

GUIDELINES

RESOURCE #1 FOR E-SHARING ONLY

UNFCCC COP24 • KATOWICE • POLAND • 2–14 DECEMBER 2018

A PACIFIC PARTNERSHIP: THE COP23 PRESIDENCY OF THE REPUBLIC OF FIJI WITH SUPPORT FROM NEW ZEALAND

IMPORTANT INFORMATION

Vinaka for being a part of our Pacific fellowship, showcasing our Pacific innovation and action made possible through a Pacific partnership between the COP23 Presidency of the Republic of Fiji and New Zealand.

The following provides you with all the information you need to know for hosting events within the Pacific and Koronivia Pavilion.

ABOUT OUR SIDE EVENT SPACE:

It can seat 95 people and the front presentation table can seat five comfortably. A lectern is available for presentation use at the front of the room.

OUR UNITED PACIFIC GATHERING SPACE IS ONE WE WILL TREAT WITH RESPECT AND AS SUCH WE ASK YOU TO ABIDE BY THE FOLLOWING:

1. In line with green ethics, please ensure your events distribute very little paper and use as little plastic as possible (leave behind your footprint and great memories).
2. Please ensure all waste is removed at the end of your event.
3. Please ensure you leave the space the same way you found it – ensuring seating and any other furniture moved is returned.
4. Please respect the timing of your event – ensure you keep your meeting within your allocated time.
5. We kindly request that your side event coordinator be at the Pavilion for set up at least 15 minutes before your side event time. You will be given 10 minutes to load your presentations, set up your pull up banners and coordinate your panel placards and water (if required).
6. Catering – if you have organised catering for your event please ensure you have informed the pavilion team and ensure the delivery and co-ordination of this happens within your allocated time.
7. Please complete the Event Form on the end of this guide and email to Maree and Audrey.

STAY UPDATED: Download the Attendify app – called ‘Pacific and Koronivia Pavilion’ – through this app we will provide you with updated programme information and any push notifications such as changes in timing. It’s available for both android and iOS systems.

WHEN IT COMES TO SIDE EVENTS IN OUR PAVILION WE ASK THAT YOU:

- Have a side event coordinator for whom we can liaise with.
- Have a facilitator or chairperson in your panel to undertake the formalities of your side event.
- Make arrangements for seating including ushering of side event guests.
- Let us know in advance of your side event any VIPs including leaders and/or celebrities.

ISLAND TIME, ON TIME!

- You must finish your side event on time – you will be provided with five minutes to go warning, and a one minute to go (this will be via timer and physical sign).
- On vacating the room – you are responsible for removing all materials and asking people to vacate the space for the next side event. We have allocated five minutes for you to vacate the space.
- You are more than welcome to visit us beforehand to scout the venue. Should you have any queries, just pop in to see our team.

Please note all electronics are programmed to shut down upon completion of your allocated side event time. Please abide by your allocated time to avoid this happening to you.

YOUR PRESENTATION

- Please ensure your presentation is in PowerPoint and/or PDF Format. Please clearly indicate if you have digital media to play in the form provided, and whether this will require sound. Please share all digital media with the Pavilion technician **the day before** your side event for trial.
- Your side event presentations must be loaded during your 15 minute allocated set up time. There will be a laptop that will have a folder with your side event name, please ensure you load your presentations in this folder.
- Should you wish to show a movie please ensure this is in digital format. Please share with the Pavilion technician on the day before your side event to trial.
- Please ensure all digital media, including movies, are shared with us on a USB as opposed to live streaming or downloading directly from the Pavilion.

TECHNICAL DETAILS – WHAT WILL BE PROVIDED?

- A technician will be provided within the room to assist you with loading presentations.
- A laptop to load your presentations.
- The main presentation screen is an 85 inch plasma screen located on the wall behind the front panel.
- Two 50 inch plasma screens situated halfway down the room on either side wall connected to the main screen, to ensure all seated are able to view your presentation.
- Wifi and internet available from within the Pavilion, free of charge.
- Two x handheld microphones.
- One x lectern with microphone.

Please note it will be your responsibility as the side event coordinator to facilitate loading of presentations to the desktop folder, and ensuring you share your digital format movie with us so we can test it the day before.

SOUND

- A sound technician will be located within the room.
- Presenters and/or panellist will share handheld microphone.
- One roving microphone for questions from the floor – note it will be your responsibility to coordinate the movement of the roving microphone.

A reminder: Please ensure you provide us with any movies that you are planning to play prior to your presentation (day before) so we can test it to ensure it plays smoothly within the room. Do not live stream your video – we cannot guarantee the speed of the internet and it is not our responsibility to download it on your behalf.

WHAT CAN I BRING INTO THE ROOM?

Displays | Water | Country or name placards for your panel

- Pull up banners; if you must bring these limit them to two. Please note these must be removed from the Pavilion once you have finished with them – there is no storage for banners within the Pavilion.
- No posting of materials to the walls.
- Resources and or promotional materials for your event may be placed on the chairs within the pavilion – however we kindly ask that you respect the UNFCCC green guidelines when distributing or making your resources available, as well as when distributing plastic water bottles, and limit this.
- It will be your responsibility to coordinate water for your panel if needed.
- It is your responsibility to print name or country panels for your panel if needed, please note there will not be a printer available within the Pavilion.
- Please ensure all leftover/remaining resources are removed once your side event is complete.

CATERING

- Catering for your meeting needs to be coordinated and funded by you. To organise catering please communicate with the suppliers directly. For official catering details please link to <http://masterscatering.com.pl/sklep/> and place your orders at cop24@masterscatering.com.pl (Please ensure your catering includes serviettes, side plates, cups and saucers. Note these items are not available within the pavilion).
- Catering for your event needs to happen within your allocated time. You need to inform Maree (Mareem.ext@sprep.org) if you have arranged catering for your meeting.
- Please ensure the delivery of your catering is scheduled for your allocated presentation time. Note the official caterers are catering to the entire COP24 so delays with catering should be expected. We are ok to accept catering orders onsite for your meeting 30 minutes prior to your scheduled meeting however it must be clearly labelled and state what meeting it is for.
- The follow up of catering is the responsibility of you or your side event coordinator. The Pavilion team are not responsible for chasing catering that has not arrived or not been collected for return.
- Please ensure you have organised the caterers to come and collect all left over crockery within 30 minutes of your presentation closing. Note as the side event coordinator we do ask that you do not leave the Pavilion before all catering and waste has been cleared.

PROMOTING YOUR SIDE EVENT

- We will display your side event details within the Pavilion communication materials; this includes on our TV screens, on our website as well as through the Attendify Pacific and Koronivia Pavilion mobile app which can be downloaded for free. This app will share all information on the Pavilion.
- Outside of the above, all promotion of your side event at our Pavilion will be your responsibility.
- If you have e-materials promoting your side event please share with us and we will make available via the Attendify app.
- Should you wish to tag us in any social media posts from your event please tag @COP23 on Twitter, Facebook and Instagram.
- If you have any photos that you would like to share please also tag the above social media accounts. For all social media posts and content please use the hastags listed below.

FOLLOW US ON SOCIAL MEDIA!

- <https://www.facebook.com/COP24Poland/>
- <https://twitter.com/COP24/>
- <https://cop23.com.fj/>
- <https://cop23.com.fj/cop24/cop24-pacific-koronivia-pavilion/>
- <https://www.facebook.com/COP23fj/>
- <https://twitter.com/COP23/>
- #Talanoa4Ambition
- #ClimateAction
- #COP23
- #ResilientPacific

KEY CONTACT DETAILS

Pavilion Manager

- Audrey Brown-Pereira
audreyp@sprep.org

Pavilion Scheduler

- Maree McEnaney
mareem.ext@sprep.org

Communications Support

- Angelica Salele-Sefo
angelicas@sprep.org

IT Support

- Billy Chan Ting
billyct@sprep.org

Logistics Support

- Teuila-Jane Fruean
teuilajanef@sprep.org

Pacific Islands Forum Secretariat / Office of the Pacific Ocean Commissioner

- Mereseini Marau
Mereseinim@forumsec.org

Pacific Community

- Iwona Piechowiak
iwonap@spc.int

Pacific Islands Development Forum

- Nitish Narayan
nitish.narayan@pidf.int

Accommodation Assistance

- Telephone: +48 22 201 34 03
(working hours 8:30–16:30 UTC+1)
info@cop24accommodation.pl

Catering Services

- Mr. Marcin Cieřlikowski
Telephone: +48 530 290 880
Online orders for events, receptions and offices can
be placed via email: cop24@masterscatering.com.pl





PACIFIC AND KORONIVIA PAVILION

A Pacific Partnership: The COP23 Presidency of the Republic of Fiji with support from New Zealand



EVENT FORM

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RESOURCE #2 FOR E-SHARING ONLY

A PACIFIC PARTNERSHIP: THE COP23 PRESIDENCY OF THE REPUBLIC OF FIJI WITH SUPPORT FROM NEW ZEALAND

We are pleased to inform you your request for a side event has been approved. We ask you to fill out the form below and email to Maree (mareem.ext@sprep.org) and Audrey (audreyp@sprep.org) before 15 November.

SIDE EVENT FORM DETAILS

Date and time of your side event:

Title of your side event (as sent to you):

Name of side event coordinator:

Email address of side event coordinator:

Number of people expected at your side event:.....

Number of people on your side event panel:

Title of your side event that you would like advertised:

Please inform us of the following:

Have you organised catering for your side event: **YES | NO**

Have you organised correct delivery and collection times for your catering? **YES | NO**
(Ensure set up for 20 minutes prior, and clearing 20 minutes after your side event time).

Have you organised appropriate utensils for your catering (e.g. side plates, serviettes, cups, saucers etc)? **YES | NO**

Will you be showing a movie during your presentation? **YES | NO**

Will you have a PowerPoint to show during your presentation? **YES | NO**

If you have any questions that you would like assistance with please list these here:

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