

FAQ for the thematic side events on the margins of INC-2

Version 25 May 2023

1. Is there a fee to be a presenter at the side event? If so, what is it?

There is no fee to express interest in co-organizing the thematic side events. Please note that three rooms will be made available for the thematic side events by the host country.

Please note that no catering will be provided. Co-organizers will be responsible for all costs and matters related to the coordination and organization of the thematic side events, and any catering planned.

2. How long does each presenter have for their respective side event?

The thematic side events will take place **1:30-2:45 pm** daily from **Monday 29 May to Thursday 1 June 2023**, the list of selected co-organizers has been circulated and available at <https://wedocs.unep.org/bitstream/handle/20.500.11822/42419/SideEventsPresenters.pdf>. It is up to the co-organizers to allocate the time per presenter in the agenda they prepare.

3. Will the results of the side-events be fed into the INC process? If so, how?

A template for the written report back from each of the thematic side events has been provided by the Secretariat. The submitted report back should be shared with the secretariat no later than 9 June 2023. They will be compiled and made available online.

4. Will the agenda shared with the secretariat be posted online? Can the list of selected co-organizers online be updated?

The agenda received from the focal point of each theme will be posted on the INC-2 webpage under "events" tab. The list of selected co-organizers online will not be updated, all updates are encouraged to be reflected in the agenda to be shared with the secretariat.

5. If we were to co-organise or attend one of these sessions, would it have to be the people accredited to the INC?

Only accredited participants to INC-2 can participate and present in the thematic side events. Due to the 1500 people capacity limit at UNESCO, a secondary access card is also required to enter the venue. Those without a secondary access cards will be unable to enter the meeting venue during the week of 29 May 2023.

In addition, each side event may request additional daily badges (a maximum of 5 per thematic side event). The badges are for approved registrants who are helping with or presenting in the side events and are valid for the side events only. Up to 5 daily badges for each event can be collected at registration every morning. The designated thematic side event focal points will be responsible to pick up these additional badges.

6. Will the side events be streamed online? Can the side events be arranged in a hybrid format?

The thematic side events will be in person only. No livestreaming or hybrid setup will be provided.

7. Will the side event be video recorded, with the recording made available afterwards?

Recording is available for all 12 thematic side events in MP4 format at no cost and will be available for download at the venue, should the co-organizers wish to download the recordings, kindly bring external drives with capacity for MP4 videos.

8. What's the room capacity? What's the capacity of the space available for catering?

The capacity of the three assigned rooms are:

Monday

Theme 1: Hall 11 - pax 500;

Theme 2: Hall 12 - pax 415;

Theme 3: Hall 4 - pax 280.

Tuesday – Thursday

Theme 4, 7, 10: Hall 8 - pax 70;

Theme 5, 8, 11: Hall 12 - pax 415;

Theme 6, 9, 12: Hall 4 - pax 280.

The Secretariat reserves the right to alter bookings, in consultation with the co-organizers, to make way for Contact Groups.

No food is allowed in the rooms and will need to be served at the venue Lobby "Salle Segur", and handed over to organizer to manage distribution.

9. Do you have a catering order form? How should we arrange the order and the payment for the catering?

All catering requests should be submitted to Ms. Sarah Coquet at:

attachecommercial.unesco@serenest.fr with Ms. Anna Ferrari in copy anna.f@serenest.fr and r.gomez-de-cedron@unesco.org

10. Would it be possible to connect with a sound system to play a video in the room? Will there be IT support for side events to include videos as part of a presentation?

Co-organizers are expected to download the PowerPoints/videos (mp4) in a USB stick for upload in laptop available in the rooms for display on the screen.

There is a technician available in each room to assist with microphones and provide audiovisual support.

11. Will nameplates of speakers be prepared by the INC secretariat?

No. For events assigned to Hall 1 (plenary room), nameplates in the room cannot be touched. There will be no nameplates in other rooms. Co-organizers will be responsible for preparing nameplates for the podium if they wish to do so.

12. For the Q&A from the audience, will there be roaming microphones? If so how many?

There will be no roaming microphones in the rooms, but microphones are available for each seat at the table.

13. Will there be a table at the end of the room or just outside where co-organizer can place their dissemination material?

This is a paperless meeting. If the co-organizers wish to share any publications, we encourage them to please provide links in the presentations.

14. How many people can sit in the podium at one time?

Approximately 8 people can sit at the podium.

15. Who will moderate the side events?

The co-organizers are expected to organize the events and decide on the agenda and format on their own, including any moderation role.