

## Commonwealth COP26 Pavilion Side Events Application Guide and Form

### Overview

The Commonwealth is a voluntary association of 54 independent and equal countries. It is home to 2.4 billion people and includes both advanced economies and developing countries. Commonwealth member states work together to promote prosperity, democracy and peace, amplify the voice of small states, and protect the environment.

The Commonwealth Pavilion will serve as an inclusive and collaborative space for Commonwealth member states and accredited organisations to the UNFCCC Blue Zone to meet, host side events and trainings, convene meetings as well as showcase research and analytical work.

Hosting of events within the Commonwealth Pavilion can be organised by Commonwealth member states, The Commonwealth Secretariat and organisations. Recognising the limited available space for hosting of events at COP26, a completed event request form for consideration will be required for member states and organisations who wish to host an event in the pavilion either in conjunction with the Secretariat or independently on a thematic area of relevance.

### Process

To ensure clear organisation of the Commonwealth Pavilion schedule, interested Commonwealth member states, organisations and Sections within the Secretariat are invited to provide the following details on potential events using the application form in Annex I:

- Title
- Thematic Area (mitigation, adaptation, crosscutting)
- Focus Area (ocean, water, energy, agriculture, transport, health, and others - please specify)
- Type (panel/roundtable/workshop/product Launch/Signing Ceremony/exhibition)
- Level (high level/technical - please provide further information)
- Lead Country/Organisation and Partners (if any)
- Key Contact within the Commonwealth Secretariat (if any)
- Description including linkages to the Commonwealth (Maximum 150 words)
- Duration (Maximum 90 minutes)
- Preferred Date and Time
- Expected Audience Size (Maximum 30 persons)
- Contact Person Details (name, e-mail and mobile)

## Notes

Interested Commonwealth member states, organisations and Sections within the Commonwealth Secretariat putting in an application for a side event slot in the Commonwealth Pavilion are to please note the following:

- Submissions are accepted from the 9<sup>th</sup> of August till the 17<sup>th</sup> of September.
- Submissions are to be made via email to [climatechange@commonwealth.int](mailto:climatechange@commonwealth.int). To facilitate planning the Commonwealth Secretariat will aim to provide decisions regarding applications by the 15<sup>th</sup> of October.
- All pavilion events will commence at 9am and last event at 5pm each day, special events can be considered between 6pm to 8pm for instance reception events (organisers to please make these special requests explicit in the application form).
- Side event organisers will be responsible for coordinating logistic arrangements for their respective side event, including catering amongst others.
- Facilities will be provided for a hybrid format, with organisers responsible for setting up related logistics including meeting links and platform.
- Side event organisers will be required to set up, clean up and remove all related materials from the pavilion space. A 30-minute time gap between events will be included to allow for this.
- The Commonwealth Pavilion will aim to be as sustainable as possible and event organisers will be requested for instance to minimise distribution of paper and single use plastic in their catering arrangements.
- Side event organisers will be required to notify the Commonwealth Pavilion management at [climatechange@commonwealth.int](mailto:climatechange@commonwealth.int) immediately, should they need to cancel their event.
- An application does not guarantee allocation of a side event slot, though every effort will be made to ensure placements of events, including through mergers where plausible.



## Annex 1: Commonwealth Secretariat COP26 Pavilion Side Event Application Form

**Title:**

**Thematic Area (mitigation, adaptation, crosscutting):**

**Focus Area (ocean, water, energy, agriculture, transport, health, and others - please specify):**

**Type (panel/roundtable/workshop/product launch/signing ceremony/exhibition):**

**Level (high level/technical - please provide further information):**

**Lead Country/Organisation and Partners (if any):**

**Key Contact within the Commonwealth Secretariat (if any):**

**Description including linkages to the Commonwealth (Maximum 150 words):**

**Duration (Maximum 90 minutes):**

**Preferred Date and Time:**

**Expected Audience Size (Maximum 30 persons):**

**Contact Person Details (name, e-mail and mobile):**