtual sign language interpretation .....	18
12.4.	Virtual (remote) simultaneous interpretation .....	19
<b>13.</b>	<b><i>Livestreaming .....</i></b>	<b><i>19</i></b>
13.1.	General information on livestreaming platforms .....	19
13.2.	Livestreaming on the COP 28 platform and virtual Q&A.....	20
13.3.	Livestreaming on the official UNFCCC website .....	21
13.4.	Livestreaming on YouTube .....	21
<b>14.</b>	<b><i>Receptions and catering services .....</i></b>	<b><i>21</i></b>
<b>15.</b>	<b><i>Consignments .....</i></b>	<b><i>22</i></b>
<b>16.</b>	<b><i>Gender balance of speakers .....</i></b>	<b><i>22</i></b>
<b>17.</b>	<b><i>Sustainability rating.....</i></b>	<b><i>22</i></b>
<b>18.</b>	<b><i>Communicating with the Side Events and Exhibits Coordination team .....</i></b>	<b><i>23</i></b>
<b>19.</b>	<b><i>How to add an attachment in SEORS .....</i></b>	<b><i>24</i></b>
<b>20.</b>	<b><i>Use of UNFCCC logo .....</i></b>	<b><i>25</i></b>
<b>21.</b>	<b><i>Useful links .....</i></b>	<b><i>25</i></b>



## 1. Side events schedule

Click here to view [the side events schedule for COP 28](#).

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



## 2. Role of the lead organizer

In the selection process, the secretariat prioritized joint side event applications. Each joint application has one lead organizer and at least one co-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. Registration for COP 28

Since side events are located within the official conference venue in the Blue Zone, 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 any technical staff that needs to access the venue to support your side event.



It is necessary to be **duly registered as part of a delegation** to participate in side events, regardless of whether your participation is physical or virtual. Only duly registered conference participants can access the conference venue. Similarly, only duly registered conference participants can access the platform for virtual participation.

It will be possible to watch side events live on YouTube or on the official UNFCCC website. For this, no registration is required. For more information on livestreaming, please consult section 13 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. In case the quota assigned to your organization does not allow you to organize the side event, please immediately inform the Observer Relations team so that we could cancel your side event and offer the slot to those on the waiting list.

*There is no need to obtain a physical badge on-site to access the virtual platform, but it is necessary to be a registered conference participant to participate in side events online.*

*Being in possession of a conference badge is, however, necessary to access the COP 28 venue.*

The Observer Relations team is not in a position to advise on quota-related matters. We, therefore, kindly ask you to address such questions to the Registration team. The best way to contact them is via the communication log in [ORS](#).

For further information on registration for COP 28, please refer to [this section of the COP 28 Information for Participants webpage on the official UNFCCC website](#).

## 4. Duration of a side event slot

**The duration of a side event is 90 minutes.** Please note that it is not possible to adjust the duration of a side event.

There will be 15-minute breaks between side events. These 15 minutes are to be used by the organizer of the upcoming side event to prepare for their event.



We kindly ask all side event organizers to ensure that their side event finishes **on time**. Failure to do so will impact your chances of being granted a side event slot at the next conference.



COP 28 side events will be held in accordance with the following schedule:

Time	Side event/break	Duration
11:15-11:30	Break 1	15 min
<b>11:30-13:00</b>	<b>Side event 1</b>	<b>90 min</b>
13:00-13:15	Break 2	15 min
<b>13:15-14:45</b>	<b>Side event 2</b>	<b>90 min</b>
14:45-15:00	Break 3	15 min
<b>15:00-16:30</b>	<b>Side event 3</b>	<b>90 min</b>
16:30-16:45	Break 4	15 min
<b>16:45-18:15</b>	<b>Side event 4</b>	<b>90 min</b>
18:15-18:30	Break 5	15 min
<b>18:30-20:00</b>	<b>Side event 5</b>	<b>90 min</b>

Table 1. Side event slots and breaks between events.

## 5. Changing your side event slot

If the assigned side event slot does not suit you, you could change your side event slot by taking the following steps.



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

Please note that in order to ensure the coherence of the side events schedule, it is only possible to swap side events that fall under the same thematic category. Please also note that, in case your side event falls under the category of one of the [COP 28 Presidency's thematic days](#), it will not be possible to organize this side event on this day. To avoid logistical and thematic clashes, the secretariat has grouped side events on the topics of the COP 28 thematic days into thematic clusters and scheduled them one day before and one day after the thematic day.



Liaise with these side event organizers and agree upon a joint request for a swap. The contact details of side event organizers are publicly available in the [official side events schedule](#).



Inform the secretariat of the agreed swapping details via your respective SEORS accounts or by sending an email to [see@unfccc.int](mailto:see@unfccc.int). **Please note that the secretariat needs to receive a confirmation from 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.

**Please note that in case a request to swap side event slots has been submitted less than 72 hours prior to the start of the side event, there is no guarantee that the request can be accommodated. Thank you for your understanding.**



## 6. 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.

Please note that 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](mailto: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.**





## 7. Location of side event rooms

The side events area is located in the Blue Zone. For information on the location of side event rooms, please refer to the maps provided below.



Illustration 1. COP 28 Blue Zone map with the indication of the location of side event rooms (circled in red).

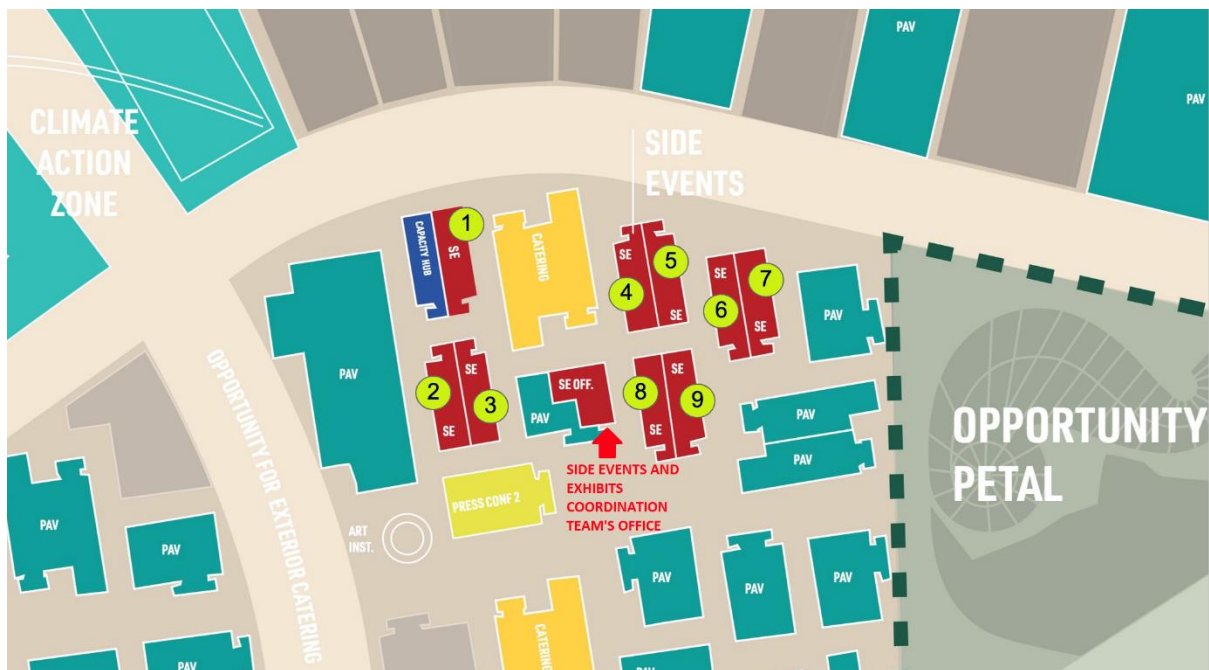


Illustration 2. COP 28 Blue Zone map: location of side event rooms and the Side Events and Exhibits Coordination Team's Office.



## 8. Side event room layout and equipment

### The capacity of side event rooms

There are 9 side event rooms of the following seated capacity.

Side Event Room number	Seated capacity
Side Events Room 1	173
Side Events Room 2	173
Side Events Room 3	123
Side Events Room 4	123
Side Events Room 5	123
Side Events Room 6	123
Side Events Room 7	123
Side Events Room 8	123
Side Events Room 9	123

Table 2. Side event rooms' capacity.



Illustrations 3 and 4. Side event rooms' layout.

The illustrations are not contractual and are meant to provide a general idea of the envisaged COP 28 side event room layout.

### The setup of side event rooms

All side event rooms have the following setup which **cannot be changed**:

- Theatre-style seating setup;
- Raised wheelchair-accessible stage with conference design logo branded backdrop;
- Branded lectern with fixed position microphone.
- **Top-table panel area** for **6 panelists**, with modesty panel.

If your side event features more than 6 panelists, you could arrange for their rotation. Please note that if you wish to reserve seats for your in-person speakers in the first row, please note that you will not be able to do this earlier than 15 minutes prior to the start of your side event. If you are planning to use any printed materials to reserve the seats for the speakers in the audience, please make sure to collect them after your side event ends.

The equipment provided in each side event room will include:

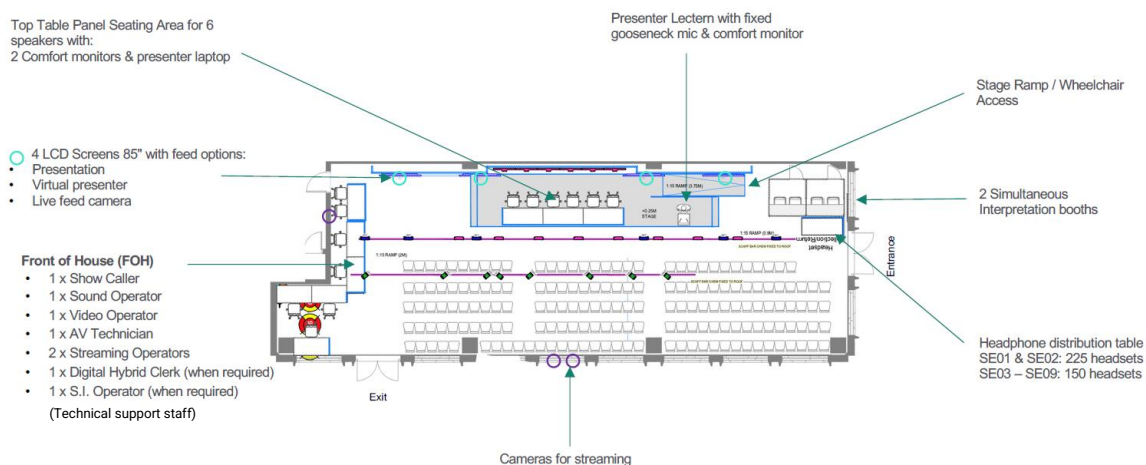
- At the top-table:
  - 6 fixed-position microphones;
  - 3 comfort monitors;
  - Presenter laptop with presentation software (MS PowerPoint).
- In the room:
  - Public Address (PA) system;
  - 4 x LCD Screens on set for content presentations and virtual speaker participation;
  - 4 x hand-held mics for audience participation in Q&A sessions;
  - Countdown clock;
  - Clicker to advance speaker slides;



- 1 x video playback machine;
- 2 x simultaneous Interpretation booths per room with 200 headsets, including spares;
- Camera system allowing for video capture of both head table and audience for webcast and livestreaming;
- Broadcast quality lighting - full coverage of stage and the side event room
- Induction loop (sound amplification system).

**Please note that nameplates and water for panelists will not be provided.**

Please review the image provided below for more information on the room layout.



*Illustration 5. COP 28 side event room layout. Please note that this illustration is not contractual and is meant to provide a general idea of the envisaged COP 28 side event room layout. The number of seats in each side event rooms will be in accordance with the information provided in table 2.*

## 9. Technical and organizational support in side event rooms



There will be technical support staff in each of the side event rooms performing the following functions:

- Operate the cameras, sound, lights and the audiovisual systems;
- Facilitate livestreaming of the side event;
- In case the side event has virtual panelists and/or virtual sign language interpretation: moderate the lobby and admit virtual panelists and/or virtual sign language interpreters.
- In case the side event has simultaneous interpretation, provide technical support.
- Filter messages from the virtual audience on the COP 28 platform for virtual participation.
- Liaise with the Observer Relations team.
- Troubleshoot.

Side event organizers are kindly required to come to the assigned side event rooms **15 minutes before the start of their side event**. Please note that it is not possible to have any testing in the side event room earlier than 15 minutes before the side event.



15 minutes before the start of your side event, there will be a dedicated staff at the door of the side event room. They will take you to the technical team inside the side event room and introduce you to the **show caller, your primary contact point in the side event room**. You will be able to give the show caller the **USB stick with your presentation slides** and the **Run of Show document**. The technical staff in the room will then be able to assist you with playing your presentation slides. For more information on presentation slides and the Run of Show file, please refer to section 10 of the current handbook.



Please note that the technical staff in the side event room 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 technician will not be able to assist them.

## 10. Presentations

All side event organizers will be able to share presentation slides and play video/audio files.



We strongly recommend bringing all presentations and video files on a **USB stick** and playing them from 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.**



As explained in sections 4 and 9 of the handbook, all side event organizers have **15 minutes** before the start of their side event to prepare for the event.



You could fill out a designated [Run of Show template](#) outlining order of speakers, the sequence of presentation slides and video files, if applicable. We encourage particularly those side event organizers who plan to share video files to use this template to ensure the smooth running of the side event.

**Please note that it will not be possible to submit your Run of Show document in advance.** Instead, please bring a digital copy of the Run or Show document on a USB stick to the side event room.

Please also note that the purpose of this document is to help the technical staff in the room to assist you with presentation slides. This document cannot be used to request for virtual speaker participation in a side event. Such information needs to be submitted in advance as per the instructions in section 11 of the current handbook.

Please refer to the guidelines below to ensure that your presentation and/or video/audio files are in the formats compatible with the equipment in the side event rooms.

### Presentation slides

- Presentation content files are preferred in PowerPoint (.ppt).



- All content format should be set to 16:9 format (landscape orientation) and HD 1920 x 1080.
- Any fonts should be embedded into your presentation file or shared in advance (only Microsoft fonts are supported).
- Speaker notes should be embedded into your presentation file.

### Video and audio files

- Audio and Video should both be embedded in the presentation and delivered separately to the Showcaller upon arrival in the room. Video streaming from online sources (e.g., YouTube, Vimeo, Websites, etc) cannot be supported.
- Video Format: 16:9 (Quicktime, .mov).
- Video Encoding: Apple Pro Res 422; H.264 should only be supplied for back up.
- Video Resolution: HD 1920 x 1080, 50 fps.
- Audio – stereo – uncompressed. WAV file.

To make sure that the technical staff in the side event room is able to assist you with your presentation files and slides, please give your ppt and video files clear names with the indication of the date of the side event and the title of your event. For example:  
*COP28\_SideEventTitle\_date(YMMDD).mov*

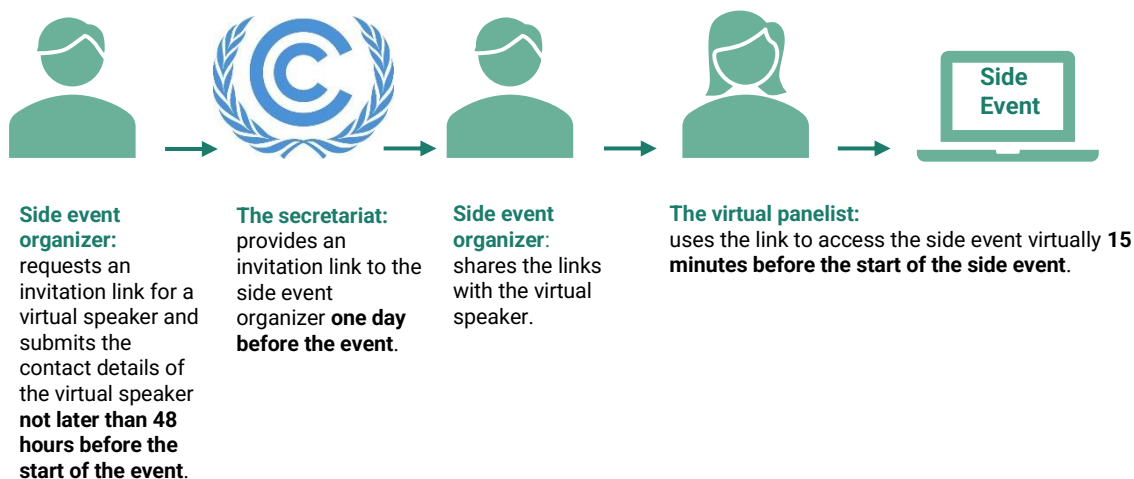
We encourage all side event organizers to upload their presentation slides as attachments to the official side events schedule in SEORS to enhance the visibility of their side events. For instructions on how to upload an attachment to the official side events schedule in SEORS, please consult section 19 of this handbook.

## 11. Virtual panelists

### 11.1. General information on virtual participation in COP 28 side events

To facilitate a virtual speaker's participation in a side event, the side event organizer must request an invitation link for the virtual speaker by communicating the contact details of the respective speaker to the secretariat in a timely manner. If you plan to have a virtual speaker at your side event, please follow the steps outlined in the current section of the handbook.

*The procedure to facilitate virtual speaker's participation in your side event:*





As explained in section 3 of the current handbook, **it is necessary to be duly registered as part of a delegation to participate in side events, regardless of whether your participation is physical or virtual.** In case you are planning to have virtual panelists (virtual speakers) at your side event, please make sure that they have been duly registered for COP 28.

It is the responsibility of the side event organizer to ensure that the virtual panelists participating in their side event are **compliant with the [Code of Conduct](#)**.

Please note that it has been confirmed if virtual speakers will be able to access simultaneous interpretation in case you have interpretation at your side event. If your side event has simultaneous interpretation and a virtual panelist, the virtual panelist will be able to switch between languages by clicking on the respective button in the menu on the call. For further information on simultaneous interpretation, please consult section 12 of the current handbook.

## 11.2. How to request an invitation link for a virtual panelist?

To facilitate the participation of a virtual panelist in your side event, please inform the secretariat of this by communicating the contact details with which the speaker was registered in [ORS \(Online Registration System\)](#) in the following format.

1. **Name:**
2. **Surname:**
3. **Email address with which the user is registered in ORS:**

You can communicate this information by **sending an email to [see@unfccc.int](mailto:see@unfccc.int)** or **by sending a message via the communication log in [SEORS](#)**.

The request for virtual speaker's participation should be sent to [see@unfccc.int](mailto:see@unfccc.int) or via the SEORS communication log not later than **48 hours prior to the start of the side event**. Otherwise, there is no guarantee that it will be possible to facilitate the participation of virtual panelists in your side event.

Please note that **the information sent via other communication channels will not be accepted**.

*Example of the message sent via the SEORS communication log:*



[Side Events & Exhibits](#) | [UN Climate Change Conference November/December 2023 \(COP 28\)](#)

Comments

side event 'Test side event application'.

Add a new message:

Dear colleagues,

My side event will feature a virtual speaker. Please see their contact details below:

1. Name: Max
2. Surname: Mustermann
3. Email address with which the user is registered in ORS: mmustermann@email.com

All the best,  
Polina



[Send](#) [Reset](#)

## 11.3. How should virtual panelists join my side event?

One day prior to the start event **the lead organizer of the event** will receive an email from see@unfccc.int containing the invitation link. Please note that the link will not be sent to the virtual speaker. The lead organizer must forward this email to all the virtual speakers.

Please note that the side event organizer and the virtual panelist must not share the invitation link with any other users.

The virtual speaker will be able to join the video call via MS Teams by clicking on the invitation link **15 minutes prior to the start of the side event**. Please note that the video call will not be active if the speaker tries accessing it earlier.

*Example of the email with the invitation link sent to one of the COP 27 side event organizers that they had to forward to the virtual speakers. Please note that the text of the COP 28 invitation link email may be modified.*

**From:** Side-Events-and-Exhibits  
**Sent:** Monday 14 November 2022 18:54  
**To:**  
**Subject:** Virtual Speaker Link

Dear side event organizer,

Please find below a message for your virtual speaker(s), which contains the connection link and technical instructions for speaking at your side event virtually. Kindly share this message with your virtual speaker(s) as soon as possible.

Please be reminded that the secretariat will not be sending this message to your virtual speaker(s). It is the responsibility of the side event organizer to share the link and the instructions with them.

Please be also reminded that the side event organizer and the virtual speaker(s) are not allowed to share this link with any other users. Access via this link will be moderated based on the email address you provided for each speaker.

Thank you for your cooperation!

Should you have any questions, please do not hesitate to contact us.

Kind regards,





Dear [name\_of\_the\_virtual speaker],

Please see the link below for the side event

<https://teams.microsoft.com/l/meetup-join/>

We would like to highlight that the link to join this meeting is for your personal use only. Please do not share this link with other people, not even members of your delegation.

For preparing yourself for the meeting, kindly follow the [guide to initial set-up requirements](#).

A few important instructions for joining the meeting:

- Please enter your party or organization that you represent, and your full name as follows:
  - your party or organization – Max Mustermann
- Raise your hand for requesting the floor. When given the floor you will be unmuted.

We would also like to remind you about the importance of following the code of conduct for participating in UNFCCC meetings. The code of conduct helps make our events a good experience for everyone. You can find it here [Code of Conduct](#).

Thanks,

## 12. Simultaneous interpretation

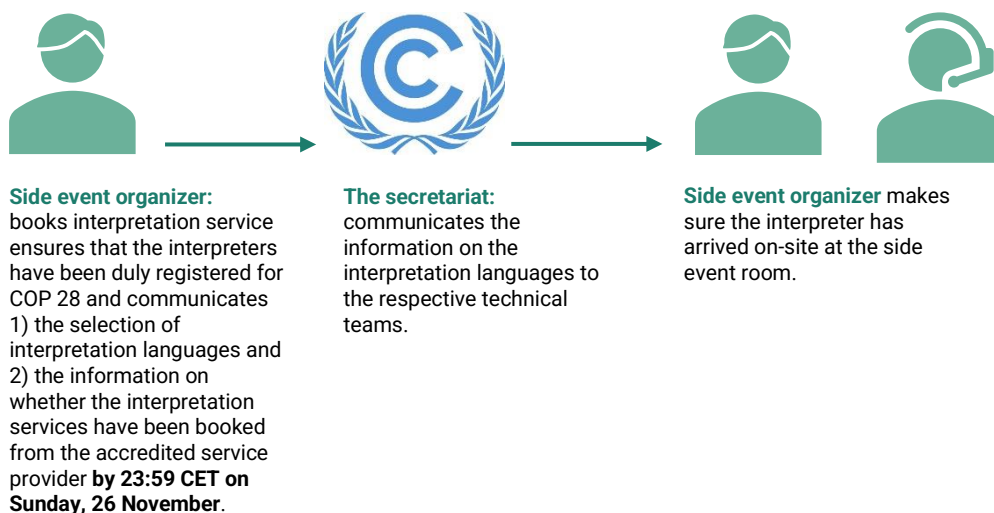
### 12.1. General information on simultaneous interpretation policy

All side event rooms will be equipped with two interpretation booths. The maximum number of languages that you can have is **the floor language + 2 additional languages**. Please bear this in mind when ordering interpretation services.

Please note that **the secretariat, does not provide interpretation services**. It is **the responsibility of the side event organizer** to order interpretation services for their side event from a respective service provider on a commercial basis and to inform the secretariat in a timely manner that their side event will have simultaneous interpretation.

If you plan to have simultaneous interpretation at your side event, please follow the steps outlined in the current section of the handbook.<sup>1</sup>

*The procedure to facilitate simultaneous interpretation at your side event:*



As explained in section 3 of the current handbook, **it is necessary to be duly registered as part of a delegation and in possession of a conference badge to access the COP 28 venue**. In case you are planning to have simultaneous interpretation at your side event, please make sure that all the interpreters supporting your side event have been duly registered for COP 28.

You have the possibility to order interpretation services from already-accredited interpreters on-site: **Solten**. The information on how to do it can be found [here](#).

<sup>1</sup> The procedure outlined in the current section does not apply to the official UNFCCC side events (side events organized by the Divisions of the UNFCCC secretariat). Organizers of the official UNFCCC side events must request for interpretation services at their side events via the internal respective channels as per the instructions of the Conference Affairs Division.



## Simultaneous interpretation and virtual audience

In case there is simultaneous interpretation at a side event, those viewing the side event on the **COP 28 virtual platform** and the **official UNFCCC website** will be able to switch between languages and listen to different audio channels. Please note only the floor language will be live-streamed on **YouTube**.

Please note that it has been confirmed if virtual speakers will be able to access simultaneous interpretation in case you have interpretation at your side event. If your side event has simultaneous interpretation and a virtual panelist, the virtual panelist will be able to switch between languages by clicking on the respective button in the menu on the call.

## 12.2 How to inform the secretariat that I have ordered simultaneous interpretation for my side event?

If you are planning to have interpretation at your side event, you must communicate the following information to the secretariat by **23:59 CET on Sunday, 26 November**:

1. **The floor language:**
2. **Interpretation language 1:**
3. **Interpretation language 2 (if applicable):**
4. **Have you ordered interpretation services from the accredited interpreter on-site (Solten)?**

(Please be reminded that in case you bring your own interpreters, you must ensure that they have been duly registered as part of a delegation).

Please submit this information by **sending an email to [see@unfccc.int](mailto:see@unfccc.int)** or **by sending a message via the communication log in [SEORS](#)**. Please note that **the information sent via other communication channels will not be accepted**.

Please note that if you do not submit this information by **23:59 CET on Sunday, 26 November**, there is no guarantee that it will be possible to facilitate having interpretation at your side event.

*Example of how you can communicate the information on interpretation via the SEORS communication log:*

Your location: Home > UN Climate Change Conference November/December 2023 (COP 28) > Side events and exhibits > communications display

You are logged in as Polina\_test [Logout](#)

[Side Events & Exhibits](#) | [UN Climate Change Conference November/December 2023 \(COP 28\)](#)

---

**Comments**

side event "Test side event application".

Add a new message:

Dear colleagues,

My side event will have simultaneous interpretation.

1. The floor language: English.
2. Interpretation language 1: French.
3. Interpretation language 2 (if applicable): Japanese.
4. Have you ordered interpretation services from the accredited interpreter on-site (Solten)? Yes.

Kind regards,  
Polina

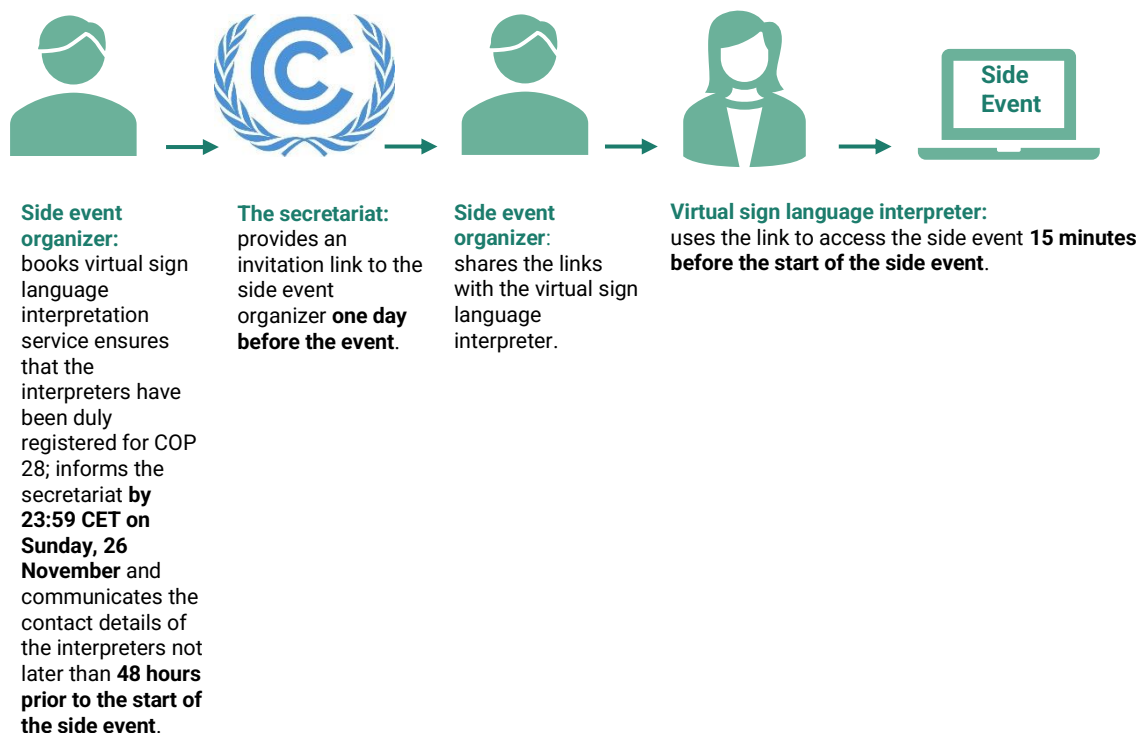


## 12.3. Virtual sign language interpretation

It is possible to facilitate having virtual sign language interpretation at your side event if you order the respective service from a service provider. Please note that **the secretariat does not provide sign language interpretation services**. Please also note that it is only possible to have virtual (conducted remotely) sign language interpretation.

If you plan to have simultaneous interpretation at your side event, please follow the steps outlined in the current section of the handbook.

*The procedure to facilitate virtual sign language interpretation at our side event:*



If you are planning to have interpretation at your side event, you must take the following steps by the indicated deadlines:

1. Inform the secretariat that you are planning to have virtual sign language interpretation by **sending an email to [see@unfccc.int](mailto:see@unfccc.int) or by sending a message via the communication log in [SEORS](#) by 23:59 CET on Sunday, 26 November**;
2. Communicate the contact details (name, surname, email address) of the virtual sign language interpreters to the secretariat by **sending an email to [see@unfccc.int](mailto:see@unfccc.int) or by sending a message via the communication log in [SEORS](#)**. This can be done up until **48 hours prior to the start of the side event**.

If you do not meet the indicated deadlines, there is no guarantee that it will be possible to facilitate having virtual sign language interpretation at your side event.

Please also note that **the information sent via other communication channels will not be accepted**.



One day prior to the start event **the lead organizer of the event** will receive an email from see@unfccc.int containing the invitation link. Please note that the link will not be sent to the virtual sign language interpreters. The lead organizer must forward this email to the respective virtual sign language interpreters.

Please note that the side event organizer and the interpreters must not share the invitation link with any other users.

The virtual sign language interpreter will be able to join the video call via MS Teams by clicking on the invitation link **15 minutes prior to the start of the side event**. Please note that the video call will not be active if the interpreter tries accessing it earlier.



As explained in section 3 of the current handbook, **it is necessary to be duly registered as part of a delegation to participate in COP 28 side events virtually**. Therefore, virtual sign language interpreters must be duly registered for COP 28.

## 12.4. Virtual (remote) simultaneous interpretation

*It may be possible to facilitate having remote simultaneous interpretation at side events with the interpreter(s) working remotely (not being physically present in the side event room or COP 28 venue. Once this has been confirmed, the information on how to facilitate having virtual (remote) simultaneous interpretation at your side event will be added to the current section of the handbook. We thank you for your understanding.*

## 13. Livestreaming

### 13.1. General information on livestreaming platforms

All side events will be live-streamed on the following channels:

- [COP 28 platform for virtual participation](#) (can only be accessed by registered conference participants);
- [The webcast section on the official UNFCCC website](#).
- [Official secretariat-managed YouTube channel](#).

Livestreaming on all of the above-listed platforms will be available by default. Hence, there is no need to apply for it.

The current section of the handbook explains the features of each of the three platform.

Please note that the streaming sessions for the upcoming side events get prescheduled on these platforms on a daily basis in chronological order. In case you cannot see your upcoming side event in the playlist, please note that it will be added in due course.

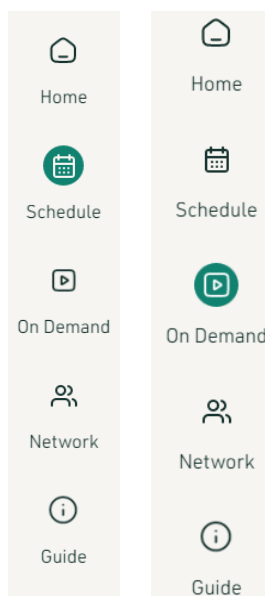
Kindly note that links to individual sessions will not be shared with side event organizers. Should you obtain a link for the side event stream, please go to the preferred channel and extract the link from the respective playlist.



## 13.2. Livestreaming on the COP 28 platform and virtual Q&A

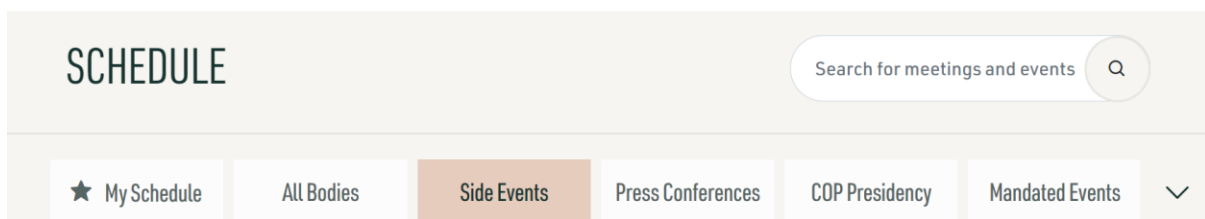
**Registered conference participants** will be able to watch side events live and on-demand on the virtual platform and virtually participate in Q&A sessions by using the moderated chat functionality.

To access the virtual platform, click [here](#). For further information on the COP 28 virtual platform, please refer to this section of the [COP 28 Information for Participants](#) on the official UNFCCC website.



To watch a side event live on the platform, click on the “Schedule” button on the panel on the left-hand side of the screen. To watch a side event on demand, click on the “On demand” button.

You will be able to access the side events on the platform by opening the respective tab in the “Schedule” or “On demand” section of the platform.



Once you have found your side event in the list, click on the “Watch” button next to it to access the stream on the platform and the moderated chat.



Once you have opened the side event stream, you will be able to pose questions to the panel using the chat in the stream.





Please note that the panelists/moderator will not receive a notification whenever a new question is posed on the chat. Therefore, it is recommended that the panelists and/or the moderator open the side event on the platform to view the questions popping up in the chat. (Please note that, in this case, they must mute their devices)!

### 13.3. Livestreaming on the official UNFCCC website

Side events will be available for watching live and on-demand via the official UNFCCC website in the [webcast section](#).

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

### 13.4. Livestreaming 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.

Please go to [this playlist](#) to see the pre-scheduled livestreaming sessions for OCP 28 side events and the recordings of the side events that have already taken place.

Pre-scheduled livestreaming sessions will be marked as “UPCOMING” on YouTube.



Kindly note that due to a technical limitation, there is a limit of the maximum number of livestreaming sessions that can be pre-scheduled on our YouTube channel at the same time. 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. We thank you for your understanding.

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

Please also note that in case you have interpretation at your side event, **only the floor language** will be live-streamed to YouTube. For further information on interpretation at side events, please consult section 12 of the current handbook.

## 14. Receptions and catering services

The side event organizers are able to order hospitality catering on a commercial basis. The information on how to do it can be found in [this section of the COP 28 Information for Participants available on the official UNFCCC website](#).<sup>2</sup>

Should you have any questions on the catering areas, please address them directly to the caterer.

<sup>2</sup> The organizers of the official UNFCCC side events (side events organized by the Divisions of the UNFCCC secretariat) must book catering via designated catering focal point from their respective Division.



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

## 15. Consignments

Side event organizers have the possibility to obtain consignment labels.

If you need a consignment label, please send your request to [see@unfccc.int](mailto:see@unfccc.int).

For information on consignments and shipping, please refer to [this section of the COP 28 Information for Participants available on the official UNFCCC website](#).

## 16. Gender balance of speakers

As you are aware, the gender balance is one of many selection criteria as listed [here](#) and the gender balance of speakers that you had pledged in your side event application in SEORS was taken into account in the side events selection process. Although last minute changes of speakers do happen, all side event organizers are strongly encouraged to maintain the pledged gender balance. Those who indicated that their side event will feature a male-dominated or a female-dominated panel at their side event are also encouraged to improve that the panel of speakers is **gender-balanced**. The gender balance of the speakers at a given session will be reflected in the side events selection process for the future sessions.

*Example of the gender balance pledge in the side event application in SEORS:*

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 (%)

50

Male (%)

50

Other/Non-binary (optional) (%)

0

## 17. Sustainability rating

The secretariat also encourages all side event organizers to ensure that their side events are sustainable. Please note that 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.



Please be informed that the secretariat will be taking note of the actual gender balance at your side event. In case there is a significant gender imbalance of speakers at your side event, you will receive a lower score if you submit an application for holding a side event at the next conference.



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.

## 18. Communicating with the Side Events and Exhibits Coordination team

The Observer Relations team is your primary contact point for any questions related to side events. Therefore, we encourage all side event organizers to address your questions directly to us via the communication log in SEORS or by sending an email to [see@unfccc.int](mailto:see@unfccc.int).

To open the communication log in SEORS, please use the **“Communicate with the secretariat”** button function in the “Action” column of your personal SEORS account:

United Nations Climate Change

Home CDM JI CC/Net TT:Clear

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

You are logged in as testaccount Logout

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

NEGOTIATIONS

Meetings

Side Events & Exhibits

SB 56

Personal account

Side events schedule

List of exhibits

Archive

UNFCCC Calendar

Rio Conventions Calendar

Webcast & Videos

Documents & Decisions

Bodies

PROCESS

Essential Background

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]

Click to create a side event application

Exhibit(s)

--- No exhibit application ---

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

United Nations Climate Change

Home CDM JI CC/Net TT:Clear

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

You are logged in as testaccount Logout

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

NEGOTIATIONS

Meetings

Side Events & Exhibits

SB 56

Personal account

Side events schedule

List of exhibits

Archive

UNFCCC Calendar

Rio Conventions Calendar

Webcast & Videos

Documents & Decisions

Bodies

PROCESS

Essential Background

Kyoto Protocol

Cooperation & Support

Comments

side event 'Test'.

Add a new message:

Dear colleagues,

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

Send Reset

From/Date	Status	Event/Message
Secretariat Thursday, 24 Mar 2022, 18:25	Confirmed	<b>new!</b> Application has been confirmed by the secretariat, no further changes possible
Secretariat Thursday, 24 Mar 2022, 18:25	Negotiation	<b>new!</b> Application has been authorized
Secretariat Thursday, 24 Mar 2022, 18:25	Waiting for authorization	<b>new!</b> You have submitted your application for authorization by your national focal point/designated contact point. The request will be processed once authorization has been given. It is the responsibility of the organizer to follow up with national focal point/designated contact point



Please be reminded that, as explained in section 2 of the current handbook, the lead organizer of the side event acts as the focal point for the joint event towards the secretariat. Therefore, any queries concerning your joint side event should be sent **via the communication log in the lead organizer's personal SEORS account**.

## 19. 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 lead 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.

To access the upload facility please follow the instructions below.

### 1. Log in to your SEORS account and click under “Attachments”

#### Personal account

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

#### Side event(s)

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

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

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



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

- 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.

## 20. Use of UNFCCC logo

Side event organizers may not use the UNFCCC logo unless they have a dedicated partnership with the Secretariat. For further information, please consult [this section of the COP 28 Information for Participants available on the official UNFCCC website](#).

## 21. Useful links

- [COP 28 Information for Participants \(A-Z\) on the official UNFCCC website](#)
- [Information on how to attend COP 28 side events](#)
- [Frequently Asked Questions about Side Events and Exhibits](#)
- [SEORS User Manual](#)