United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

United Nations Climate Change Conference
COP 29

SIDE EVENT ORGANIZER'S HANDBOOK

United Nations
Climate Change

COP29
Baku
Azerbaijan

Version 3 – 16 November 2024

This handbook is revised regularly as new information becomes available. New information compared to version 2 from 4 November is highlighted <mark>in pink</mark>. 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 and we will be happy to assist you.

Dear side event organizers,

Congratulations! Your side event proposal for the UN Climate Change Conference COP 29 was selected from one of the highest numbers of applications ever received for COP.

The Subsidiary Body for Implementation (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 29 '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 29!
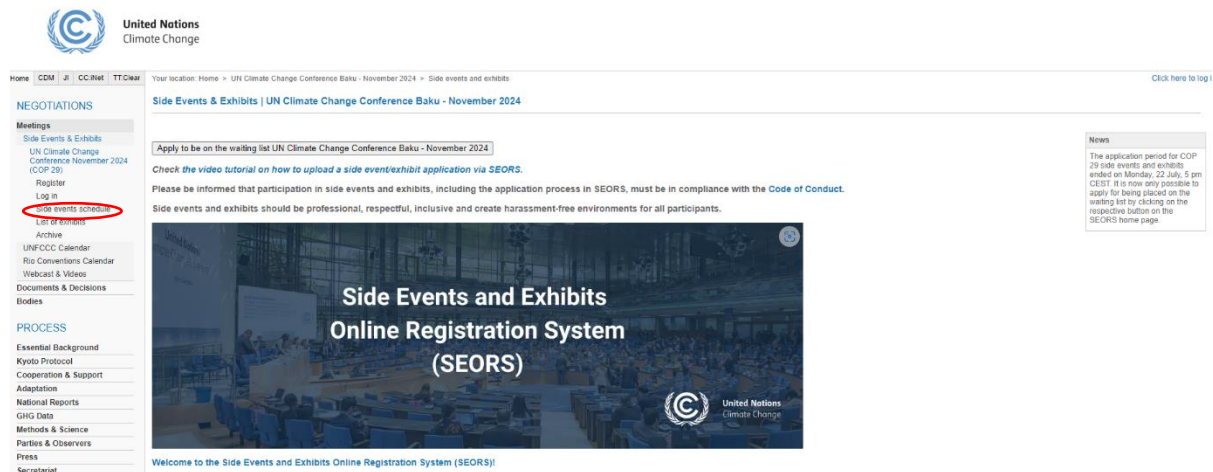
Kind regards,
Observer Relations team

Contents

1. Side events schedule

Click here to view the side events schedule for COP 29.

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 29

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.

COP 29 Side Event Organizer's Handbook − Version 3 − 16 November 2024
Kindly note that the information in the current document may be subject to change due to health and safety regulations or technical reasons.

4

It is necessary to be **duly registered as part of a delegation** to participate in side events. Only duly registered conference participants can access the conference venue.

It will be possible to join side events live on the COP 29 digital platform. Access to the digital platform will only be available to registered participants of the conference.

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 be registered as in-person participant to access the virtual platform, but it is necessary to be at least a registered virtual participant to participate at side events online.

Being registered for in-person attendance and hence being in possession of a conference badge is, however, necessary to access the COP 29 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 29, please refer to this section of the COP 29 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 29 side events will be held in accordance with the following schedule:

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

Table 1. Side event slots and breaks between events, which will serve as preparation time.

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 29 Presidency's thematic days, it will not 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 29 thematic days into thematic clusters and scheulded them the days before and 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.
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**, 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.

Please note that the system does not allow having paragraphs in the title/description/list of speakers. When preparing your updated title, please make sure to type the text in one line.

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 situated in Zone B of the Blue Zone. For details on the specific locations of side event rooms, please consult the maps provided below.
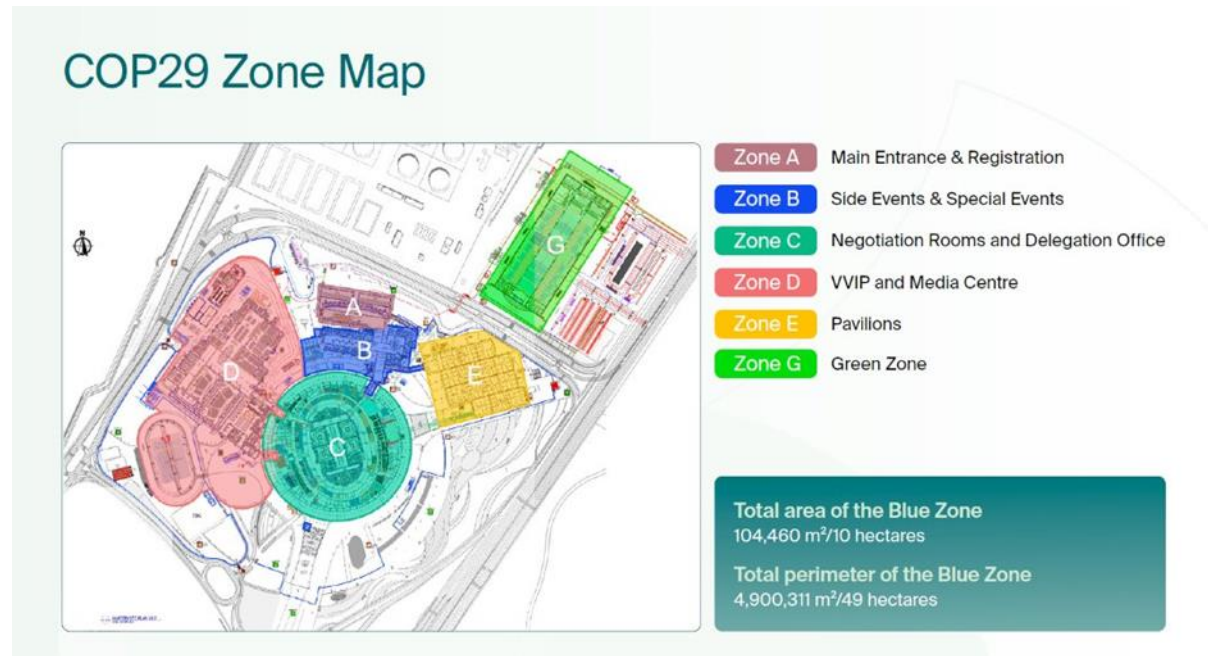

Illustration 1. COP 29 Map with the indication of the location of side event rooms (Zone B).
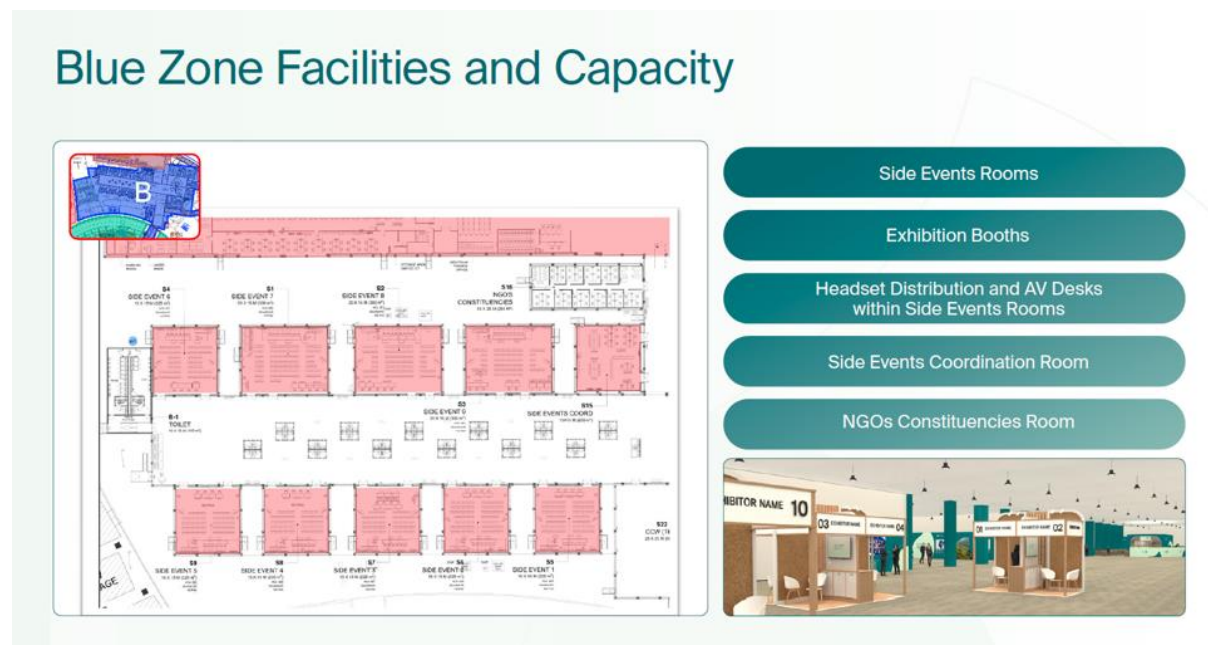
Illustration 2. Overview of part of Blue Zone facilities in Zone B.

COP 29 Side Event Organizer's Handbook – Version 3 – 16 November 2024
Kindly note that the information in the current document may be subject to change due to health and safety regulations or technical reasons.

8

Illustration 3. Zone B Floor Plan including Side Event Rooms and the Side Events and Exhibits Coordination Team's Office.

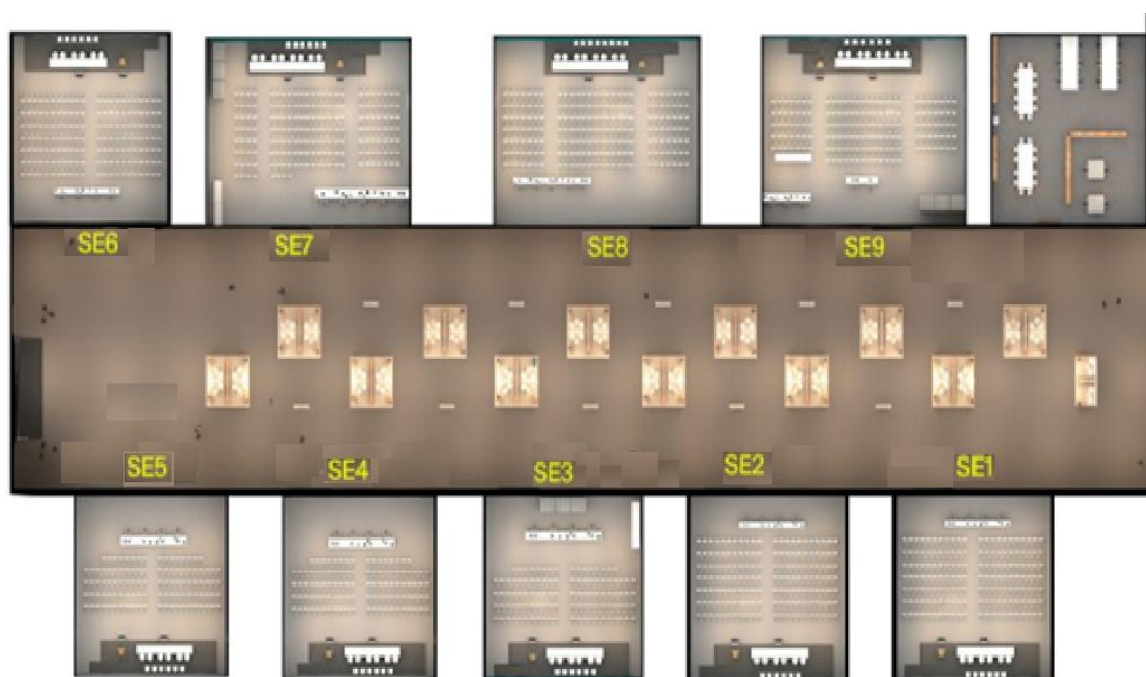*Illustration 4. Zone B Floor Plan: Side Event Rooms and the Side Events and Exhibits Coordination Team's Office. The illustration shows that only three side event rooms (rooms 3, 7 and 9) have interpretation booths.*

COP 29 Side Event Organizer's Handbook – Version 3 – 16 November 2024
Kindly note that the information in the current document may be subject to change due to health and safety regulations or technical reasons.

9

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	116
Side Events Room 2	116
Side Events Room 3	80
Side Events Room 4	105
Side Events Room 5	101
Side Events Room 6	129
Side Events Room 7	168
Side Events Room 8	177
Side Events Room 9	150

Table 2. Side event rooms' capacity.
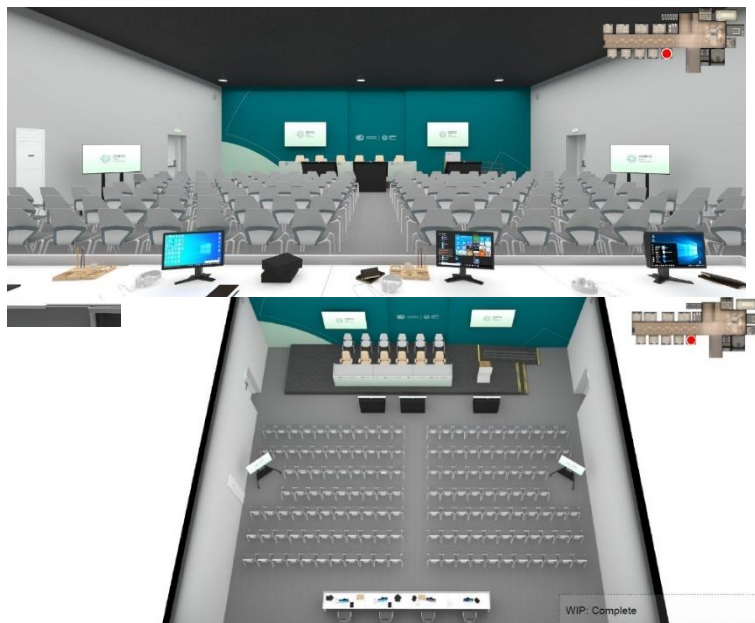
Please note that all rooms have a limited seating capacity, and participants are required to remain seated during the event. Seating is available on a first-come, first-served basis. Once the seating capacity is reached, we kindly ask participants to join the event via the COP 29 Virtual Platform. Please consult section 14 for more information on this.

Illustrations 5 and 6. Side event rooms' layout. The illustrations are not contractual and are meant to provide a general idea of the envisaged COP 29 side event room layout.

The setup of side event rooms[1]

All side event rooms have the following setup which <u>cannot be changed</u>:
- 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 six panelists, you could arrange for their rotation. Please note that if you wish to reserve seats for your in-person speakers in the first tow, 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:
  - Push-dock microphones shared by two panelists each;
  - 2 comfort monitors;
  - Presenter laptop with presentation software (MS PowerPoint).
- In the room:

---

[1] Please note that the room and furniture layout has been set up to comply with the host country's safety and security regulations, so no adjustments can be made. We kindly ask you to keep the room as it is. Additionally, no external devices may be connected to the official equipment.

- o 4 x LCD Screens on set for content presentations and virtual speaker participation (except for side event room 3, where there are only 2 LCD screens)
- o Hand-held mics for audience participation in Q&A sessions;
- o Clicker to advance speaker slides;
- o Camera system allowing for video capture of both head table and audience for video conference;
- o Sufficient sound amplification system

Please review the image below for more information on the room layout:
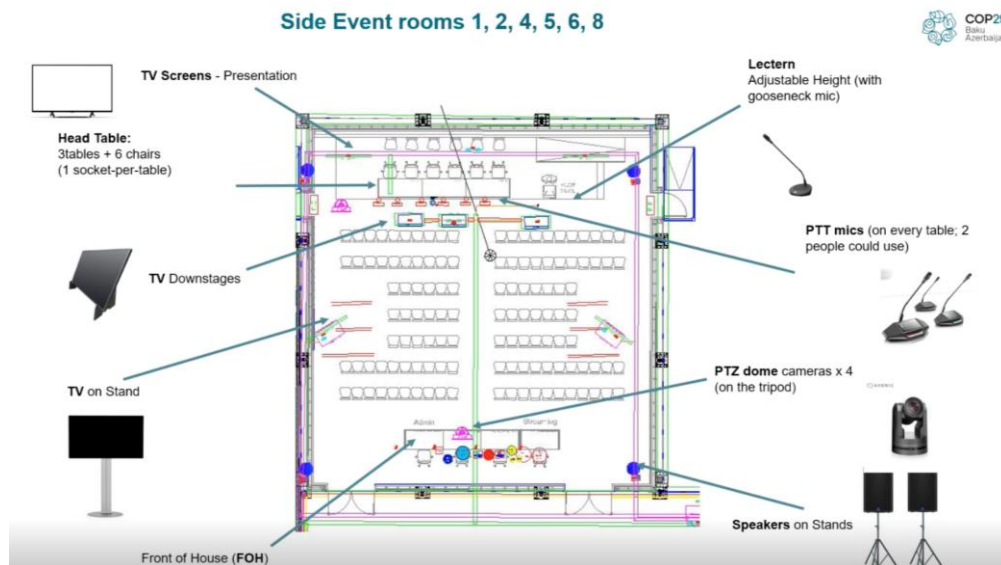
Illustrations 7. Side event layout for rooms without interpretation booths.

Additionally, **Side Events Rooms 3, 7, and 9** are equipped with three simultaneous interpretation booths, and sufficient headsets to accommodate the room size. Please note that other rooms do not have interpretation booths.
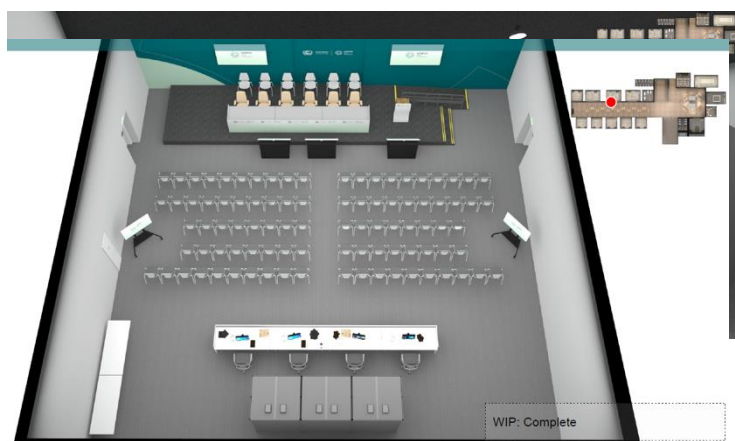
Illustrations 8 and 9. Side event rooms' layout with interpretation booths. The illustrations are not contractual and are meant to provide a general idea of the envisaged COP 29 side event room layout.

COP 29 Side Event Organizer's Handbook – Version 3 – 16 November 2024
Kindly note that the information in the current document may be subject to change due to health and safety regulations or technical reasons.

11

9. Technical and organizational support in side events rooms

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

In-room Technicians:
- Operate the cameras, sound, lights, and the audiovisual systems.
- Provide technical support for simultaneous interpretation, if applicable.

Digital Clerk:
- Manages interactions with virtual participants.
- Acts as primary liaison between head table and VP technicians in case of technical difficulties.

Virtual Participation Technician:
- Manages AV aspects of the (MS Teams-)meeting.

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 files should be embedded in the presentation, with separate files provided to the Showcaller upon arrival. The headtable and FOH (Front of House) laptops are internet-connected for online video streaming (e.g., YouTube, Vimeo) and equipped with video and audio lines for playback.
- Video Requirements:
  - Format: MP4, H.264, MOV
  - Aspect Ratio: 16:9
  - Resolution: HD 1920 x 1080, 50 fps
- Audio Requirements:
  - Format: Stereo, uncompressed
  - File Type: WAV or MP3

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: *COP29_SideEventTitle_date(YYMMDD).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 18 of this handbook.

11.   Virtual Participation

All side events will have a Microsoft Teams meeting link that registered COP 29 participants can join through the COP 29 Virtual Platform.
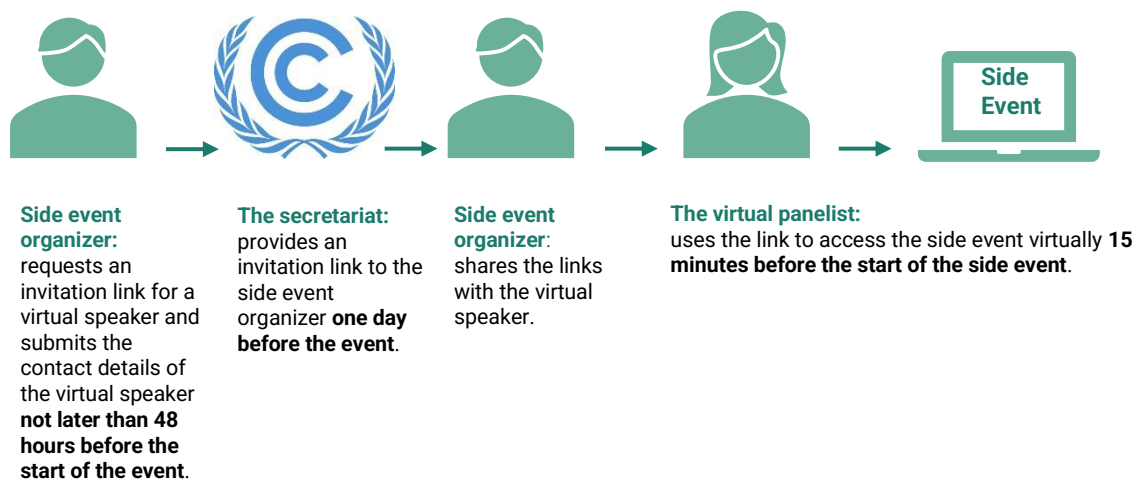
Please note the following:
- Only Microsoft Teams links issued by the secretariat will be supported for these virtual meetings.
- Links from other platforms (e.g., Zoom) <u>cannot</u> be accommodated.
- Side event organizers are <u>not permitted</u> to provide their own links.
- The chat feature will be disabled during virtual meetings. We encourage side event organizers to use interactive tools such as Mentimeter or Slido for Q&A purposes.

12.   Virtual panelists

12.1. General information on virtual participation in COP 29 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:

| **Side event organizer:** requests an invitation link for a virtual speaker and submits the contact details of the virtual speaker **not later than 48 hours before the start of the event**. | **The secretariat:** provides an invitation link to the side event organizer **one day before the event**. | **Side event organizer**: shares the links with the virtual speaker. | **The virtual panelist:** uses the link to access the side event virtually **15 minutes before the start of the 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 29.

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**.

12.2. 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 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 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:

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 appiciation' .

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

12.3. 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 29 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,

COP 29 Side Event Organizer's Handbook – Version 3 – 16 November 2024
Kindly note that the information in the current document may be subject to change due to health and safety regulations or technical reasons.

16

13. Simultaneous interpretation

13.1. General information on simultaneous interpretation policy

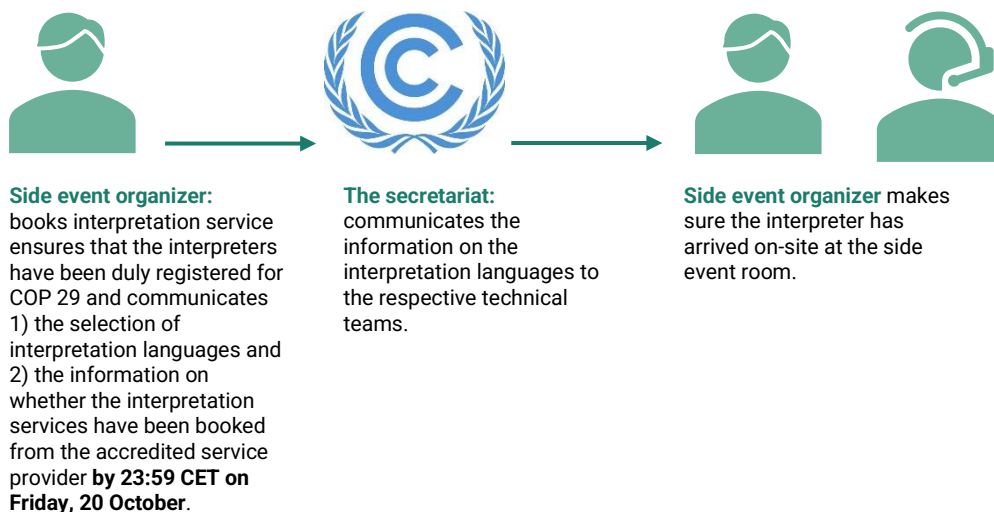Three side event rooms—Room 3, Room 7, and Room 9—are equipped with three interpretation booths each.

The maximum number of languages that you can have is **the floor language + 3 additional languages**. Please bear this in mind when ordering interpretation services.

Before requesting a simultaneous interpretation quote or bringing your own interpreters, meeting organizers must ensure that their side event is scheduled in one of these rooms (Room 3, 7, or 9), as simultaneous interpretation will not be available in other rooms.

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.[2]

The procedure to facilitate simultaneous interpretation at your side event:

Side event organizer: books interpretation service ensures that the interpreters have been duly registered for COP 29 and communicates 1) the selection of interpretation languages and 2) the information on whether the interpretation services have been booked from the accredited service provider **by 23:59 CET on Friday, 20 October**.

The secretariat: communicates the information on the interpretation languages to the respective technical teams.

Side event organizer makes sure the interpreter has arrived on-site at the side event room.

---

[2] 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.

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 29 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 29.

You have the possibility to order interpretation services from the **officially appointed interpretation vendor**: **Interactio**. The information on how to do it can be found here.

Please note that due to technical limitations, we are unable to provide interpretation services through remote participants this year.

Simultaneous interpretation and virtual audience

In case there is simultaneous interpretation at a side event, those viewing the side event on the **COP 29 virtual platform** will be able to switch between languages and listen to different audio channels.

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

If you plan to have interpretation at your side event, please provide the following information to the secretariat **as soon as possible**, and no later than 23:59 CET on Friday, 20 October.

1. **The floor language:**
2. **Interpretation language 1:**
3. **Interpretation language 2 (if applicable):**
4. **Interpretation language 3 (if applicable):**
5. **Have you ordered interpretation services from the officially appointed interpretation vendor (Interactio)?**

(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** 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 Friday, 20 October**, there is no guarantee that it will be possible to facilitate having interpretation at your side event.

Due to the limited availability of rooms with interpretation facilities, the secretariat will allocate slots on a first come, first served basis, until all available rooms and slots have been assigned.

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

14. Livestreaming

We are pleased to offer livestreaming on the COP 29 virtual platform, available to all registered conference participants. However, due to this year's budget constraints, streaming will not be available on the official UNFCCC website or the secretariat's YouTube channel.

For more information on the COP 29 virtual platform, please visit the relevant page on the official UNFCCC website.

Please consult section 11 of this handbook for information on virtual participation.

15. Recordings

The secretariat will record the Microsoft Teams meeting of each side event. Please be advised that the recordings will be uploaded to the UN Climate Change – Events Channel by 15 December, 2024 at the latest.

The recordings will be made available at the following link: https://www.youtube.com/@UNClimateChangeEvents.

16. Receptions and catering services

Please note that it is not possible to organize a reception during your side event. It is not allowed to bring food and beverages inside side event rooms.

Catering for small receptions is available only after the conclusion of the side events. Two catering tables will be set up outside each side event room for pre-booked services.

To make a reservation for catering services, access the Catering Portal or contact the catering team at catering@cop29.az. Please note that all bookings must be placed at least **72 hours** in advance.

COP 29 Side Event Organizer's Handbook – Version 3 – 16 November 2024
Kindly note that the information in the current document may be subject to change due to health and safety regulations or technical reasons.

19

17.   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 (%):	Male (%):	Other/Non-binary (optional) (%):
50	50	0

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.

As panelists often differ from the original speaker list, the secretariat, with the support of host country support staff, tracks actual gender-balance on panels for all side events. Where panelists' gender is not communicated during the panel, it is assumed based on physical characteristics and gender expression. It is recognized that gender identity is distinct from gender expression and it should be noted that inherently there will be a margin of error in the tracking of gender-balance.

18.   Consignments

Participants have the possibility to obtain consignment labels. If you need a consignment label, please send your request to see@unfccc.int.

For information on consignments and shipping, please refer to this section of the COP 29 Information for Participants available on the official UNFCCC website.

19.   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.

Participants are encouraged to print and photocopy only what is absolutely necessary prior to and during the sessions.

COP 29 Side Event Organizer's Handbook − Version 3 − 16 November 2024
Kindly note that the information in the current document may be subject to change due to health and safety regulations or technical reasons.

20

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.

20. 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.

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:

!	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**.

21.   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	[upload] [upload]

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

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

Upload attachment
seors.unfccc.int/applications/seors/attachments/form/render_fo...
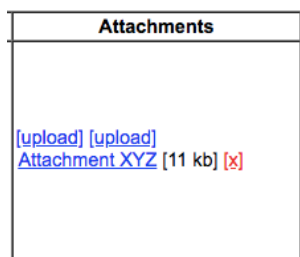
Upload attachment
Description
Attachment XYZ
File to upload
Choose file   No file chosen
Save and continue   No file chosen
Close window

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

Attachments
[upload] [upload] Attachment XYZ [11 kb] [x]

- There is no limit to the number of files that can be uploaded.
- The size of each attachment is, however, limited to 4 MB.
- You can reduce the size of individual files by converting them into the PDF format.
- Bigger presentations can be split into multiple documents.
- Links cannot be directly uploaded. We would advise saving the link in a document, which then can be uploaded.

22.   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 29 Information for Participants available on the official UNFCCC website.

23.   Useful links

- COP 29 Information for Participants (A-Z) on the official UNFCCC website
- Information for Organizers of Side Events and Exhibits
- Frequently Asked Questions about Side Events and Exhibits
- SEORS User Manual