



The sixth session of the United Nations Environment Assembly

Monday, 26 February – Friday, 1 March 2024

The sixth meeting of the Open-ended Committee of Permanent Representatives (19 – 23 February 2024)

Global Major Groups and Stakeholder Forum (24 – 25 February 2024)

United Nations Environment Programme Headquarters in Nairobi, Kenya

OFFICIAL SIDE EVENTS FREQUENTLY ASKED QUESTIONS FOR ORGANIZERS

What are official side events?

Official side events constitute one of the pillars of UNEA-6, alongside the formal programme consisting of plenary sessions, high-level dialogues, leadership dialogues and multistakeholder dialogue.

They address relevant areas related to the UNEA-6 theme. They provide a great opportunity to expand the discussion around the theme, share experiences, find solutions, and inspire partnerships towards tackling climate change, nature and biodiversity loss and pollution.

Who can organize an official side event?

Official side events can be organized by UN Member States, intergovernmental organizations, including the Secretariats of the Multilateral Environmental Agreements, specialized agencies and UN system entities and major groups and stakeholders accredited to the UN Environment Programme and its governing bodies. All interested parties are strongly encouraged to partner with others to organize an official side event.

What are the eligibility criteria for hosting an official side event?

The following principles have been applied by the Secretariat when conducting the selection of official side events:

Proposed official side events should be closely related to the theme of UNEA-6 which is “Effective, inclusive and sustainable multilateral actions to tackle climate change, biodiversity loss and pollution” and/or its supplementary item “Cooperation with multilateral environmental agreements”.

What is the time, venue, and format of the UNEA-6 official side events?

- Official side events are organized either in-person or virtually.
- Official side events can be a maximum of 75 minutes.
- The time of official side events are from Monday, 26 February to Friday, 1 March 2024. There will be two timeslots dedicated to side events: lunch time (13.30 to 14.45) and evening (18:30 to 19:45). Every day there will be side events running simultaneously on these two timeslots, except for Friday, which will only have lunch time events.
- The organizers of the side event should be in the rooms at least 15 min prior to the beginning of the event.

Access to official side event rooms is limited to duly registered participants.

Official side events will be held in English only (no interpretation will be provided or facilitated by the Secretariat).

In-person official side events will be organized inside the UN compound in Nairobi. Please note that participation in in-person official side events is restricted to registered and approved participants of UNEA-6 and no hybrid participation will be possible.

What are the selection criteria?

The selection was guided by the following selection criteria.

1. **Thematic consideration:** Priority is given to events that focus on the theme of UNEA-6 and/or its supplementary item “Cooperation with multilateral environmental agreements”
2. **Priority:** Events organized by Member States in partnership with other Member States and/or other stakeholders such as the IGOs, UN system entities or the Major Groups and Stakeholders are given priority.
3. **Output:** Priority is given to events that help raise the profile of UNEA-6.
4. **Representation:** The organizers of the official side events should facilitate broad stakeholder participation.
5. Panels held at official side events should ensure **geographic and gender balance**.

Information on registrations of event organizers

Registration to UNEA-6 is a requirement for all event organizers (in-person/virtual). A comprehensive guide on registration can be found [here](#).

Will my official side event be promoted?

The UNEP Secretariat will promote the full schedule of official side events that will be made available on the [live programme on the UNEA-6 website and the UNEA-6 Mobile App](#).

The Secretariat will not produce flyers, distribute notices, or run other publicity efforts for individual official side events.

Publicizing an official side event is the responsibility of the organizers.

Organizers of in-person and virtual events will be fully responsible for:

- Ensuring geographical and gender-balanced panels and introductory speakers.
- Organizing and promoting the event.
- Advertising and marketing the event beyond the UNEA website, to promote as broad an audience as possible.
- Planning of possible media / social media activities relating to side events, in cooperation with the UNEP Secretariat media team.
- It is the organizers' responsibility to adhere to the timeframe, to avoid delays in the start time of other meetings.
- Following each side event, organizers are invited to provide a summary regarding outcomes and key observations from the event. These summaries will be posted on the UNEA-6 webpage.

Communication: If possible, consider designing and implementing a communication strategy for your side event, including social media engagement and promotion. This strategy is key to attracting your target audience to the event, especially if your event is online. Designate someone in your team communicating live the key messages from the meeting using the hashtag #UNEA6.

The organizers of in-person side events are required to cover any expenses over and above existing meeting room facilities, including catering, possible travel and accommodation for panellists and speakers, etc.

The organizers are also responsible for any logistical arrangements going beyond existing arrangements at the meeting venue.

All events should strive to be paper-free to minimize the environmental impact of UNEA-6. Likewise, no single-use plastics or other containers should be brought on-site or be made available to participants. The Secretariat reserves the right to remove any printed materials and single-use plastic items found in the meeting rooms.

The sale of printed materials or any goods inside the venue is strictly prohibited.

Side event organizers are advised not to set up displays or put posters on meeting room walls during a side event or at any other time during UNEA-6.

[Update your information on the website](#)

All events will be included in the live programme on the website and mobile app and will be assigned the relevant tags to facilitate participation.

If you are organizing an official side event, please send the information to the below accounts:

For side events: unea-side-events@un.org

For associated events: [Elvis Mwaura](#) or [Daniel Schaff](#)

For MEA side events: [Daniel Rivera](#) or [Susan Mugo](#)

For official meetings: [Sabine Walsh](#)

Title:

This should be the official event title. If the title is very long, use a contracted title with the full title in the description. If there are abbreviations in the title, please spell them out in the event's description.

Organizer and speakers:

Please provide the following details

- a. Full name of organizer and speakers
- b. Email
- c. Website (optional)

Event description: This section should include a short description of the event and its objectives. Please keep the description concise (**1-3 paragraphs**). In support of the short description, it is possible to add files or share links to websites.

Video stream and registration link (only for online events): Provide a link to your chosen webinar, video, or streaming platform.

Files

More information can be added in the form of PDFs e.g. concept notes, longer description of events, reports, meeting documents, etc. Please share these documents if available.

Note:

- a. The files **should not exceed 50 MBs**.
- b. File names will be visible. **Please name your files appropriately.**

✗ Draft_UNEA_Concept-Note-Final-FINAL (4).pdf

✓ YEA UNEA-6 Concept Note (5 Feb 2024).pdf

For in-person official side events (inside UN compound in Nairobi)

All in-person side-events hosted inside the UN compound in Nairobi should be open to UNEA participants with a valid UNEA badge and not exceed room capacity.

It is the responsibility of the organizers of side events to ensure that any speakers or guests are registered to attend UNEA-6 and in possession of a valid access badge.

If one or more of your invited speakers are not accredited to UNEA, please note that they will need a “Special Events Ticket” to access the compound and the event. To be provided a Special Events Ticket, the organizer needs to provide the Governance Affairs Office (email unep-registration@un.org in copy unea-side-events@un.org) with the complete list of individuals who will need the Special Events Ticket and the invitation letter listing the speaker(s). The organizers will need to share the link: <https://indico.un.org/event/1007703> with the speakers to register and in the process attach the invitation letter provided by the organizer.

Advise the speakers to bring their original passport/national IDs and the event pass they will receive upon approval of their registration to UNEA-6 as they come to collect their badges at the UNON registration area.

Share with your speakers and participants the [practical information section on the UNEA-6 website with essential tips on accommodation, participation and FAQs.](#)

Catering for your side event

Catering services and restaurants serving food and beverages are available within the complex. Breakfasts, lunches, and snacks throughout the day are available to all UNEA-6 participants.

Please reach out to the below caterers or to Chairmania (events@chairmania.co.ke) in copy unea-side-events@un.org with your requirements and further information.

Please submit your request no later than 10 days before the date of your event.

UNON IN-HOUSE CATERERS

CATERER	MANAGER	CONTACT DETAILS
River Café <ul style="list-style-type: none">Delegates Dining RoomUN Recreation Centre Restaurant	Jeremiah Nyaga Joy Sunshine	manager@rivercafegigiri.com joy@therivercafekenya.com
Paradise Safari Park <ul style="list-style-type: none">Central CafeteriaCentral Coffee Shop5 Remote Coffee Stations Old Block Offices	Kenneth Koome Samson Mwangangi	uncafeteria@safariparkhotel.co.ke smwangangi@safariparkhotel.co.ke
The Good Food Company <ul style="list-style-type: none">NOF Coffee Stations	Najma Abdinoor Felix Matheka	najmaabdinoor21@gmail.com info@tgfc.co.ke
Amaica The Restaurant <ul style="list-style-type: none">The Baraza (Old Cafeteria)	Pamela Muyeshi Beatrice Wangui	info@amaica.co.ke unmanager@amaica.co.ke

For virtual official side events

Virtual official side event organizers are responsible for choosing and hosting their virtual event platform (there is no preferred virtual platform) and must bear ALL costs incurred, including as they relate to platform use, technical support required as well as publicizing and actively promoting their respective side events, as appropriate. Organizers will also be responsible for registration and follow-up with participants.

Upon request by the event organizer, the Secretariat will make available for the duration of their event, a room for the speakers of virtual side events who are in the UNEA-6 venue

and need a quiet space to participate. Please send an email to unea-side-events@un.org for booking. Virtual official side events should be open to all interested stakeholders.

[Visual assets for your side event](#)

The UNEA logo, brand identity and a guide for their application have been produced. These resources, alongside other assets and key messages are available on a dedicated [Trello board](#) for use by participants and event organizers for their own outreach to create awareness about the Environment Assembly.

[Who can I contact about official side events?](#)

For questions regarding official side events, please contact unea-side-events@un.org indicating [Side Event title] and the lead organizing entity in the email subject line.

[Download the official UNEA app](#)

Every speaker and event **organizer** are encouraged to keep their personal profile updated in the UNEA-6 app.

