



COP 26 side events logistical information

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At COP 26, there will be three **conventional side event rooms** and three **multimedia side event studios**. Below you can find all the information available at this stage on the logistical setup in both room types.

Please note that the information in the current document may be subject to change due to the COVID-19 regulations or technical reasons. Please check the SEORS home page for updates. We appreciate your understanding.

Please be informed that the duration of side events has been reduced to 75 minutes to ensure having the necessary sanitation breaks between events to comply with the COVID-19 regulations.

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

CONVENTIONAL ROOMS

- Duration: 75 minutes maximum
- Capacity options:
 - 44 pax,
 - 144 pax,
 - 177 pax.
- Maximum number of speakers: 6 with a possibility to accommodate up to 8 speakers in some rooms.
- Some speakers can join remotely.
- Stage seating: top table or Davos-style.
- Branded stage backdrops.
- Branded lectern.
- Projection and/or LED screens.
- Projection screens with independent feeds.
- Presentation formats: PPT/video playback/virtual presenter/virtual presentation/notes/timer.
- Presentation laptop and remote clicker/cue light system. The presenter can either advance their slides or cue an AV technician to do so.
- Microphones: radio lapel microphone for each presenter; 2x for moderators, 2x floor-standing for floor questions.
- Comfort monitors.
- Matrix switcher to manage main screens and comfort monitors.
- Lighting: broadcast-quality lighting.
- Sound: audio system for room coverage and Q&A foldback.
- VT playback machine.

- Cameras: HD remote cameras.
- Technical crew (Audio Engineer, Video Engineer, Camera Engineer / Vision Mixer, Stage Manager).
- Interpretation booths (for two languages). *Please note that side event organizers are responsible for inviting interpreters and arranging their work. Interpreters must be duly registered as part of a delegation and in possession of a conference badge.*

MULTIMEDIA STUDIOS

- Duration: 75 minutes maximum
- Studio-style environment, allowing speakers to interact with a virtual audience.
- Maximum number of speakers: 6.
- Branded backdrop.
- Presentation formats: PPT/video playback/virtual presenter/virtual presentation/notes/timer.
- Presentation laptop and remote clicker/cue light system. The presenter can either advance their slides or cue an AV technician to do so.
- Speakers can join remotely.
- Remote presenters can present content using screen share.
- Virtual audience members can choose screen view – either gallery or active speaker full screen.
- Virtual audience members can engage in the Q&A session and use the chat option.
- Comfort monitors.
- Microphones: radio lapel microphone for each speaker.
- Cameras: HD remote cameras.
- Lighting: broadcast-quality lighting.
- Technical crew including virtual/streaming mixer, camera mixer, AV technician, sound engineer, stage manager to produce high-quality visual content. Virtual rooms will have comprehensive technical support. Presenters do not need to have a high level of technical knowledge.
- Simultaneous interpretation will be available using Webex Legislate. (There will be no booths, the interpreters will have to work remotely, the speakers will be provided with headsets.) *Please note that side event organizers are responsible for inviting interpreters and arranging their work.*