

## Guidance note for the thematic side events on the margins of INC-4

### INTRODUCTIONS AND GUIDANCE TO FOCAL-POINTS

- The Secretariat will organize a briefing session for all side events facilitators to walk-through the guidance and address any questions.
- Side events facilitators will reach out to the presenters selected for their respective thematic side events.

### AGENDA AND FORMAT OF THE SIDE EVENTS

- The selected organizations are expected to jointly organize the respective side events and decide on the agenda and preferred format (panel discussion; presentation style, etc.) on their own, including any moderation role.
- **No prescriptive format** is required by the Secretariat.
- Given the number of expressions of interest, there are up to ten **presenters** and **up to two facilitators** pre-identified **per each side event**. The **list** is available [here](#).
- During the **meeting the facilitators will organize with the presenters**, the group should discuss the narrative and key messages the group would like the side event to focus on. This will help each presenter stay focused and clarify the topics of each intervention. It's up to each group to develop the detailed agenda for the side events.
- The **facilitators must share the agenda** with the INC Secretariat **in advance of the event**. The agendas received will be posted on the INC-4 webpage under the "[events](#)" tab.
- The online **list of selected facilitators and presenters will not be updated**, all updates are encouraged to be reflected in the agenda to be shared with the secretariat.
- It is **up to the facilitators to allocate the time per presenter** in the agenda they prepare. It will be key for each presenter to **keep to the agreed time** for the respective interventions.

### WHO CAN PARTECIPATE AND SPEAK

- Only registered participants to INC-4 can participate and present in the thematic side events.
- The selection of facilitators and presenters has been made by the INC Secretariat in consultation with the Chair, considering geographical balance, representation from both Members and observers of the Committee, as well as technical experience, participation in the process and expertise on the themes.

### RECORDING, LIFESTREAMING AND PRESENTATIONS

- The thematic side events will be **in person only**.
- **No livestreaming, nor hybrid setup** will be provided.
- The **side events will not be recorded**.
- The **presentations will not be uploaded on the INC-4 website**. Participants interested in obtaining copies of specific presentations are invited to connect directly with the respective speakers. Facilitators may wish to reiterate this message at the start of their side events.

## LANGUAGE AND INTERPRETATION

- The side-events will be in **English only** with **no interpretation**.

## REPORT AND SIGN-IN SHEET

- The **key messages from each of the side events will be made available on the INC-4 website** in the form of reports, which will aim to further inform the discussions of the Committee.
- A **template for the written reports** from each of the thematic side events will be provided by the Secretariat to the facilitators of each side event.
- The **reports summarizing the key messages from each side event should be shared by the facilitators with the INC secretariat by 3 May 2024**; to be made available online.

## VENUE

- The thematic side events will take place **13:30-14:45 EDT on Wednesday 24 April and Thursday 25 April 2024**, at the same venue as the INC-4.
- The **rooms assigned** for the side event are indicated below, with their respective capacity. No alternative, larger rooms are available on site.

Date	Side Event	Rooms and capacity
Wednesday 24 April	Plastic pollution in the marine environment	Asia Pacific – Room 213/215 Capacity: 180 delegates
Wednesday 24 April	Approaches to capacity building, financing, and financial mechanisms	Africa - Room 214 Capacity: 200 delegates
Thursday 25 April	Enabling just transition	Africa - Room 214 Capacity: 200 delegates

- The Secretariat reserves the **right to alter rooms**, in consultation with the facilitators, to make way for Informal or other Groups that might be established by the Committee.
- **Podium** in each of the rooms: Africa room has roughly 4 sits at the podium and Asia Pacific Room approximately 6 sits.

## TECHNICAL AND AUDIOVISUAL SUPPORT

- The side event rooms, are all equipped with a computer, a projector, a screen, internet access and table-fitted microphones.
- There will be **no roaming microphones** in the rooms.
- Facilitators are expected to save the PowerPoints/videos (mp4) they wish to use for the side event in a **USB stick for upload in laptop** available in the rooms for display on the screen.
- There is a **technician available** per floor to assist with any technical and audiovisual support.

- **Co-organizers** will be **responsible for preparing and printing nameplates** for the podium if they wish to have them for the speakers of their side event.

#### CATERING

- **No food is allowed in the rooms;** and will need to be served at dedicated points. Responsibility for the catering and food distribution rests with the event organizers.
- **Organizers wishing to provide catering** for the side events **should contact:**  
Heidi Danson, Event Services Manager at  
HDanson@Shaw-Centre.com.

#### DISSEMINATION MATERIAL BY THE CO-ORGANIZERS

- This is a paperless meeting. If the co-organizers wish to share any publications, we encourage them to please provide links in the presentations. No dedicated table will be available for dissemination material in the side events rooms.

#### FURTHER INFORMATION

- For further information on the side events please contact  
Claudia Giacobelli: [Claudia.giacovelli@un.org](mailto:Claudia.giacovelli@un.org) with copy to [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org)