



**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 1 – 10 October 2024**

*This handbook will be revised regularly as new information becomes available.*



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



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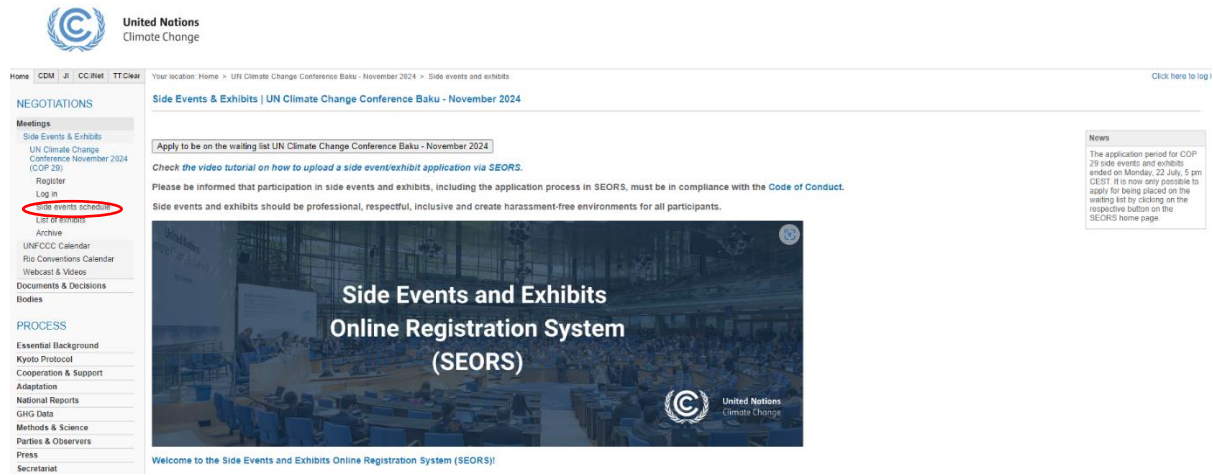
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## 1. Side events schedule

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.



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

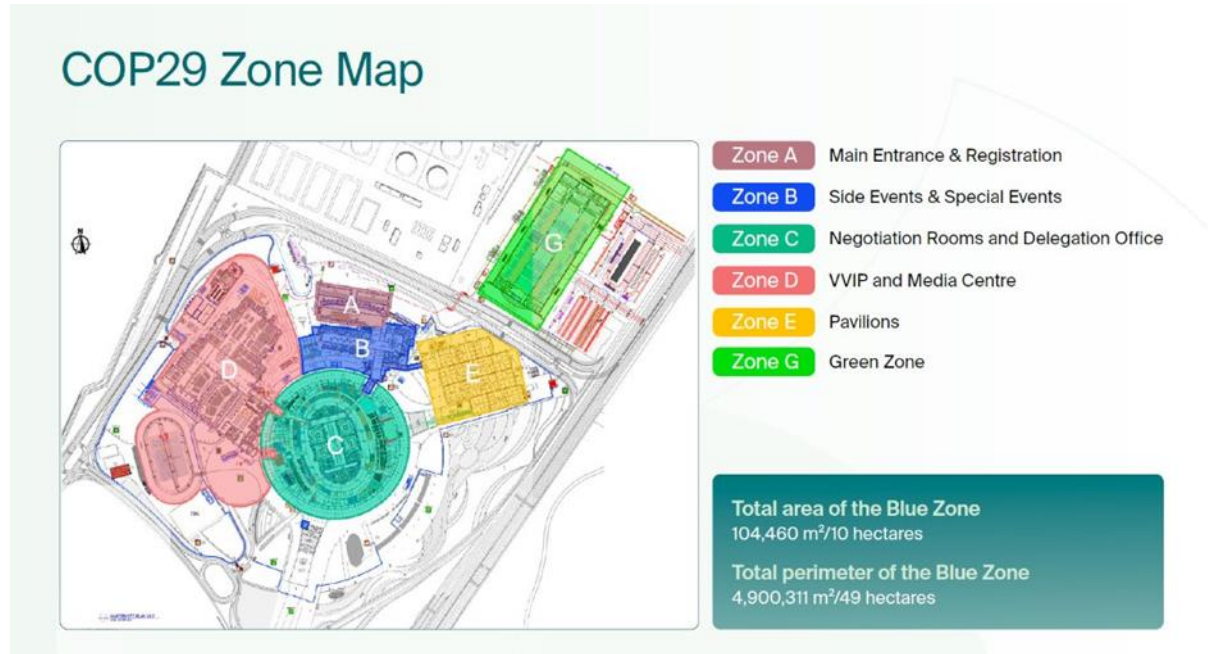


Illustration 1. COP 29 Map with the indication of the location of side event rooms (Zone B).



Illustration 2. Overview of part of Blue Zone facilities in Zone B.



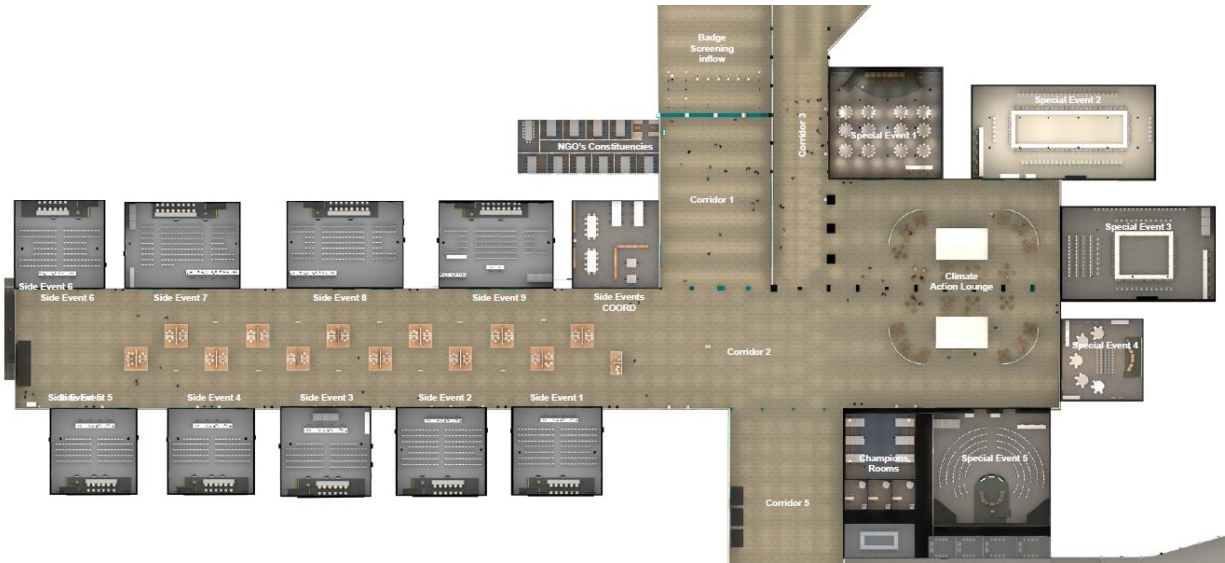


Illustration 3. Zone B Floor Plan including Side Event Rooms and the Side Events and Exhibits Coordination Team's Office.

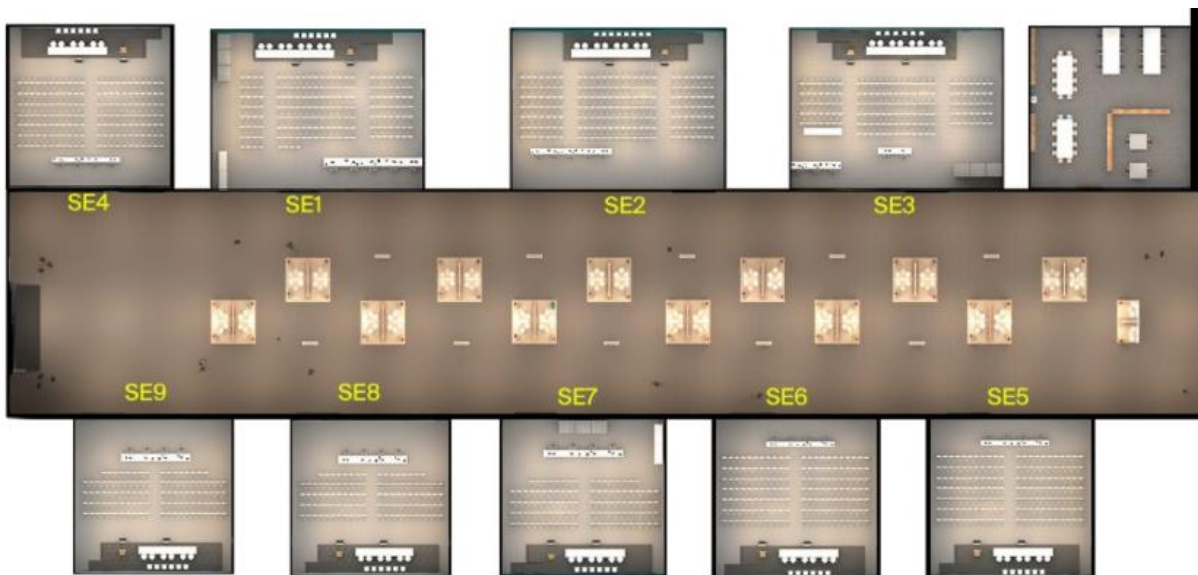


Illustration 4. Zone B Floor Plan: Side Event Rooms and the Side Events and Exhibits Coordination Team's Office. The illustration shows that only three side event rooms (rooms 3, 7 and 9) have interpretation booths.

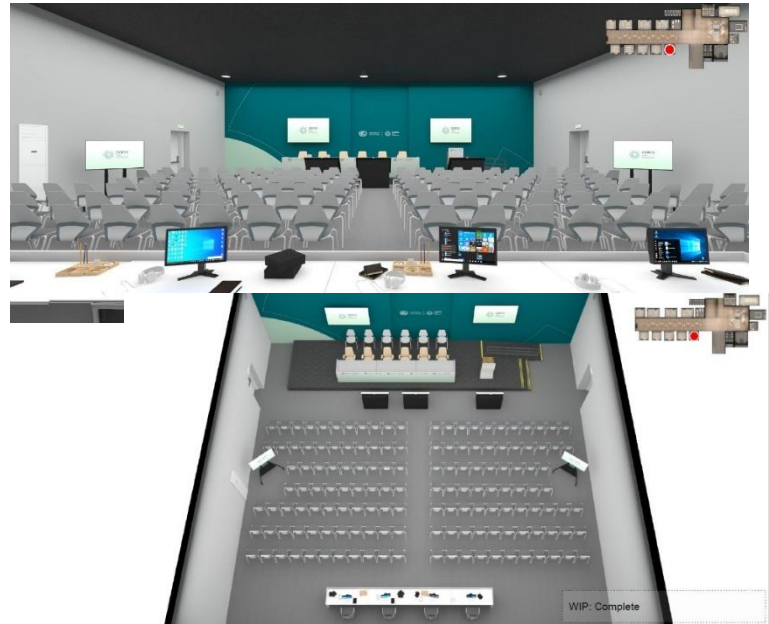
## 8. Side event room layout and equipment

### 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	119
Side Events Room 2	119
Side Events Room 3	75
Side Events Room 4	100
Side Events Room 5	100
Side Events Room 6	137
Side Events Room 7	173
Side Events Room 8	179
Side Events Room 9	150

Table 2. Side event rooms' capacity.



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

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.

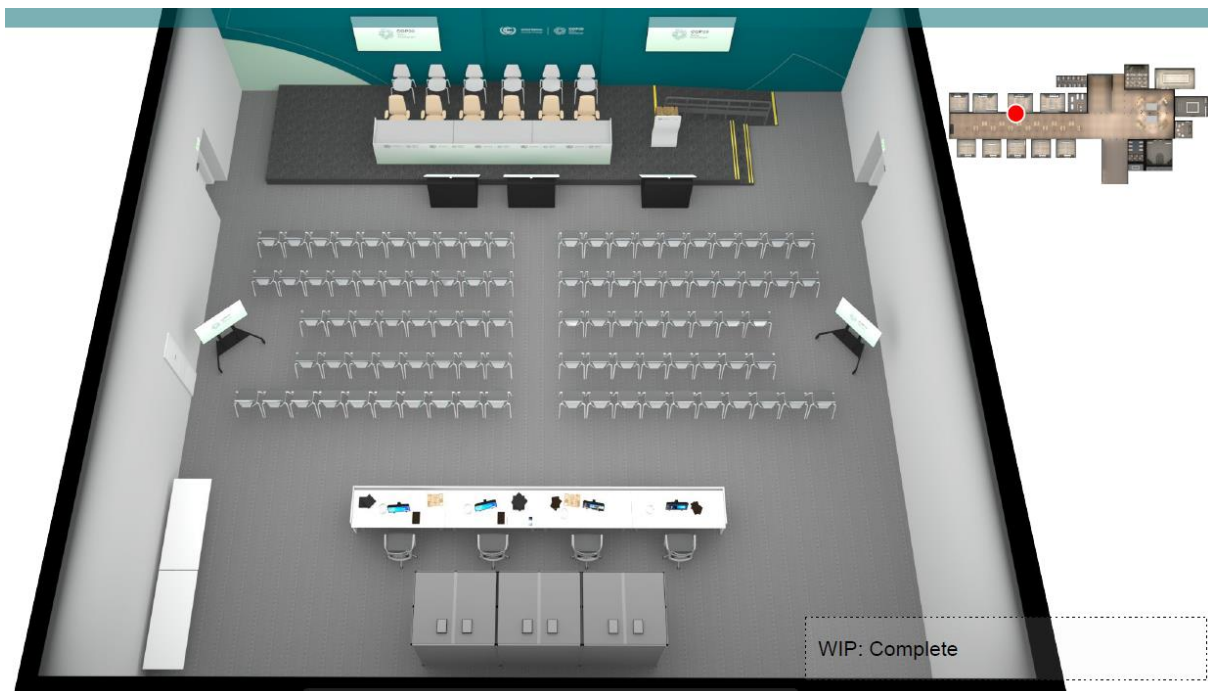
If your side event features more than six panelists, you could arrange for their rotation. Please note that if you wish to reserve seats for your in-person speakers in the first row, please note that you will not be able to do this earlier than 15 minutes prior to the start of your side event. If you 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 (to be confirmed):

- 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:
  - 4 x LCD Screens on set for content presentations and virtual speaker participation;
  - Hand-held mics for audience participation in Q&A sessions;
  - Clicker to advance speaker slides;
  - Camera system allowing for video capture of both head table and audience for video conference;
  - Sufficient sound amplification system



Additionally, **Side Events Rooms 3, 7, and 9** are equipped with three simultaneous interpretation booths, and enough headsets to accommodate the room size. Please note that other rooms do not have interpretation booths.



*Illustrations 7 and 8. 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.*



## 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:

In-room Technician:

- Operate the cameras, sound, lights, and the audiovisual systems.
- Provides 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 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:

*COP29\_SideEventTitle\_date(YMMMDD).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.

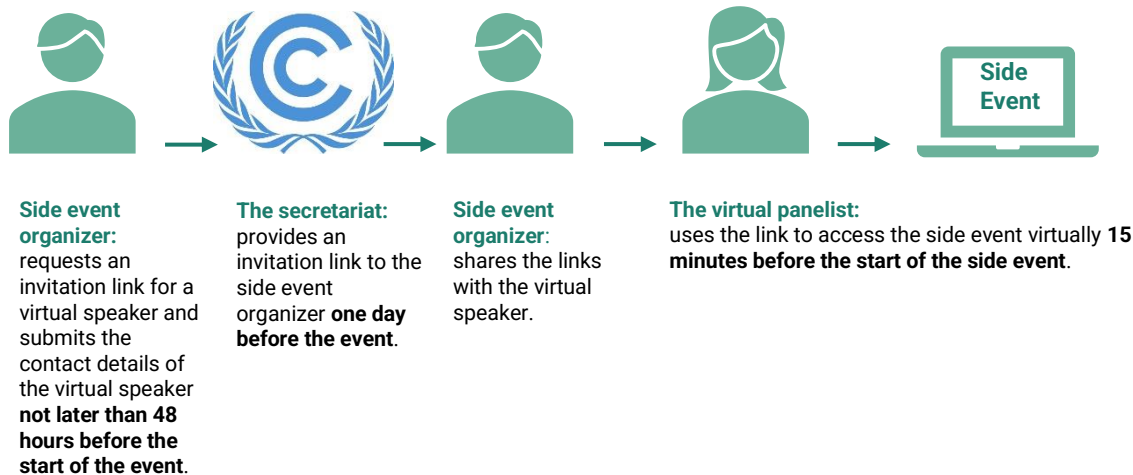


## 11. Virtual panelists

### 11.1. 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:*



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](#).**

### 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:*

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 \(COP 28\)](#)

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**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



### 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 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,

## 12. Simultaneous interpretation

### 12.1. 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.<sup>1</sup>

*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.



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](#).

## 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.

<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.



## 12.2 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](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 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:*

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 \(COP 28\)](#)

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**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

## 13. Livestreaming

We are pleased to be able to provide livestreaming on the digital platform accessible to registered conference participants. However, due to budget constraints this year, we are not able to provide streaming services on the official UNFCCC website or the official YouTube channel managed by the Secretariat.



## 14. Receptions and catering services

Information on receptions and catering services will be provided in this section of the [COP 29 Information for Participants](#) once it becomes available.

## 15. 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)

<small>Female (%)</small>	<small>Male (%)</small>	<small>Other/Non-binary (optional) (%)</small>
<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="0"/>

## 16. 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.



## 17. 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

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

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

Personal account

Ms. Pelina Popova  
Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC)

Click to change your contact details/password

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]

United Nations Climate Change

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

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

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.**

## 18. 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](#)

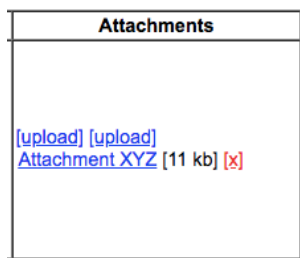
**Side event(s)**

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.

## 19. 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](#).

## 20. Useful links

- [COP 29 Information for Participants \(A-Z\) on the official UNFCCC website](#)
- Information on how to attend COP 29 side events (will be published soon)
- [Frequently Asked Questions about Side Events and Exhibits](#)
- [SEORS User Manual](#)