

ICCM4 Side-event Guidelines for Hosting Organizations

GOAL OF THE SIDE-EVENT: The side events are organized by the SAICM stakeholders to provide information on key issues that will be considered by the conference and to launch initiatives supporting the achievement of the 2020 goal. The side events are critical in supporting the delivery of the core functions of the ICCM, including to promote information exchange and scientific/technical cooperation as well as the participation of all stakeholders in the implementation of the Strategic Approach. The events also offer more opportunities for dialogue on important topics and the exchange of information before and after the issue may be taken up in the plenary.

YOUR GOAL: Attendees have high expectations for the side events to be presented interactively. As host of a side event at ICCM4, you have a key role in providing the most relevant and timely information on your topic(s). The more “case study” type information and/or “real-life” information you can provide, the better. Participants to the events really need the examples and practical implementations tools that you offer.

FORMAT: The typical format is a panel of experts with a moderator/facilitator who will put questions to the panel and engage with the attendees. 90 minutes are allocated to the event. We invite you to be creative and we suggest limiting as much as possible stand-alone presentations from the panelist or at least not to exceed 30 minute-time for the presentations and to dedicate the rest of time to animate a vibrant exchange. We encourage a lively exchange of information between the panelist and the audience.

CATERING: Most of the side events are scheduled at lunch time. For catering, please contact: Ms Laetitia Picard at CIG, lpicard@miprestaurants.com

TIMELINE:

- Side-event schedule and room allocation available [online](#), subject to small changes.
- Side-event host to send a blurb/short description of the event to the SAICM secretariat for the ICCM4 brochure by 15 September 2015. The brochure will be available on the SAICM website.
- Side-event host to send the final program, including names of speakers, by 20 September 2015.
- Please plan to arrive in the conference room 15 minutes before the start of your event for last minute checks on set-up, equipment and coordination.
- Please send the presentations in advance to the secretariat to be uploaded on the SAICM intranet right after the event, if presentations are subject to last minute change, they will be collected by the secretariat upon your notice. Your contact person at the secretariat is Ambrin Ambrin (ambrin.ambrin@unep.org).

PRESENTATION TIPS – The following are some tips that will help when preparing your event:

- Presenters should aim to make their talks interactive – not read.
- Limit the amount of information on each slide for optimum legibility.
- Include graphic, images, visually interesting and clear elements that help making your point.
- Please use no more than six words per line and six lines per slide. This will further enhance the readability of the presentation.
- Include only as many slides as is reasonable to present in your allotted time slot (assume max. 1.5 minutes per slide).
- Please test your slides on a larger screen. Some colors and text styles do not project well onto a large screen.
- Please make sure you have tested your slides before you submit your presentation. We suggest you keep your presentation simple and avoid elaborate slide transitions or bullet animations.
- Remember to check each slide for spelling and grammar.
- The session will not have simultaneous interpretation. Your presentation is expected to be in English.
- Please speak slowly and clearly to maximize the effectiveness of your presentation.
- All presenters are asked to be prepared to answer questions following the presentation sessions.

FOR MORE INFORMATION PLEASE CONTACT:

Marina Ruta at SAICM Secretariat, marina.ruta@unep.org