

Guidelines Event Organizers

UNEA-7 Official Side events

Latest updates are highlighted in blue (as of 29 October 2025)

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What are UNEA-7 official side events?

Official side events constitute one of the pillars of UNEA-7, alongside the formal programme consisting of plenary meetings, high-level dialogues, leadership dialogues and a multistakeholder dialogue.

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.

The [final list of official side events](#) was endorsed by the joint Bureaux of the United Nations Environment Assembly and of the Committee of Permanent Representatives

Who can organize an official side event?

Official side events are organized by UN **Member States, non-member States, accredited intergovernmental organizations and entities, including the Secretariats of the Multilateral Environmental Agreements, specialized agencies and UN system entities and major groups and stakeholders** accredited to the UN Environment Programme and its governing bodies. All interested parties are strongly encouraged to partner with others to organize an official side event.

What is the time, venue and format of the UNEA-7 official side events?

- Official side events should respond to the theme of UNEA and will be organized **in-person only**.
- Official side events can be for a maximum duration of 75 minutes.
- The official side events will be held from Monday, 8 to Friday, 12 December 2025. There will be two timeslots dedicated to side events each day: lunchtime (13:15 to 14:30) and evening (18:15 to 19:30), except for Friday, which will only have lunchtime events. There will be two official side events running simultaneously during each of these two timeslots.
- The organizers of the side event should be in the rooms at least 15 mins prior to the beginning of the event.

Access to official side event rooms is limited to duly registered participants.

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

Official side events will be organized at the UN Wellness and Events Centre (UNWEC) located at the UN Office at Nairobi (Gigiri compound). UNWEC is open from 8:00 to 20:15. To ensure security, evening events are required to conclude before the official closing time, after which the venue will be vacated and locked.

Please note that participation in the official side events is restricted to registered and approved participants of UNEA-7, and no hybrid participation will be possible.

What are the selection criteria?

Proposals for official side events should be closely related to the theme of UNEA-7 which is “**Advancing sustainable solutions for a resilient planet**”.

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

1. **Thematic consideration:** Priority is given to events that focus on the theme of UNEA-7.
2. **Priority:** Events organized by Member States in partnership with other Member States and/or other stakeholders such as IGOs, UN system entities or the major groups and stakeholders are given priority.
3. **Output:** Priority is also given to events that help raise the profile of UNEA-7.
4. **Representation:** The organizers of the official side events should facilitate broad stakeholder participation.
5. Panels held at official side events should ensure **geographic and gender balance**.

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 official side event be promoted?

The UNEP Secretariat will promote the full schedule of official 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 an official 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 Official side event web and app entries.

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 to communicate 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 related to catering, possible travel and accommodation for panelists and speakers, etc.

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.

Water dispensers will be available in the Official Side Event space. Organizers, participants and speakers, are kindly encouraged to bring reusable water bottles for themselves. Should organizers prefer to provide individual bottled water for their speakers, this can be arranged through their catering order.

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 filtering, participation and promotion.

If you are organizing an Official Side event, the Official Side Events coordination team will have reached out to you requesting the relevant information, as listed below. Should you have any further inquiries, please contact unea-side-events@un.org.

Title:

This should be the official event title. If the title is very long, use a contracted title with the full title in the description. If there are abbreviations in the title, please spell them out in the event's description.

Organizer and speakers:

Please provide the following details

- Full name of organizer and speakers
- Email
- Website (optional)

Event description:

This section should include a short description of the event and its objectives. Please keep the description concise (**1-3 paragraphs**). In support of the short description, it is possible to add files or share links to websites.

Files

More information can be added in the form of PDFs e.g. concept notes, longer description of events, reports, meeting documents, etc. Please share these documents if available.

Note:

- The files **should not exceed 50 MBs**.
- File names will be visible. **Please name your files appropriately as shown below.**

✗ Draft_UNEA_Concept-Note-Final-FINAL (4).pdf

✓ YEA UNEA-6 Concept Note (5 Feb 2024).pdf



Inviting non-accredited speakers and guests

All official 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 in copy unea-side-events@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, upon request, with a unique link to the registration platform to share with the speakers to register through 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 [Participant information Note](#), which contains essential [tips on accommodation, participation](#) and [FAQs](#).

Catering for your side event

Catering services and restaurants serving food and beverages are available within the complex. Breakfasts, lunches, and snacks throughout the day are available to all UNEA-7 participants.

Water dispensers will be available in the Official Side Event space. Organizers, participants and speakers, are kindly encouraged to bring reusable water bottles for themselves. Should organizers prefer to provide individual bottled water for their speakers, this can be arranged through their catering order.

Event organizers can contact River Café, the exclusive cater for the **Mt Kenya** and **Mt Kilimanjaro event spaces**.

Catering will take place at the beginning of each event to maintain smooth coordination, prevent disruption to parallel sessions, and allow for timely turnaround of the venue for subsequent events.

For bookings with River Café contact Mr. Jeremiah Nyaga (manager@rivercafegigiri.com) with copy to fmtseventsmanagement@un.org and unea-side-events@un.org. **All catering orders must be received 2 weeks prior to your scheduled event date.**

Visual assets for your side event

The UNEA logo, brand identity and a guide alongside other assets and key messages are 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 official side events?

For questions regarding official side events, please contact unea-side-events@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 profiles updated in the UNEA-7 app which will be published in the upcoming months.

Other Important reminders

- Participants attend UNEA in person. No online participants or speakers. (for ALL events)
- There is no provision for interpretation for Official Side events.
- The Official Side events will be streamed on the UNEP YouTube channel. The webcast link will be shared by the Secretariat closer to the event dates.
- Start and end events on time.
- Allow yourself sufficient time to prepare and set up your Official Side Event.
- Allow yourself sufficient time to tidy up the room once your event concludes.
- Please organize personnel to:
 - manage microphones,
 - support participants and speakers
 - coordinate with catering during your event
 - **return the room to its original condition after your event.!**

Download the official UNEA app

Get access to session schedules, announcements, maps and real-time updates right at your fingertips. Download the UNEA app by device below.

Android

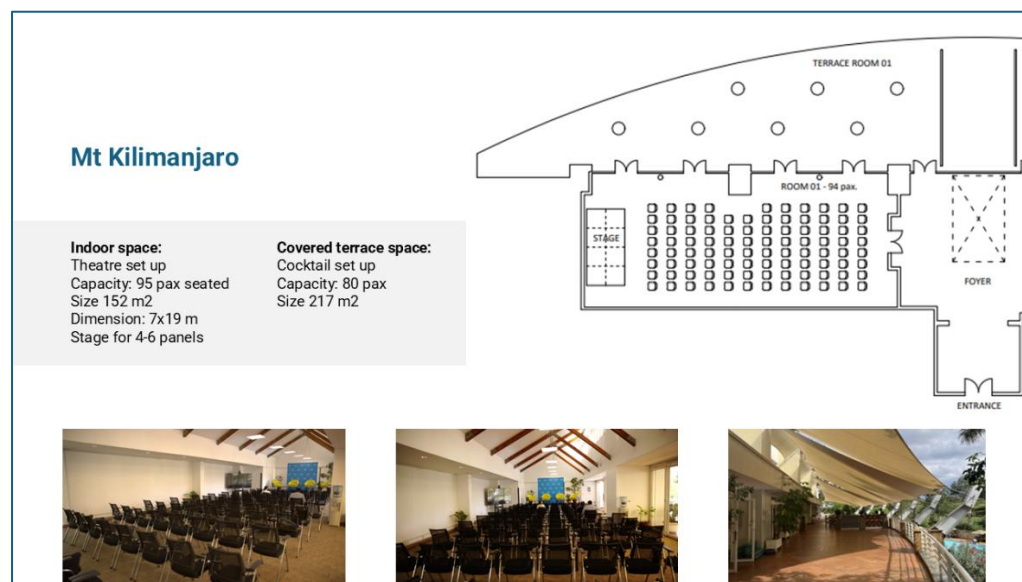
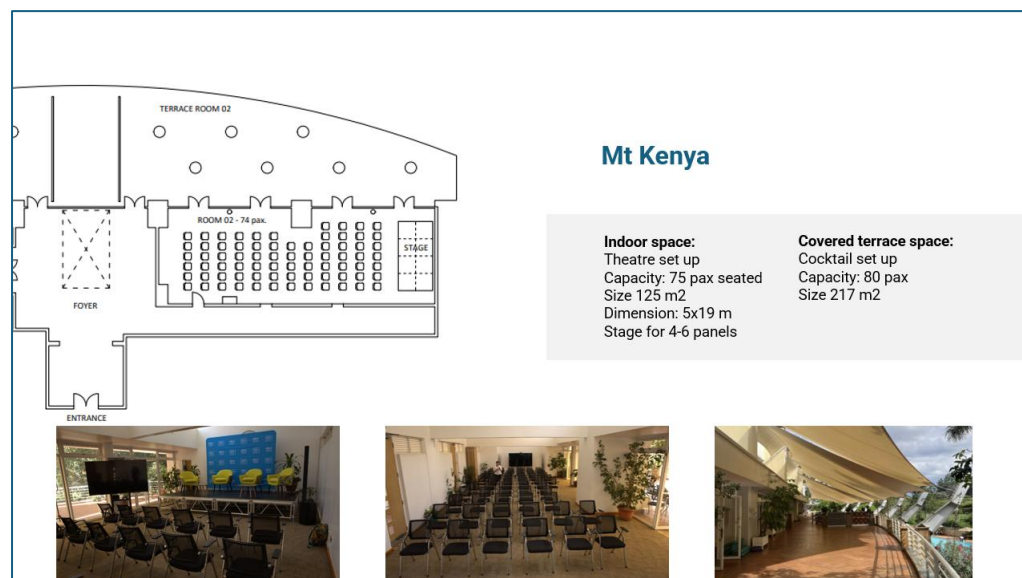


iOS



The spaces and set ups

The side events will be hosted in the Mt Kenya and Mt Kilimanjaro rooms in the UN events and Wellness Center (UNEWC). Additional information about the venue can be found in the [side events venue brochure](#). Please note that **the room set up in Mt Kenya and Mt Kilimanjaro cannot be modified**.



Set up and services

The facilities

Accessible facilities
Washrooms
Wi-Fi and charging power points
Welcoming desk for event organizers in each room entry
Digital and venue signage
Back up- generator

Fully furnished venue
Indoor theatre set up
Outdoor cocktail set up
Space for coffee/snacks

Pick up and drop off area
Parking

Equipment

Wireless microphones
Audio speakers
2 screens (85" front and 65" comfort)
Dedicated laptop

Event recording
Broadcasting on UNEP YouTube

Catering

Option for catering at organizer's costs