Guidance for the thematic side events on the margins of INC-3  
Version 20 Oct 2023

INTRODUCTIONS TO THE OTHER CO-ORGANIZERS

- The Secretariat will organize a briefing session for all side events focal points to walk-through the guidance and address any questions.
- Side events focal points will reach out to the other co-organizers of the thematic side events to co-design the sessions in a timely manner.

AGENDA AND FORMAT OF THE SIDE EVENTS

- The co-organizers are expected to jointly organize the 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.
- To have time to engage with the audience, each side event must have no more than **6-7 speakers**.
- There are **5-6 co-organizers pre-identified per each side event**, giving flexibility to the co-organizers to identify an additional speaker if deemed appropriate. The list of selected co-organizers is available here.
- During the **first meeting the leads will organize with the other co-organizers**, 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 **lead co-organizers** of each theme must share the agenda with the INC Secretariat by **9 Nov 2023 at the latest**. The agendas received will be posted on the INC-3 webpage under the “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.
- It is up to the co-organizers to allocate the time per presenter in the agenda they prepare. The agenda should include time for questions and dialogue with the participants in the side event.

WHO CAN PARTICIPATE AND SPEAK

- Only registered participants to INC-3 can participate and present in the thematic side events.
- Please follow the guidance provided in the information note if secondary access cards are required to enter the venue.
- The list of selected co-organizers is available here.
- The selection of the co-organizer 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 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**, due to infrastructure limitations and the expected poor quality of the recording.
• The **presentations will not be uploaded on the INC-3 website**. Participants interested in obtaining copies of specific presentations are invited to connect directly with the respective speakers. Co-organizers may wish to reiterate this message at the start of the 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-3 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 lead co-organizers.
• The **reports summarizing the key messages from each side event, should be shared by the lead co-organizers with the INC secretariat** no later than **24 November 2023**; to be made available online.
• A sign-in sheet will be circulated during the event and handed over to the lead co-organizers at the end of the event, to help with the preparation of the report.

**VENUE**

• The thematic side events will take place **13:30-14:45 EAT daily from Tuesday 14 November to Friday 17 November 2023**, at the same venue as the INC-3.

• The **rooms assigned** for the side event are indicated below, with their respective capacity. No alternative, larger rooms are available on site.

<table>
<thead>
<tr>
<th>Themes</th>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theme 1, 4, 7, 10</td>
<td>CR 9</td>
<td>80 people seated</td>
</tr>
<tr>
<td>Theme 2, 5, 8, 11</td>
<td>CR 10</td>
<td>80 people seated</td>
</tr>
<tr>
<td>Theme 3, 6, 9,12</td>
<td>CR 14</td>
<td>60 people seated</td>
</tr>
</tbody>
</table>

• The Secretariat reserves the **right to alter bookings**, in consultation with the co-organizers, to make way for Informal Groups that might be established by the Chair.

• Approximately **6 people can sit at the podium** in each of the rooms.

**TECHNICAL AND AUDIOVISUAL SUPPORT**

• The side event rooms, are all equipped with a computer, a projector, a screen, internet access and table-fitted microphones.
• Co-organizers 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** in each room 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.

There will be no roaming microphones in the rooms for questions from the audience, as microphones are available for each seat at the tables.

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 have the option to approach the following 4 caterers for their side-events.

- Safari Park Hotel - Ms. Mercy Wanjala Mobile: +254 0720 261575; Mr. Samson Mwangangi Mobile: +254 0720 447211 Email: mwanjala@safariparkhotel.co.ke smwangangi@safariparkhotel.co.ke
- River Café - Ms. Joy Sunshine Mobile: +254 737967090 Email: joy@therivercafekenya.com, Mr. Jeremiah Nyagah Mobile: +254 721 806292 Office No. +254 20 512 2647 Email: manager@rivercafeigiri.com
- Amaica - Ms. Pamela Muyeshi Mobile: +254 724 477663; Phone: +254 512 2496 Email: info@amaica.co.ke
- The Good Food company UN Nairobi –Ms. Najma Abdi Noor, Manager Mobile: +254 700180455/734511050 Email info@tgfc.co.ke Najmaabdinoor21@gmail.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 Giacovelli: Claudia.giacovelli@un.org; unep-incplastic.secretariat@un.org