



United Nations
Climate Change

BONN CLIMATE CHANGE CONFERENCE SB 58
5 June - 15 June 2023

HANDBOOK FOR SIDE EVENT ORGANIZERS

VERSION 2 – 4 June 2023
Observer Relations team

New information (compared to version 1 from 15 May 2023) is highlighted **in blue**.



Dear side event organizers!

Congratulations, your side event proposal for SB 58 was selected from the record high number of applications ever received for the SB conferences.

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/2013/8, para. 224). We look forward to engaging side events that you and your partner organizations will create at the Bonn Climate Change Conference SB 58.

In this handbook, you will find all the logistical information on holding a side event at SB 58. You are kindly asked to carefully review the information provided in the current handbook before the start of the conference.

We look forward to having your side event at SB 58.

Good luck!

*Kind regards,
Observer Relations team*

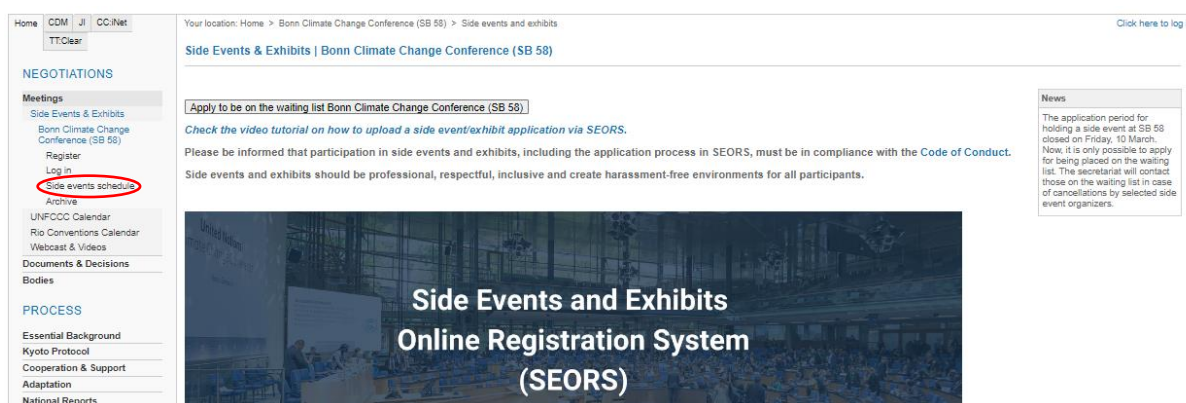
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1. Side events schedule

The official side events schedule for SB 58 is available on [this public webpage on the official UNFCCC website](#). Please note that you do not need to register/have an account in SEORS to access the side events schedule.

To access the side events schedule from the [home page of SEORS](#) (Side Events and Exhibits Online Registration System), click on the “Side events schedule” button on the left-hand side of the screen:



2. Role of the lead side event 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. *For instructions on how to edit your side event application after confirmation, please consult section 6 of the current handbook.*



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

3. Duration of side events

The duration of a side event is **75 minutes**.

There will be 15-minute breaks between side events. A break shall be used by the organizers of the upcoming side event to prepare for the event.

Please refer to the [side events schedule](#) to check your side event slot.



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

4. Registration

Since side events are located within the official conference venue, any person wishing to access the side event area must be duly registered through the [Online Registration System \(ORS\)](#) as part of a delegation of a Party or an observer organization and in possession of a conference badge. This also applies to technical staff.

Any quota-related questions must be addressed to the Registration team. The best way to contact them is via the communication log in [ORS](#).

It is necessary to be [duly registered as part of a delegation](#) and in possession of a conference badge to participate in side events, regardless of whether your participation is physical or virtual.

Only duly registered conference participants can access the conference venue.

Only duly registered conference participants can access the platform for virtual participation. There is no need to obtain a *physical badge* on-site to access the platform, however, it is necessary to be a registered conference participant to participate in side events online.

Please note that it will be possible to watch side events live on [YouTube](#) or the webcast section on the official UNFCCC website. For this, no registration is required. *For more information on livestreaming, please consult sections 10-12 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.



For further information on registration, please consult [this section](#) of the SB 58 Information for Participants.

5. Changing your side event slot

Observer Relations team tries to allocate all 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 and communicate a joint swap request to the secretariat.

Please note that the secretariat does not broker swapping side event slots.

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



Consult the official [side events schedule](#) in SEORS and identify those side event organizers that you would like to swap your side event slot with.



Liaise with other side event organizers and agree upon a joint request for a swap. The contact details of side event organizers are publicly available in the [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.

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.

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.

Once your side event has been confirmed, the primary thematic category of your side event cannot be changed as this is factored in the selection and allocation.

If you need to update any other information in your side event application, please communicate what needs to be changed to the secretariat via the communication log in the personal SEORS account of the lead side event organizer or by sending an email to see@unfccc.int, and we will manually update your application.

Please be reminded of the following **character limits** for each field in SEORS:

- **Title:** 100 characters including spaces.
- **Theme/description:** 300 characters including spaces.
- **Speakers:** 300 characters including spaces.

We kindly ask all side event organizers to let us know if their side event proposal need 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 THE INFORMATION IN YOUR SIDE EVENT APPLICATION IF YOU REQUEST THE CHANGES LESS THAN 24 HOURS PRIOR TO THE START OF YOUR SIDE EVENT.

7. Adding an attachment to the side events schedule 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 description 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](#).

Example:

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)

To access the upload facility please follow the instructions below:

1. Log in to your SEORS account and click on the “Upload” button in the “Attachment” column:

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

Side event(s)

Preferred date	Scheduled	Title / theme / speakers	Thematic categories	Activities	Status	Attachments	Action
Any available	Pending	Test Test Speakers: Test	Advancing Implementation-Adaptation/Resilience Aviation		Negotiation	[upload] [upload]	[Communicate with the secretariat] [Edit] [Merge] [Confirm application from negotiation] [Decline application as administrator] [Move from negotiation to waiting list]

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:

Upload attachment

seors.unfccc.int/applications/seors/attachments/form/render_fo...

Upload attachment

Description

Attachment XYZ

File to upload

Choose file

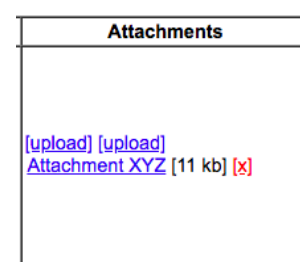
No file chosen

Save and continue

No file chosen

Close window

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 to save the link in a document, which then can be uploaded.

For more information on the use of SEORS, please consult the [SEORS user manual](#).

Please note that, in the case of joint applications, attachments should be uploaded by the lead side event organizer.

8. Side event rooms

Side events will be held in the following rooms:

- **Kaminzimmer** (110 seats);
- **Room Berlin** (110 seats);
- **Room Bonn** (185 seats).

8.1. Location of side event rooms

Overall Facility Plan Rhine Level:

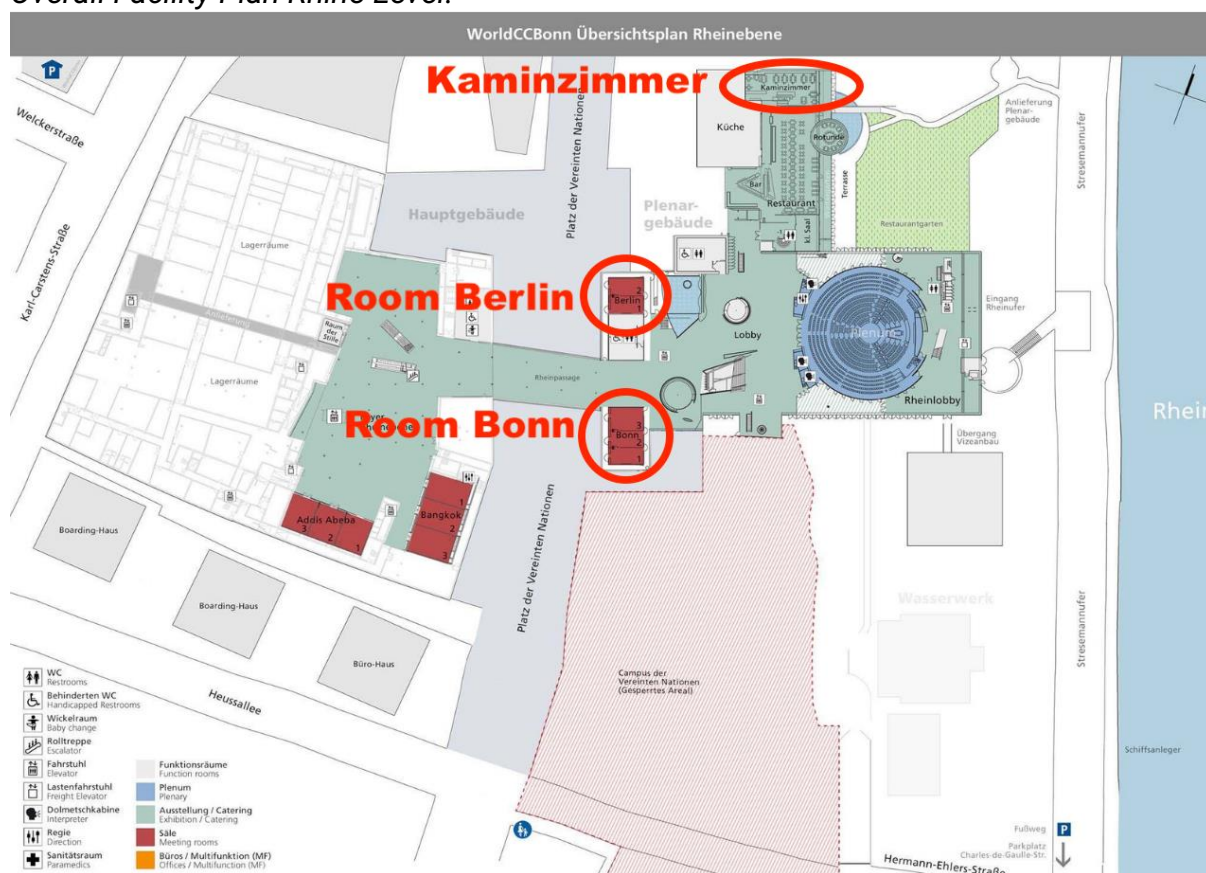


Image source: WCCB (World Conference Center Bonn)

8.2. Technical information on side event rooms

Each side event room has the following features:

- Podium and a theatre-style setup.
- The podium is equipped with:
 - 6 seats;
 - 6 microphones;
 - PC equipment for presenting the slides;
- Second laptop for presenting the slides next to the technician's corner;
- Cameras with feature to allow broadcasting/webcasting and/or streaming;
- Two hand-held microphones on tripods for Q&A sessions.

All side event rooms are fully accessible.

Please note that there will be **no interpretation booths** in side event rooms. Therefore, it will not be possible to have simultaneous interpretation at your side event.

At this session, no virtual interpretation facilities will be provided for side events.

Technical staff support:

- Technical staff will be present at the site to assist with the audiovisual equipment.

Further information:

- Nameplates will not be provided.
- Water for panelists will not be provided. Water is available from the water fountain/dispenser available throughout the venue, on free/self-service.

9. Virtual speakers

It will be possible to have virtual speakers at your side event. To facilitate a virtual speaker's participation in a side event, the side event organizer must inform the secretariat of the virtual speaker and communicate their contact details to the secretariat in a timely manner.

9.1. How to request an invitation link for a virtual speaker?

If you expect to have a virtual speaker at your side event, please inform the secretariat of this by communicating **the contact details with which the speaker was registered in [ORS \(Online Registration System\)](#)**. You can communicate this

information by sending an email to see@unfccc.int or by sending us a message via the communication log in [SEORS](#).

Please provide the following information on each of your virtual speakers:

- Name;
- Surname;
- Email address with which the user is registered in ORS.

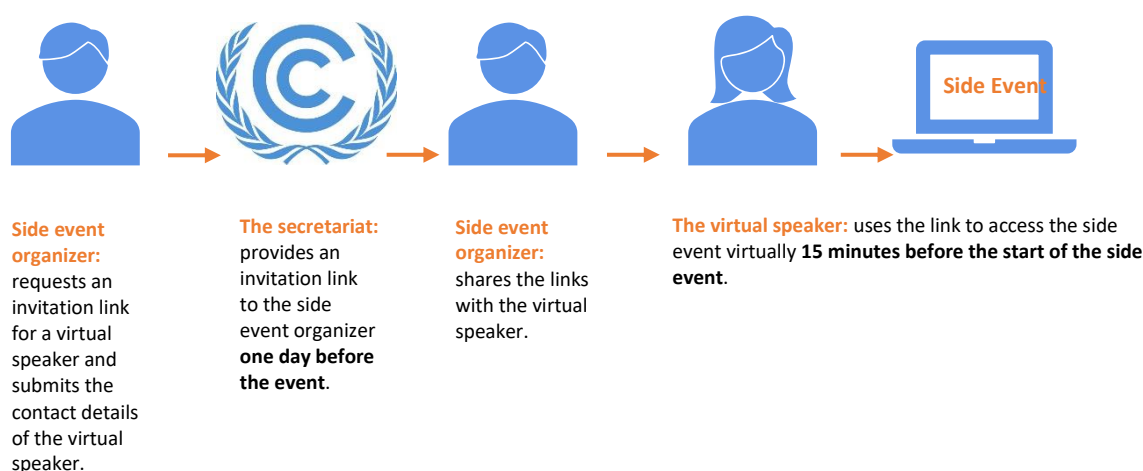
The deadline to request for a virtual speaker participation is 10 am CEST on Friday, 2 June.

9.2. How should virtual speakers join side events?

Invitation links will be sent to side event organizers one day prior to the start of the event. **It is the responsibility of the side event organizer to share the invitation link with the virtual panelist. 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 side event virtual call will not be active if the speaker tries to access it earlier.

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



9.3. How can virtual speakers present their slides?

Virtual panelists can share their presentation slides. To avoid any technical problems, we recommend that they do not use the screen-sharing functionality. Instead, it is recommended that the side event organizer brings all presentation files

on a USB stick to the side event room. For more information on presentations, please consult section 13 of this handbook.



Please be reminded that it is necessary to be duly registered as part of a delegation to access the virtual platform.

Please note that invitation links can only be requested for duly registered virtual panelists and cannot be shared with the virtual audience. Side event attendees will be able to follow your side event online via one of the following platforms:

- a) Via the SB 58 virtual platform in case the attendee has been duly registered for the conference. *For more information on how to follow side events on the SB 58 virtual platform, please consult section 10 of the current handbook.*
- b) Via the secretariat's [official YouTube channel](#). *For more information on how to follow side events on YouTube, please consult section 11 of the current handbook.*
- c) Via the webcast section on the official UNFCCC website. *For more information on how to follow side events via the official UNFCCC website, please consult section 12 of the current handbook.*

10. Side events on the SB 58 virtual platform and the moderated chat functionality

10.1. Access to the virtual platform

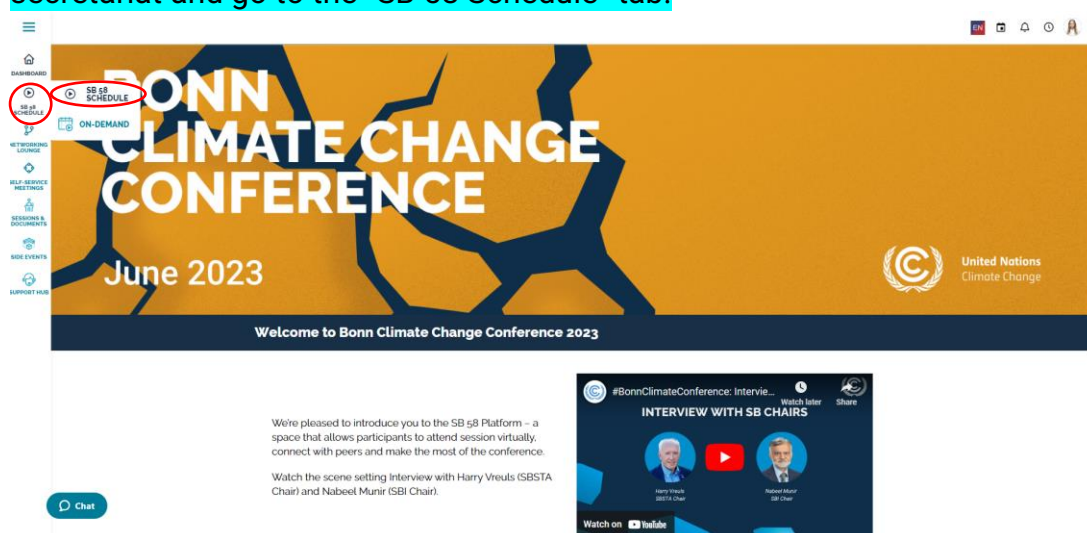
Click [here](#) to access the virtual platform. Please note that it is necessary to be duly registered for the conference to be able to log in to the virtual platform. For further information on the virtual platform, click [here](#).

10.2. The virtual audience

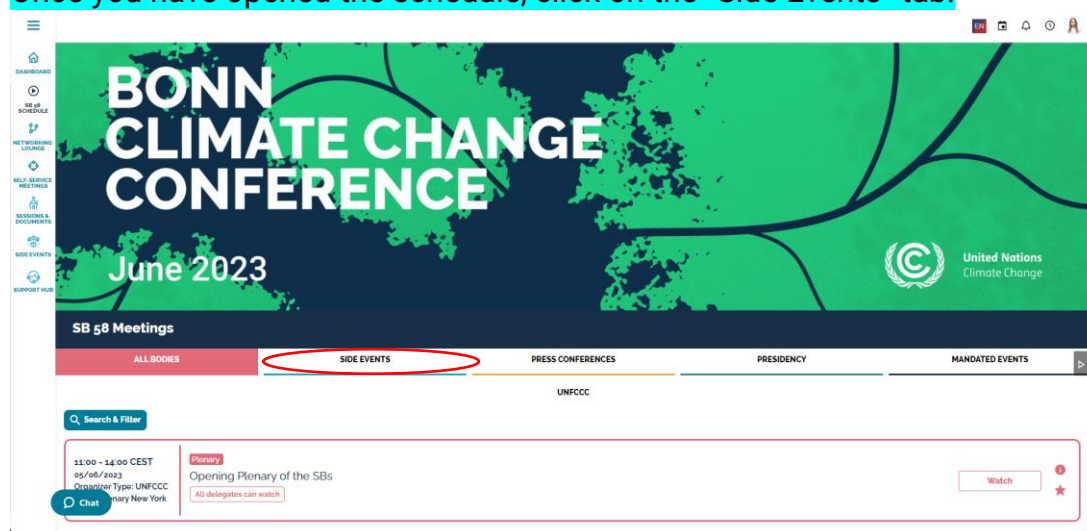
Duly registered conference participants will be able to follow side events on the virtual platform. When following side events via the virtual platform, it is possible to participate in virtual Q&A sessions by leaving questions/comments in the chat.

10.3. How to view side events on the virtual platform? (For registered conference participants only)

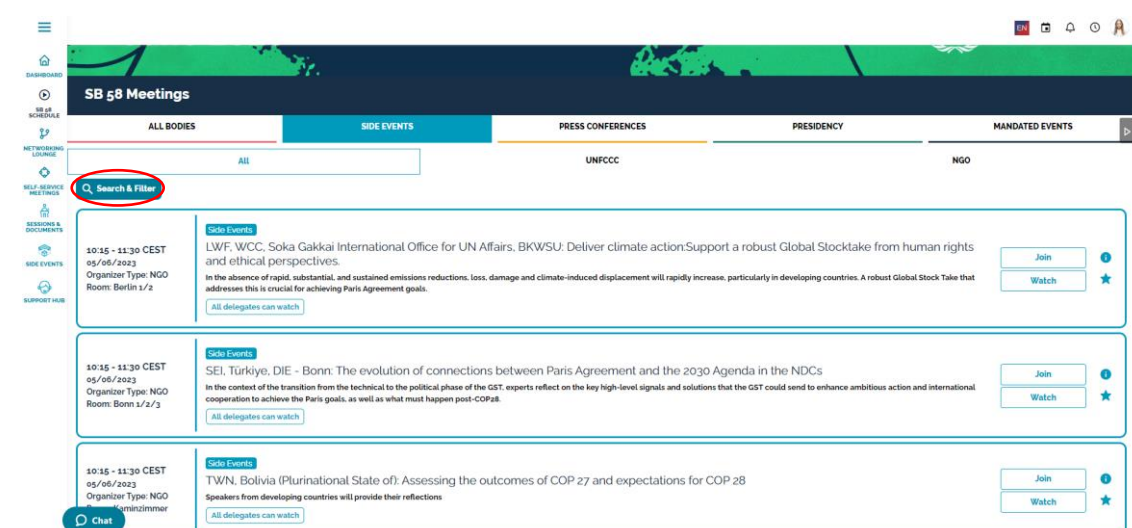
Log in to the SB 58 virtual platform using the login credentials provided by the secretariat and go to the “SB 58 Schedule” tab:



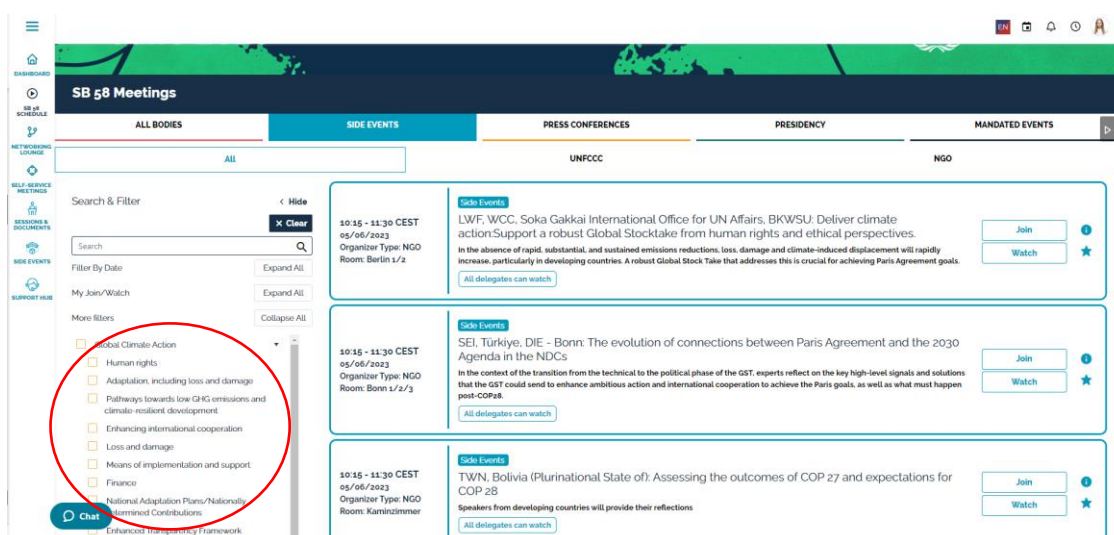
Once you have opened the schedule, click on the “Side Events” tab:



You can also search for your side event using by filtering all the side events by thematic categories. To open the filtering functionality, click on the “Search and filter” button:

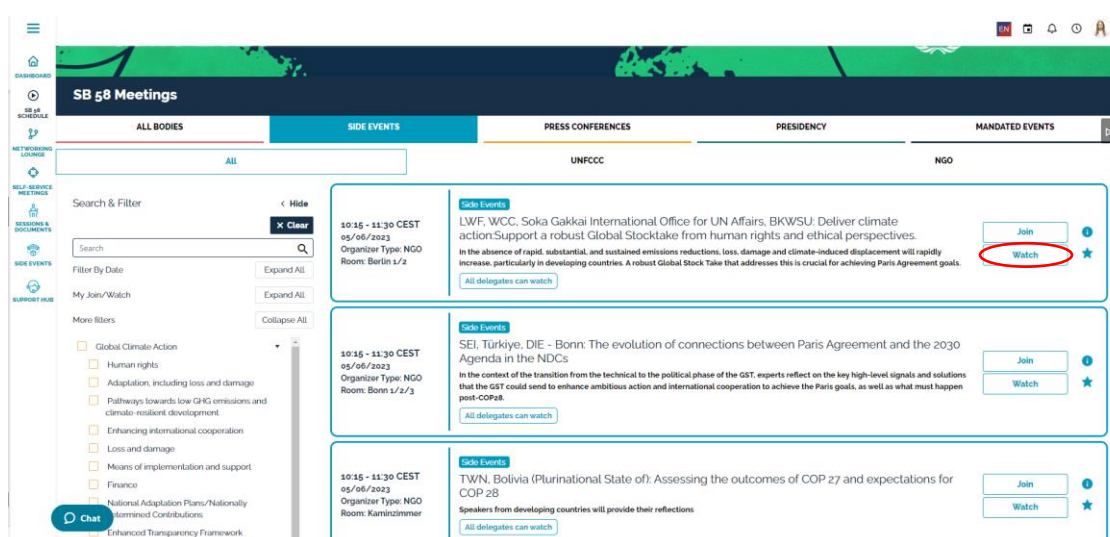


Then, you will see the list of filters that you could apply to your search.

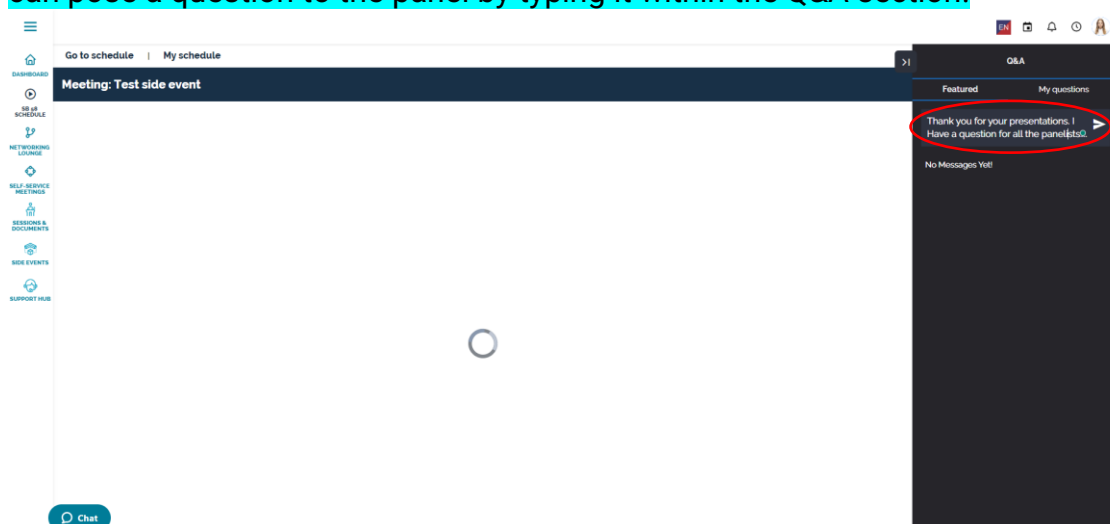


Important! Side event entries on the virtual platform contain the following information: names of all organizations/Parties engaged in organizing the side event and the title of the side event, as registered in the [official side events schedule in SEORS](#). Please note that organizations' names are listed as abbreviations in case an abbreviation has been provided by the organization.

Select the side event that you would like to follow and click on the "Watch" button:



Once you have clicked on the “WATCH” button next to the side event that you would like to follow, a window with a livestream and a moderated Q&A chat will open. You can pose a question to the panel by typing it within the Q&A section:



Your question will be added to the “Featured” feed once it has been reviewed by the moderators from the secretariat. Once it gets published in the “Featured” feed, it will be accessible to all the viewers, including the panelists. You can revisit your questions by clicking on the “My questions” tab.

10.4. How can the panel access the questions received via the virtual platform?

In order for the moderator/the panel to access the question posed by the virtual audience via the chat on the platform, they must log in to the platform with their personal devices and open their side event's livestream by clicking on the "WATCH" button next to the side event's title. *(For detailed instructions, please follow the steps outlined in section 10.3 of the current manual)*. Once they have accessed the chat, they will be able to see the questions posed by the virtual audience.

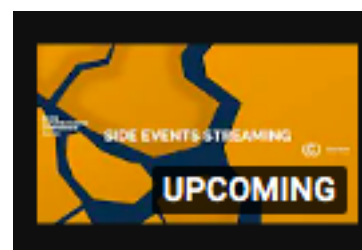
Kindly note that panelists/the moderator will not be receiving notifications in case someone from the virtual audience poses a question to the chat. To take questions from the virtual audience, you must keep an eye on the chat on the platform throughout the entire duration of the side event. **N.B.! When having the livestream open on the virtual platform while being in the side event room, you must mute your device. Thank you for your cooperation.**

Please note that it is the responsibility of the side event organizer to inform panelists/the moderator of the possible questions/comments received via the chat on the virtual platform.

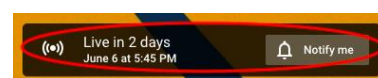
11. Side events on YouTube

All side events will be livestreamed on the [official secretariat-managed YouTube channel](#).

Livestreaming sessions for all side events will be pre-scheduled in the [SB 58 Side Events playlist](#). Pre-scheduled livestreaming sessions are marked as "UPCOMING" on YouTube.



All pre-scheduled YouTube livestreaming sessions include the information on the timing of the event.



After the livestreaming session, **all side events will be available for on-demand watching on YouTube.**

To advertise the livestreaming session of your side event, please go to the [SB 58 Side Events](#) playlist on our YouTube channel, select your side event, and click on the "Share" button to see possible sharing options or simply copy the link from the address bar in your browser.

YouTube livestreaming is available by default. There is no need to apply for livestreaming.

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

12. Side events on the official UNFCCC website

Side events will be available for watching live and on-demand via the [SB 58 meeting schedule on the official UNFCCC website](#). **N.B.! Please note that it is not possible to share a URL link to the webcast of your side event. If you wish to advertise your side event, please use the YouTube link from [this playlist](#).**

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

13. Presentations



Each side event room will have two laptops that can be used for showing presentations: one at the podium and one at a table next to the technician's corner. It is up for the side event organizer to decide which laptop they would like to use to play their presentation slides.



It is recommended to store all presentation files on a USB stick instead of using cloud-based software. To prevent technical problems, we recommend that virtual panelists do not use the screen-sharing functionality. Instead, it is recommended that the side event organizer brings all presentation files on a USB stick to the side event room.



Technical staff will be present in each side event room.

However, they will not be able to support you with playing the slides. It is the responsibility of the side event organizer to ensure that there is someone from their team assisting with playing the slides.



In case you wish to share some video files, we kindly ask you to bring them on a USB stick. Please do not stream videos from the Internet. We kindly ask you to check the quality of the video file before playing it at the side event. Please use a regular video player on a Windows computer to check if the video file is not damaged and can be played.



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 7 of this handbook.*

14. Catering

Side event organizers may hold receptions before or after their side events. Please note that **the secretariat does not book catering services for side event organizers**. To order catering, you must contact the catering service provider yourself.

For contact details of the catering service provider, please consult [this section of the SB 58 Information for Participants webpage](#).

Please note that there is no need to separately book/apply for a catering space. To inquire about the available time and venue for your reception, please contact the caterer.



Please note that it is not possible to have a reception during your side event as food and beverages are not allowed inside side event rooms. Thank you for your understanding and cooperation.

15. Q&A sessions

There will be two microphones on tripods for taking questions from the audience in each side event room.

It is necessary that the person asking the question uses a microphone. Otherwise, those following your side event remotely, will not be able to hear the question.



For information on how to receive questions from the virtual audience via the SB 58 platform for virtual participation, please consult section 10 of the current handbook.

16. Consignments

A side event organizer can request a consignment label for a shipment to support your side event. Please contact us via the SEORS communication log or by writing to see@unfccc.int if you require a consignment label.

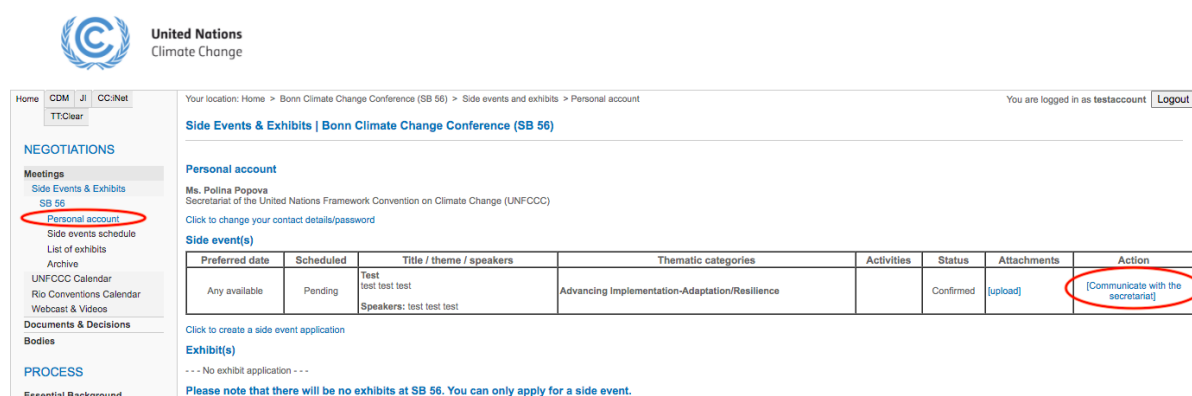
To reduce the carbon footprint of the conference and owing to logistical considerations such as storage availability, the secretariat will not be in a position to receive shipments of a cumulative total weight in excess of 50 kg per Party or observer organization.

For further information on consignments/shipments, please consult [this section of the Information for Participants webpage on the official UNFCCC website](#).

17. Communicating with the secretariat

Please use the “Communicate with the secretariat” 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.

To access the communication log in SEORS, click on the “Communicate with the secretariat” button next to your side event application in your personal account in SEORS.



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
Secretary 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]

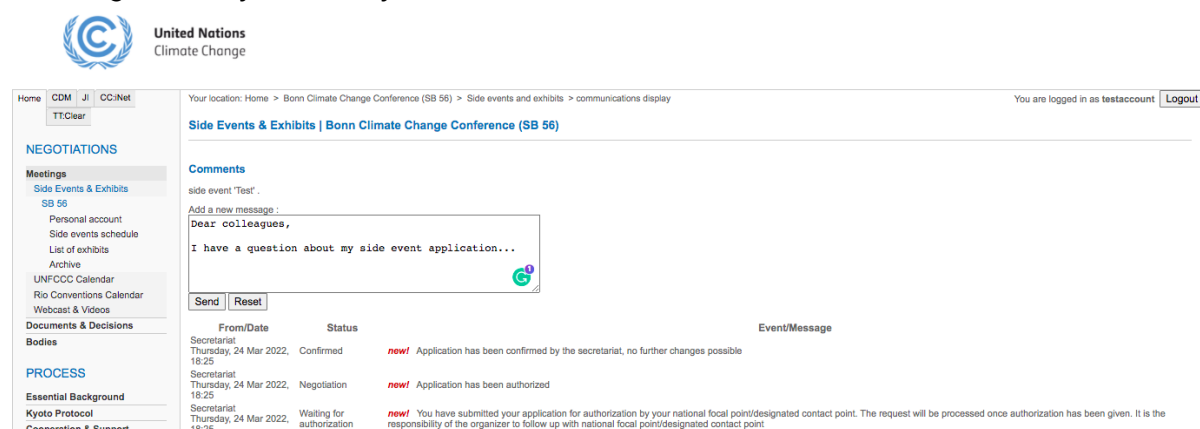
[Click to create a side event application](#)

Exhibit(s)

--- No exhibit application ---

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

The following page will open. Use the SEORS communication log to send us a message directly via the system.



You can also contact us via email. Please write to see@unfccc.int.

18. Sustainability rating

The secretariat will take note of the side event's sustainability level:

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



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

19. Useful links

- [SB 58 Bonn Climate Change Conference: main conference page](#)
- [SB 58 Bonn Climate Change Conference: Information for Participants \(A-Z\)](#)
- [Side events schedule in SEORS](#)
- [Side Events and Exhibits: overview webpage on the official UNFCCC website](#)
- [SEORS User Manual](#)
- [Frequently Asked Questions on Side Events and Exhibits](#)