



The seventh session of the United Nations Environment Assembly (UNEA-7)

Monday, 8 – 12 December 2025

United Nations Environment Programme Headquarters

Nairobi, Kenya

GREEN ROOM SIDE EVENTS FREQUENTLY ASKED QUESTIONS FOR ORGANIZERS

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What are Green Room side events?

The Green Room serves as an exclusive venue for Major Groups and Stakeholders participating in UNEA-7. It provides a dedicated space for hosting side events, thematic cluster events, bilateral meetings, and daily briefings, fostering the exchange of experiences and informal dialogue opportunities.

The Green Room side events will be in person and hybrid format, allowing those not in Nairobi physically to join and participate in the meetings.

They address relevant areas related to the UNEA-7 theme. They provide a great opportunity to expand the discussion around the theme, share experiences, find solutions, and inspire partnerships towards a safer and more resilient planet.

Who can organize a Green Room side event?

Green Room side events can be organized by **UNEP accredited organizations only**. Due to limited space available, all interested organizations are strongly encouraged to partner with others to organize a Green Room side event.

What is the time, venue and format of the Green Room side events?

- Green Room side events will be organized **in-person or hybrid**. They cannot be online only.
- Green Room side events can be for a maximum duration of 90 minutes.
- The time of Green Room side events are from Monday, 1 to Friday, 12 December 2025. There will be five timeslots dedicated to side events every day:
 - 09.30 to 11.00
 - 11.00 to 12.30
 - 14.00 to 15.30
 - 15.30 to 17.00
 - 17.00 to 18.30
- The organizers of the side event should be in the rooms at least 15 mins prior to the beginning of the event.

Access to Green Room side event rooms is limited to duly registered participants.

Green Room side events will be held in English only (no interpretation will be provided or facilitated by the Secretariat).

Green Room side events will be organized in Conference Room 14 located at the UN Office at Nairobi (Gigiri compound). The venue is equipped with internet connection, electricity, beamer, projection screen, tables at the front and seating for audience.

What are the selection criteria?

The selection of Green Room side events will be guided by the following criteria.

1. **Regional and Major Group Representation**
2. **Relevance to UNEA-7 theme:** Priority is given to events that focus on the theme of UNEA-7 which is “Advancing sustainable solutions for a resilient planet”.
3. **Quality and diversity of speakers:** Panels held at official side events should ensure **geographic and gender balance**.
4. **Collaboration among multiple organizing partners:** Priority is also given to events that are organized together by several organizations

Information on registrations of event organizers

Registration to UNEA-7 is a requirement for all event organizers. A comprehensive guide on registration can be found on the [UNEA-7 registration webpage](#).

Will my Green Room side event be promoted?

The UNEP Secretariat will promote the full schedule of Green Room side events that will be made available on the live programme on the UNEA-7 website and Mobile App.

The Secretariat will not produce flyers, distribute notices, or run other publicity efforts for individual official side events.

Publicizing a Green Room side event is the responsibility of the organizers.

Organizers will be fully responsible for:

- Ensuring geographical and gender-balanced panels and introductory speakers.
- Organizing and promoting the event.
- Advertising and marketing the event beyond the UNEA website, to promote as broad an audience as possible.

- Planning of possible media / social media activities relating to side events, in cooperation with the UNEP Secretariat media team.
- It is the organizers’ responsibility to adhere to the timeframe, to avoid delays in the start time of other meetings.
- Following each side event, organizers are invited to provide a summary regarding outcomes and key observations from the event. These summaries will be posted on the UNEA-7 webpage.

Communication: If possible, consider designing and implementing a communication strategy for your side event, including social media engagement and promotion. This strategy is key to attracting your target audience to the event. Designate someone in your team communicating live the key messages from the meeting using the hashtag #UNEA.

Related expenses: The organizers of the official side events are required to cover any expenses over and above existing meeting room facilities, including possible travel and accommodation for panellists and speakers, etc.

The organizers are also responsible for any logistical arrangements going beyond existing arrangements at the meeting venue in consultation with the UNEP focal points.

Sustainability: All events should strive to be paper-free to minimize the environmental impact of UNEA-7. Likewise, no single-use plastics 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 inside the venue is strictly prohibited.

Side event organizers are advised not to set up displays or put posters on the meeting room walls during a side event or at any other time during UNEA-7.

Update your information on the website

All events will be included in the live programme on the website and mobile app and will be assigned the relevant tags to facilitate participation.

If you are organizing a Green Room side event, please contact: unep-civilsociety@un.org

Inviting non-accredited speakers and guests

All Green Room side-events should be open to UNEA participants with a valid UNEA badge and not exceed room capacity.

It is the responsibility of the organizers of side events to ensure that any speakers or guests are registered to attend UNEA-7 and in possession of a valid access badge.

If one or more of your invited speakers are not accredited to UNEA, please note that they will need a **“Special Events Ticket”** to access the compound and the event. To be provided a Special Events Ticket, the organizer needs to provide the Governance Affairs Office (email unep-registrations@un.org) with the complete list of individuals who will need the Special Events Ticket and the invitation letter listing the speaker(s). The organizers will be provided a unique link to the registration platform to share with the speakers to register and in the process attach the invitation letter provided by the organizer.

Advise the speakers to bring their original passport/national IDs and the event pass they will receive upon approval of their registration to UNEA-7 as they come to collect their badges at the UNON registration area.

Share with your speakers and participants the practical information that the Secretariat will publish in the upcoming months on the UNEA-7 website with essential tips on accommodation, participation and FAQs.

Visual assets for your side event

The UNEA logo, brand identity and a guide alongside other assets and key messages will be made available on a dedicated Trello Board for use by participants and event organizers for their own outreach and promotion of their event and help create awareness about the Environment Assembly.

Who can I contact about Green Room side events?

For questions regarding official side events, please contact unep-civilsociety@un.org indicating [Side Event title] and the lead organizing entity in the email subject line.

Download the official UNEA app

Every speaker and event organizer is encouraged to keep their profile updated in the UNEA-7 app which will be published in the upcoming months.