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**All you need to know about side events and exhibits:
who, when and what....**

Side events and exhibits may be organized by Parties, observer States, the United Nations and its specialized agencies and related organizations, and admitted observer organizations.

Side events

Side events have the sole purpose of benefiting participants attending the sessions of the Conference of the Parties and/or subsidiary bodies of the Convention.

Side events are scheduled so as not to conflict with the requirements of the UNFCCC negotiating process. The requested date proposed by the organizer will be taken into consideration. However, the secretariat reserves the right to reschedule or cancel the event in the interests of the negotiating process.

Food and/or drinks for the side event may be provided only by the official caterer for the sessions, after consultation with the secretariat. Catering must be provided outside the side event rooms. Organizers will be responsible for ensuring that any food or drinks are cleared before the end of the allocated time of the side event so that the venue is left in a suitable condition for the following meetings.

The number of events scheduled daily will depend upon the availability of resources at the session.

Side events normally last two hours and take place between 1–3 p.m. and 6–8 p.m.

Meeting rooms and standard presentation equipment are available free of charge, provided they have been requested during the application process. The side event rooms are equipped with a computer (PC), beamer, screen, Internet connection and sound system.

Other requirements may be contracted through the service provider approved by the secretariat.

The distribution and disposal of any documents for side events remains the responsibility of the organizer.



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Exhibits

Exhibits serve the purpose of providing information to the participants in the sessions and are not to be used as offices.

The standard allocation per exhibit is a space of 3 sq metres (two metres long, one and a half metres wide and two metres high (2 x 1.5 x 2m).

The number of exhibits approved by the secretariat will depend on the conference venue.

A counter/table, two chairs, a power outlet and Internet access on request if available, will be provided free of charge.

Other requirements may be contracted through service providers approved by the secretariat. The secretariat will make available a list of such service providers.

Exhibitors are requested not to store materials around their allotted exhibit area.

The secretariat reserves the right to request the removal of any exhibit which exceeds its authorized allocation or relocates to an unauthorized location.

The installation, dismantling and disposal of the exhibit, documents, brochures and other papers is the responsibility of the organizers.
