



## 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](mailto: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.*
- Catering: All conventional rooms will have a catering space. More information on the capacity of these spaces and the catering policy will be published later.

## 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.*

**New update:** It will be possible to access side events held in both conventional rooms and multimedia studios on the **Social 27** platform for both viewing and participating virtually. The chat (as well as regular Q&A sessions in conventional rooms) must be moderated by someone from the side event organizer's team.