



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

UNEA-6 EVENTS FREQUENTLY ASKED QUESTIONS FOR ORGANIZERS

Information on registration 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 event be promoted?

The UNEP Secretariat will promote the full schedule of 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 events.

Publicizing an event is the responsibility of the organizers.

Organizers of 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 their event, 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.

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

The organizers of in-person 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.

Event organizers are advised not to set up displays or put posters on meeting room walls during an 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 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 events inside UN compound in Nairobi

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

It is the responsibility of the organizers of 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) 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 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) 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 Room UN Recreation Centre Restaurant 	Jeremiah Nyaga Joy Sunshine	manager@rivercafegigiri.com joy@therivercafekenya.com
Paradise Safari Park <ul style="list-style-type: none"> Central Cafeteria Central Coffee Shop 5 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

Visual assets for your 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.

Download the official UNEA app

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

