



Your Moana Blue Pacific Pavilion at COP30 Side Event Guide

Congratulations on your successful application for a side event at the Moana Blue Pacific Pavilion at COP30 this year!

Please find information below to help you navigate as you prepare for your side event in our Moana Blue Pacific Pavilion. In accepting your side event space, you also commit to adhering to these measures outlined in this guide.

Please note – we are still finalising details with the COP30 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 date.

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

Your Moana Blue Pacific Pavilion at COP30 Team!

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About our Moana Blue Pacific Pavilion

The Moana Blue Pacific Pavilion, a Pacific partnership with the Governments of New Zealand and Australia managed by the Secretariat of the Pacific Regional Environment Programme (SPREP) 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 COP30 Presidency in due course. Otherwise, you can find out more about the Blue Zone at this link:

<https://cop30.br/en/about-cop30/blue-zone>

Within our 150 sqm 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
- a TV screen 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 team for the Moana Blue Pacific at COP30, and Pacific Delegation Office consist of –Teuila Fruean, Florette Tuuau-Tiperia, Audrey Brown-Pereira, Tavita Sua, Keni Lesa, Foini Fesolai, Billy Chan Ting, and Christine Tuioti. Our team works across IT support, side event curation and support, communications, and office coordination and organisation.

We look forward to meeting you all!

About your side event

- 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.

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.

Please note that we do not provide funding to attend the COP, all side event plans and coordination is facilitated by you inclusive of funding to attend.

Blue Wave Values

We will work with you to ensure all events within our Pavilion are as environmentally friendly as possible.

In support of a marine plastic litter free Pacific Ocean, the Moana Blue Pacific Pavilion will operate under a 'Blue Wave Principle'. The dangers of plastics upon our ocean and our people are now evident noting the world, including our Pacific Small Islands Developing States are in the process of negotiating a treaty to remove all plastic pollution including that within our marine environment. As such, 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 and ask that you:

- Utilise 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.
- Any catering you provide must not use Styrofoam or any single-use plastics and that your caterers are responsible for removing all waste.
- Please be responsible for removing ALL waste from the area upon completion of your side event.
- Ensure any online content you do have can be accessed through a QR code in your presentation for people to scan and access.

Where necessary we are noting those side events that do not apply Blue Wave values for future reference.

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.

Catering

Catering is only permitted in the Moana Blue Pacific Pavilion for the evening events.

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://cop30.br/en/cop30-services/catering-and-food>

Please notify us in advance should you have catering for your event, and we will facilitate a catering space for you.

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. Please link this member of your team with us at COP30@sprep.org.

All waste must be removed as your responsibility so please bring a waste bag with you on this day.

We ask that you be mindful of the above.

Funding

When hosting a side event within the Moana Blue Pacific Pavilion we provide the space inclusive of the seats, the sound system, the IT support during the side event and the screens to showcase your presentations or films.

Anything outside of that such as catering (for evening events), promotion of your event, funding to attend the COP, printing of resources (noting we discourage that), or otherwise will be your financial responsibility.

Home

The Moana Blue Pacific Pavilion is our Pacific delegates home away from home. Please treat it with respect in terms of taking care of it, as if it were your own. Keep it clean and make sure not to leave food or rubbish behind. Make sure that all headsets are returned and the Pavilion is kept tidy.

Inclusivity

Our call for side events stressed the need for Pacific Islands voices to be amplified applying a Gender Equal, Diverse and Socially Inclusive (GEDSI) 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 and interpretation (i.e. sign language) will not be available at our Moana Blue Pacific Pavilion at COP30 – should you require this you will need to organise and please let us know.

Panel and stage

While we aim to have more than one television screen 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 panellists 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 panellists in your event, as there will be no time given beyond what is stated in the schedule.

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 Belem and had the opportunity to test all equipment.

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.

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 and there are space concerns. We thank you for your understanding.

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.

Storage

There will be no storage available at the Moana Blue Pacific Pavilion at COP30. 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.

Time

We are very strict with time. Events are back-to-back and for a maximum of 50 minutes, unless scheduled in advance or an evening event. A sign with 10 minutes, 5 minutes and TIMES UP will be given by the Side Events Curator. Respect the space and other event organisers. Any delays will be taken from your time – not others.

Please think about the line up in your event including consideration of High-Level speakers and protocols to be observed, as well as number of people in your event. Expect the unexpected with speakers and ensure you get an excellent moderator/ facilitator to get the event finished on time. Remember you can continue the panel conversation/ dialogue with participants outside of the side event in the networking area.

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.

Where we are located

The Moana Blue Pacific Pavilion will be located in the Blue Zone. The full details and explanation of which will be shared with you all once we have received that information.

We hope this has been helpful. As we receive further information from the COP30 organisers we will update this guide and make note of it on our website.