

Moana Blue Pacific

PAVILION

Your Side Event Guide

Congratulations on your successful application for a side event at the Moana Blue Pacific Pavilion at COP29 this year!

Please find information below to help you navigate as you prepare for your side event in our Moana Blue Pacific Pavilion.

Please note – we are still finalising details with the COP29 hosts and their approved suppliers, as new information comes to light, this guide will be updated and resent to you. Each updated guide will be saved by its version number and the date.

Thank you very much for your understanding, we look forward to working with you all!

Your Moana Blue Pacific Pavilion at COP29 Team!

About our Moana Blue Pacific Pavilion

The Moana Blue Pacific Pavilion is in the same zone as where the Pavilions are placed. This is in the Blue Zone whereby you must have accreditation to enter. *We have requested a map that highlights our location as a pavilion, however, have been informed that this will be released by the COP29 Presidency in due course.* Otherwise, you can find out more about the Pavilion venue at this link: <https://cop29.az/en/conference/cop29-venue>

Within our Pavilion is a side event space, a networking space and a meeting space. We have requested that:

- our side event space be able to hold 50 – 60 seats
- have a small stage with a lectern
- three TV screens above the stage that face the audience
- a mic on the podium connected to silent headsets

Should there be any changes with this we will notify you as soon as possible.

Our Moana Blue Pacific at COP29, and Pacific Delegation Office, Teams consist of – Nanette Woonton, Teuila Fruean, Florette Tuuau-Tiperia, Audrey Brown-Pereira, Tavita Sua, Keni Lesa, Foini Fesolai, Billy Chan Ting, John Fetisone and Leanne Moanau.

Our team works across IT support, side event curation and support, communications, and office coordination and organisation.

We look forward to meeting you all!

Please contact cop29@sprep.org should you have any further questions!

Where we are located

The Moana Blue Pacific Pavilion is in the pavilion space circled in red below. The full details and explanation of which will be shared with you all once we have received that information.



Side events

- You have been presented with your scheduled time.
- Unless otherwise stated, you will have a very strict 50 minutes maximum per each side event, which as in previous years will be fully enforced – this allows you time to set up in advance and clear out before the next event.
- Most events start at the start of each hour.
- There will be no hybrid format of side event panels. Panelists must be present in person.

Inclusivity and Blue Wave Values at the Moana Blue Pacific Pavilion

Blue Wave Values

We Environmentally friendly measures as much as possible throughout all our side events is crucial.

In support of a marine plastic litter free Pacific Ocean, the Moana Blue Pacific Pavilion will operate under a 'Blue Wave Principle'. 80% of all marine litter is land-based waste and the Moana Blue Pacific Pavilion will play an active role in refusing any single-use plastics that contribute to waste entering our ocean. We're also applying environmentally friendly practices in all we do.

- Digital options only as distributing paper resources adds to litter in the Moana Blue Pacific Pavilion. We will not have any paper resources distributed from our Pavilion.
- We ask that any catering you provide must not use Styrofoam or any single-use plastics and that your caterers are responsible for removing all waste.
- We ask that you be responsible for removing ALL waste from the area upon completion of your side event.
- Any online content you do have can be accessed through a QR code in your presentation for people to scan and access.

Please contact cop29@sprep.org should you have any further questions!

Where necessary we will be making special mention of the side events that do, or don't, apply our Blue Wave Principles through a Blue Wave rating system on our website.

Inclusivity

our call for side events stressed the need for Pacific Islands voices to be amplified through a gender diverse panel. The Moana Blue Pacific Pavilion is our space to welcome guests to hear our stories told and this must be reflected in the panel.

As per your commitment in your side event application, we will be monitoring panels for gender and social inclusion, youth representation, and Pacific Islands representation. We encourage all side event organisers to have a panel that upholds, amplifies and empowers our Pacific Voice through a diverse manner as much as possible.

We will be recording, to the best of our ability, the participant attendance and noting the gender make up of this.

Translation will not be available at our Moana Blue Pacific Pavilion at COP29 – should you require this you will need to organise and please let us know.

Helpful tips as a side event organiser

Catering

Catering is available and it is your responsibility to coordinate this including ordering, payment, setting up and clearing of the Pavilion space. To date the only information we have is at: <https://cop29.az/en/pages/catering>

- Should you be coordinating catering you must assign someone within your organisation team to facilitate set up of catering in assigned space, meeting with caterers to coordinate this as well as clearing of all catering organised.
- All waste must be removed as your responsibility so please bring a waste bag with you on this day.
- Please notify us in advance should you have catering for your event, and we will facilitate a catering space for you.

Panel and stage

While we aim to have three television screens at the front of the stage, this year the stage is only small and can permit one presenter to speak at the podium with two seated on the stage at a tight squeeze. Given this, we will make space for panelists to sit in the front row for side event moderators to call them to the stage to speak at the podium. Remember for the most part you only have 50 minutes maximum so be wise in the number of panelists in your event, as there will be no time given beyond what is stated in the schedule.

Virtual capabilities

We will share the side event schedule on a screen at our reception space, as well as share the schedule on our website. However, it will be your responsibility to promote your side event beyond these spaces.

There will be no hybrid format for presenters. While we endeavour to have live streaming at the Moana Blue Pacific Pavilion, this will not be confirmed until we have our Pavilion in hand. If live streaming is made possible, we will notify you and provide you with a link.

Sound

This year we have been informed that we must have silent sound systems in the Moana Blue Pacific Pavilion. This entails a headset for everyone in the audience to wear with all the sound from the main microphone going to the individual headsets.

We have requested 60 headsets for our audience.

Powerpoints and presentations

Should you wish to show a film or have a powerpoint presentation it is your responsibility to submit these to us on a USB device the day before if possible. Keep your power point presentations short and sharp.

We are aiming to ensure that presentations will be showcased with sound, if otherwise we will notify you as a side event organiser once we have landed in Baku and had the opportunity to test all equipment.

Access

It is your responsibility to ensure those that are presenting at your side event have accreditation to enter the venue. Given the pavilion is in the Blue Zone, accreditation will be required.

Cancellation

Should you wish to cancel your side event, it is your responsibility to notify us at least four days before. This will allow sufficient time for others to have the opportunity to use this space.

Storage

There will be no storage available at the Moana Blue Pacific Pavilion at COP29. We do understand that you can check bags and coats in for storage at a specially assigned place within the venue. We recommend you store your content there.

Resources

Please do not bring printed material to the Pavilion. We understand a waste audit will take place. Please stick to distribution of electronic resources only.

Please do not bring your pull-up banners to the venue as we will not be permitted to have these on display. There are strict fire-safety precautions that we must abide by. We thank you for your understanding.

Promoting your side event

It will be your responsibility to develop PR content from your side event, we do however, ask that you share this with us should we also be able to share this PR content onwards. Should you have an accompanying photographer at your side event, we do ask that you share images with us for use which we will attribute and credit photographer when used.

You do not need to insert the Moana Blue Pacific Logo in your content for distribution, however, should you wish to do so we can share that with you on the understanding that this will not be stretched out of shape and will only be used for the sole purpose of promoting your side event, for awareness and non-commercial purposes only.

We also strongly encourage you to invite and target specific partners of interest to your side event from outside the region. The Pavilion is an opportunity to build partnerships and amplify Pacific voices during and beyond COP, so be strategic and spread the message about the Moana Blue Pacific Pavilion and your side event.

We hope this has been helpful. As we receive further information from the COP29 organisers we will update this guide and make note of it on our website.