



2022 United Nations Ocean Conference

Guidance Note for Side Event Organizers (for events inside the Altice Arena)

As of 16 June 2022

Congratulations, you have been selected to host a side event during the 2022 UN Ocean Conference inside the Altice Arena Conference venue!

Conference venue: [the Lisbon Altice Arena Convention Center, located on Parque das Nações, Rossio Dos Olivais, Lote 2.13.01A, 1990-213 Lisboa, Portugal.](#)

General information for side event organizers (Inside Blue Zone)

- Side events will be organized by Member States, Intergovernmental Organizations (IGOs), UN entities and other [duly accredited and registered entities](#) in connection with the official meetings of the [2022 UN Ocean Conference](#), to be held in Lisbon, from 27 June to 1 July 2022. Side events have been selected based on the applications that were submitted to the Secretariat by the deadline of 9 May 2022.
- Side events will be held in-person inside the Altice Arena Conference venue; in-person in different locations across Lisbon; and virtually. [This Guidance Note applies only to in-person side events hosted inside the Altice Arena.](#)
- **All panelists, speakers, and participants of side events inside the Altice Arena must be in possession of a valid UN Conference badge that has been issued by the UN through the regular registration process** (for details please visit <https://www.un.org/en/conferences/ocean2022/participate>). **Please note that there will be no special passes issued for side events only.** The registration of speakers and panelists is the responsibility of the side event organizers.
- Side events present unique opportunities for all participants to meet and share knowledge and solutions to accelerate implementation of SDG 14, identify new and emerging issues, listen to all voices, and help spread greater awareness on the role of the ocean for our planet.
- Also, as one of the 2022 UN Ocean Conference outcomes, Voluntary Commitments serve as an essential tool to raise awareness on the implementation of SDG 14. Voluntary

Commitments made in connection with the 2022 UN Ocean Conference will be compiled and added as an Annex to the official Conference report. We strongly encourage side event organizers to [submit Voluntary Commitments into the dedicated database](#) and showcase/announce your commitment to Ocean action during your proposed side event.

Official side event programme inside the Altice Arena

- The latest official side event programme inside the Altice Arena can be found here: <https://www.un.org/en/conferences/ocean2022/events/side>
- Please note that the 2022 UN Ocean Conference Secretariat accepts adjustments to the programme until **Tuesday 21 June, COB**. After this, no more edits can be made.

Format of side events inside the Altice Arena

- Side events will be held **in-person** inside the Altice Arena from 27 June to 1 July 2022. There is **no option to host a hybrid event inside the Conference venue**.
- Side events will run in parallel with formal proceedings throughout the week.
- Side events will have a maximum duration of **75 minutes**. It is the organizers' responsibility to adhere to this timeframe, to avoid delays in the agenda of other side events.
- Side event organizers, moderators and speakers are asked to arrive outside their designated room 15 minutes before the start of the event.

Participation

- **To enter the Conference venue**, all participants, as well as organizers, moderators and speakers must be [duly registered to the 2022 UN Ocean Conference](#).
- Side events hosted inside the Conference venue will be open to all participants attending the Conference, not exceeding room capacity. Organizers of closed events or by-invitation-only events aiming for an exclusive audience are advised to obtain alternative locations.
- Participants can attend a side event on a first come, first served basis, taking into consideration that the maximum occupancy of each room cannot be exceeded at any time.
- Please note, **NO** separate event-specific registration is permitted. Pre-registration to side events inside the Conference venue will not be honored during the Conference.
- For security reasons, please email as soon as possible Ms. Lineke Schrijver (Lineke.schrijver@un.org) and Ms. Jordan Friedman (Jordan.friedman@un.org) if **any Heads of State are confirmed to attend your event**.
- Please note that there will be no printing services available at the Conference venue for side event organizers.

Logistical details about side event rooms

- Side events will be held in the Plenary Room, Interactive Dialogue Room, Committee Room (previously called Main Committee Room), Side Event Room 1 and Side Event Room 2. The logistical details of each room are provided below, including technical equipment provided. **Please note that it will not be possible to switch rooms.**
- The layout of the Side Event rooms is theater style, with an arrangement of chairs rows facing the same direction in the venue space. Seating will include a head table for presenters/speakers, and seating for participants in the event. Changes to the layout of side event rooms are not allowed.
- Please see the Annex below to view the layout of each room.
- Each event will have two people designated to assist in the room (one technical control point and one local staff member).
- Side event organizers should **bring their own laptop with HDMI access**. This will be connected to the in-room system. If the laptop has no HDMI connection, it is the responsibility of the organizer to bring the necessary hardware. There will be no connection cables at the Conference venue.
- The organizers are responsible for ensuring that their equipment works and setting it up. Please note, the computer will need to be set up **in English** for the designated staff to be able to assist, if needed.
- The UN will not provide interpretation services for side events.
- The UN Secretariat can provide live streaming coverage on UN Web TV (webtv.un.org) for side events that are held in the Plenary and Interactive Dialogue Room. For the events held in the Committee Room and Side Event Room 1 and 2, the organizers who so wish can provide a video recording (.MP4 format) of their side event for publishing on the UN Web TV website for on-demand coverage. There is a webcast cost-recovery fee of \$296.00 for live and/or on-demand coverage. Organizers of side events that meet the above criteria and wish to have their events available on UN Web TV should reach out to Ms. Lorena Lyons Seba (lorena.lyonsseba@un.org) of UN Web TV as soon as possible to schedule the coverage.
- No professional filming equipment is allowed by Security to enter the Conference venue. No exceptions will be made.
- The 2022 UN Ocean Conference Secretariat is not recording any side events.
- Catering for side events inside the Conference venue is not allowed.

Plenary

- The room capacity is 400 participants.
- The following equipment will be available on the podium in the Plenary room:

- Stage with eight (8) seats + lectern
- Eight (8) wired microphones
- Projector and large screens available
- The Plenary room is equipped for interpretation (Full Conference Management Simultaneous Interpretation, CMSI system). Please note, official interpretation is not being offered. Organizers may decide to provide interpretation at their own cost, risk and responsibility using an external service provider.
 - Parties who are interested in using external interpretation services may reach out to Laurence Corr ard of Calliope Interpreters (laurence.correard@gmail.com or lcorreard@calliope-interpreters.org) for more information. Please note that organizers are fully responsible for all necessary costs, registration requirements and accepting all risks involved in hiring the external service provider.
- The Plenary room is setup for live UN Web TV streaming coverage. There is a webcast cost-recovery fee of \$296.00 for live and/or on-demand coverage. Organizers of side events in the Plenary room should timely reach out to Ms. Lorena Lyons Seba (lorena.lyonsseba@un.org) of UN Web TV to schedule the coverage. Please indicate the details of your side event, including in what room the event takes place.

Interactive Dialogue Room

- The room capacity is 400 participants.
- The following equipment will be available on the podium in the Interactive Dialogue
 - Stage with ten (10) seats + lectern
 - Ten (10) wired microphones
 - Projector and large screens available
- The Interactive Dialogue Room is equipped for interpretation (Full Conference Management Simultaneous Interpretation, CMSI system). Please note, official interpretation is not being offered. Organizers may decide to provide interpretation at their own cost, risk and responsibility using an external service provider.
 - Parties who are interested in using external interpretation services may reach out to Laurence Corr ard of Calliope Interpreters (laurence.correard@gmail.com or lcorreard@calliope-interpreters.org) for more information. Please note that organizers are fully responsible for all necessary costs, registration requirements and accepting all risks involved in hiring the external service provider.
- The Interactive Dialogue room is setup for live UN Web TV streaming coverage. There is a webcast cost-recovery fee of \$296.00 for live and/or on-demand coverage.

Organizers of side events in the Interactive Dialogue room should timely reach out to Ms. Lorena Lyons Seba (lorena.lyonsseba@un.org) of UN Web TV to schedule the coverage. Please indicate the details of your side event, including in what room the event takes place.

Committee Room

- The room capacity is 400 participants.
- The following equipment will be available on the podium of the Committee Room:
 - Stage with seven (7) seats + lectern
 - Seven (7) wired microphones
 - Projector and large screens available
- The Committee Room is equipped for interpretation (Full Conference Management Simultaneous Interpretation, CMSI system). Please note, official interpretation is not being offered. Organizers may decide to provide interpretation at their own cost, risk and responsibility using an external service provider.
 - Parties who are interested in using external interpretation services may reach out to Laurence Corr ard of Calliope Interpreters (laurence.correard@gmail.com or lcorreard@calliope-interpreters.org) for more information. Please note that organizers are fully responsible for all necessary costs, registration requirements and accepting all risks involved in hiring the external service provider.
- The Committee Room is setup for live UN Web TV streaming coverage. There is a webcast cost-recovery fee of \$296.00 for live and/or on-demand coverage. Organizers of side events in the Plenary room should timely reach out to Ms. Lorena Lyons Seba (lorena.lyonsseba@un.org) of UN Web TV to schedule the coverage. Please indicate the details of your side event, including in what room the event takes place.

Side Event Rooms 1 and 2

- The room capacity is 200 participants.
- The following equipment will be available in Side Event Room 1 and 2:
 - Stage with 5 seats + lectern.
 - Five (5) microphones at table.
 - Two (2) wireless microphones for audience Q&A.
 - Display capability (either projector(s) or LCD monitors) of content.
 - It is the responsibility of the organizer to bring HDMI compatible laptop or adapter to connect to displays. No additional connection equipment will be provided.
- Interpretation is not possible in Side Event Room 1 and 2.

- Side Event Room 1 and 2 are not setup for live UN Web TV streaming coverage. If side event organizers in Side Event Room 1 and 2 can provide a video recording (.MP4 format) of their side event, then it could be published on the UN Web TV website for on-demand coverage. There is a webcast cost-recovery fee of \$296.00 for on-demand coverage. Organizers of side events in Side Event Room 1 and 2 should timely reach out to Ms. Lorena Lyons Seba (lorena.lyonsseba@un.org) of UN Web TV to schedule the coverage. Please indicate the details of your side event, including in what room the event takes place.

Responsibilities of side event organizers

- Side Event focal points ([submitted through this form](#)) will be the main receivers of all communications related to the production, coordination and organization of their side events.
- It is highly recommended that each side event has its **own webpage** where interested participants can find more information regarding the event. Side event organizers are encouraged to upload concept notes, agendas, speakers and other resources relevant to their events. The official UNOC side events webpage will only publish the titles, organizing partners, one-line description, focal point and webpage link for each event. It is the responsibility of side event organizers to provide additional information on their own webpage.
- The name and email of the requested focal point will be published on the official 2022 UN Ocean Conference side events webpage, together with the general information of the respective side event.
- Side events must be conducted according to the information provided to the Secretariat (including title, description, time).
- It is the responsibility of side event's organizers to confirm that all proposed speakers, guests and supporting staff are **duly registered to attend the 2022 UN Ocean Conference through the [official registration channels](#)**. No special registration will be conducted for side events participants/organizing partners.
- Side events are encouraged to promote geographic and gender balance and, whenever possible, to include representatives from different sectors, including national governments, international organizations and other stakeholders.
- The time allocated for any side event is **75 minutes**. It is the organizers' responsibility to adhere to this timeframe, to avoid delays in the agenda of other side events.
- The official side event programme will be posted on the [2022 UN Ocean Conference webpage](#). The Secretariat will not produce flyers, distribute notices, or run other publicity

efforts, including social media outreach for side events. Publicizing a side event is the sole responsibility of its organizers.

- All official UNOC side event organizers are allowed to use the 2022 UN Ocean Conference logo for outreach purposes. Please note that using the UN emblem for outreach is strictly prohibited. The UNOC logo can be found on the public Trello board [here](#).
- All side event organizers need to upload summaries of their events at their own side event's webpage, within one week after the Conference. Links to the side event's webpages will be included on the official side events programme on the Conference [website](#). A template summary will be shared with all side event organizers soon.

Organizational arrangements

- Official inter-governmental meetings at the venue will have first priority over all other events or meetings. Although rare, the Secretariat reserves the right to cancel side events at last minute if an urgent inter-governmental meeting needs to use the conference room where the side event was already scheduled to take place.
- Charging fees for participation in the 2022 UN Ocean Conference and its side events is strictly prohibited.
- All side events should strive to be paper-free to minimize the environmental impact of the Conference. We encourage side event organizers to work with QR codes e.g. to promote the downloading of a special report.
- Likewise, no single use plastic bottles 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 by side event organizers inside the venue is strictly prohibited.
- Setting up displays, including free standing displays, or putting posters on meeting room walls during a side event or at any other time during the Conference is prohibited to avoid removal and loss of their materials.
- Meeting room layout cannot be changed.
- Food and drink are strictly prohibited in all meeting rooms.

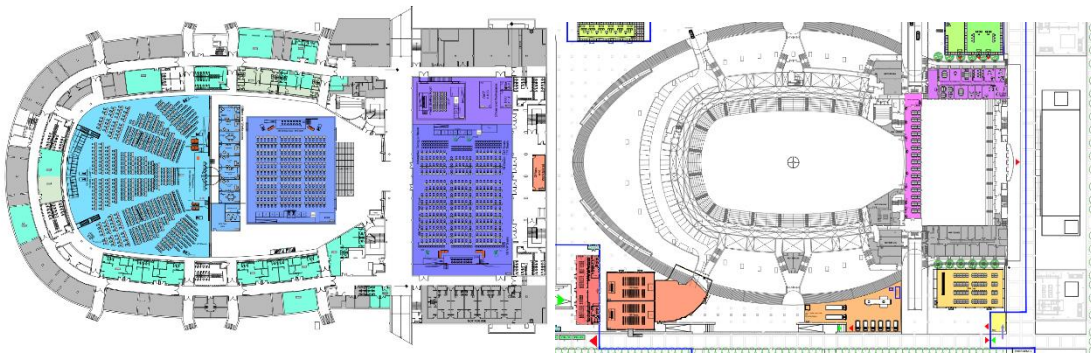
Questions

- For more general information about the 2022 UN Ocean Conference, please visit our [website](#). A [Frequently Asked Questions](#) and [Information Note](#) with detailed information about side event organizers responsibilities and the Conference venue is available on the [UNOC website](#) too.

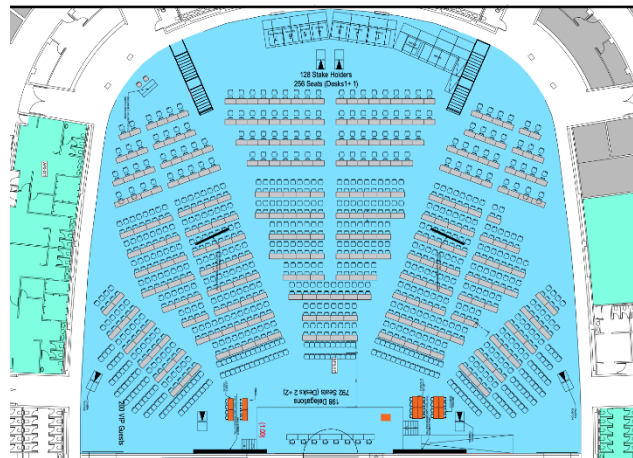
- For questions regarding side events, please contact UNOC2022@un.org indicating **[Side Events]** and **your event ID number** in the subject. Please check the FAQ and Information Note prior to emailing your question.

Annex

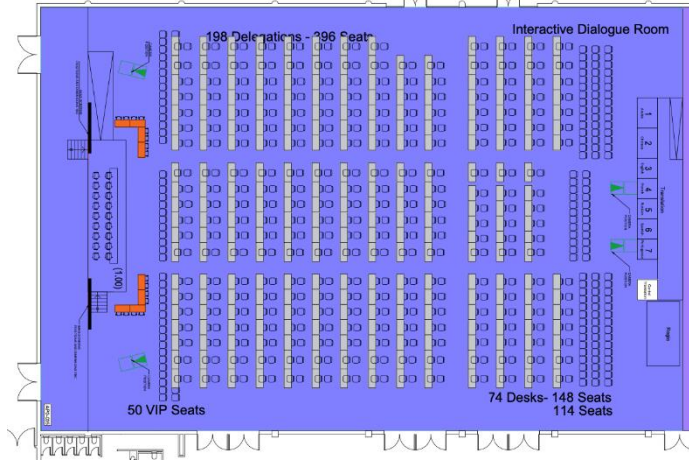
Altice Arena



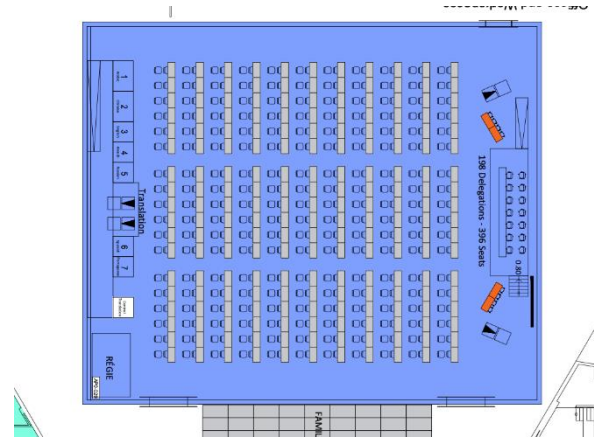
Plenary Room



Interactive Dialogue Room



Committee Room



Side Event Room 1 & 2

