



COP28 IMPACT HUB DP WORLD PAVILION

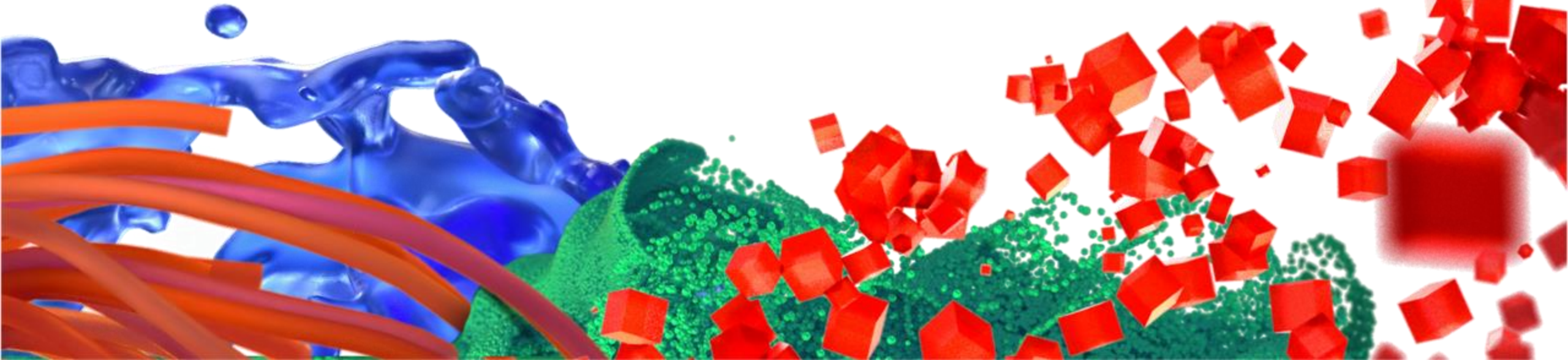


DP WORLD

UNESCO

Global Careers at the United Nations System

8 December 2023 | 10:00am-1:00pm



OVERVIEW

Global Careers at the United Nations System

8 December 2023

10:00pm-1:00pm

Level 3: London Gateway (40 pax, Theatre seated)

TOPIC	REQUIREMENTS	STATUS
Technical Requirements	Hybrid meeting (so remote speakers and specialists may join in)	TBD
Speakers	Pending Speakers Details	UNESCO to share
Rehearsals	None	Early arrival of event team on the day?
Catering	Coffee Break Included	TBD (time of service?)
AOB	Banners	Specs and delivery schedule needed
	UN Flags	Specs and delivery schedule needed

KEY BOOKING INFORMATION



**VENUE/ EVENT
OVERVIEW**

**LEVEL 3 – LONDON
GATEWAY**

DIGITAL CONTENT

CATERING

**PAVILION
SERVICES**

ACCREDITATION

**ADDITIONAL
INFORMATION**

FAQS

VENUE / EVENT OVERVIEW

An abstract 3D graphic on a dark blue background. It features a blue, textured, rounded shape on the right side, resembling a stylized head or a piece of machinery. From this shape, numerous thin, orange and red lines radiate outwards, creating a sense of motion or energy. Below the blue shape, there are clusters of small, bright green and red cubes, some appearing to be falling or scattered. The overall aesthetic is modern and digital.

DP WORLD PAVILION

The DP World Pavilion is a six-floor state of art building with the following specifications:

Access Points:

- Three entrances and exits
- Indoor Guest elevators
- Service elevators & entrance

Pavilion Spaces overview:

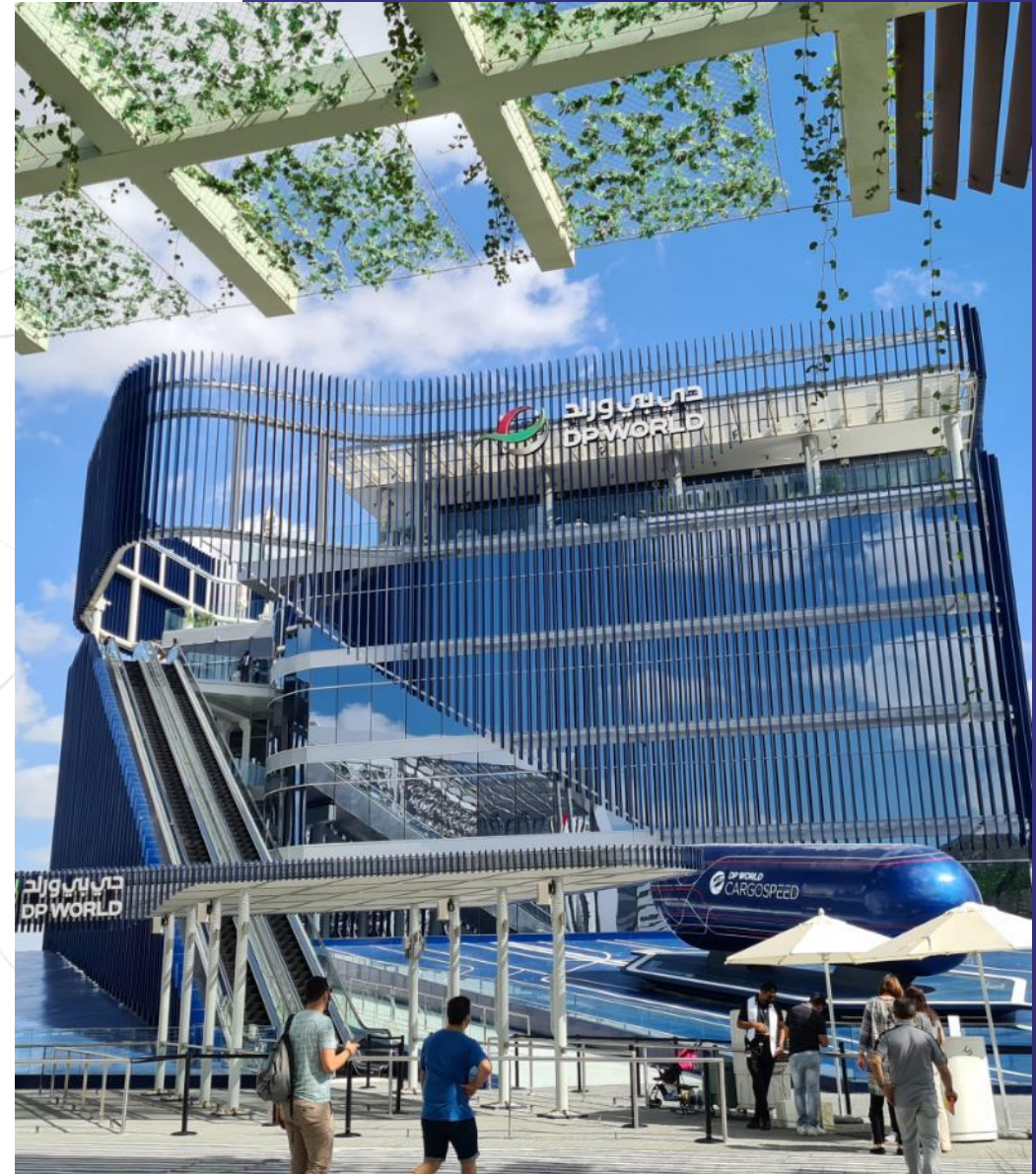
- Various spaces and setups available
- L0: Back of house, services and offices
- L1-L3: COP28 Takeover spaces
- L4: Not accessible
- L5: Executive spaces & Terrace space for up to 150 pax

Digital Capabilities:

- Programmable facade lighting (one time setup for COP28)
- LED screens and AV equipment
- Share digital directional signage

Catering Overview:

- 5-star hotel catering
- Fully equipped kitchen on L5 & L0
- Pantries on L2 & L3



KEY MILESTONES

DATE (W/O)	AREA	RECIEVED	PENDING	COMMENTS
20 November	Kick off meetings			
24 November	Technical Requirements Confirmed			
24 November	Furniture Requirements Confirmed			
24 November	Catering Requirements Confirmed			
24 November	Content Required from Event Owners			
24 November	Final numbers & Dietaries Confirmed			

KEY EVENT INFORMATION FROM COP28

Event Setup & Bump Out Timings

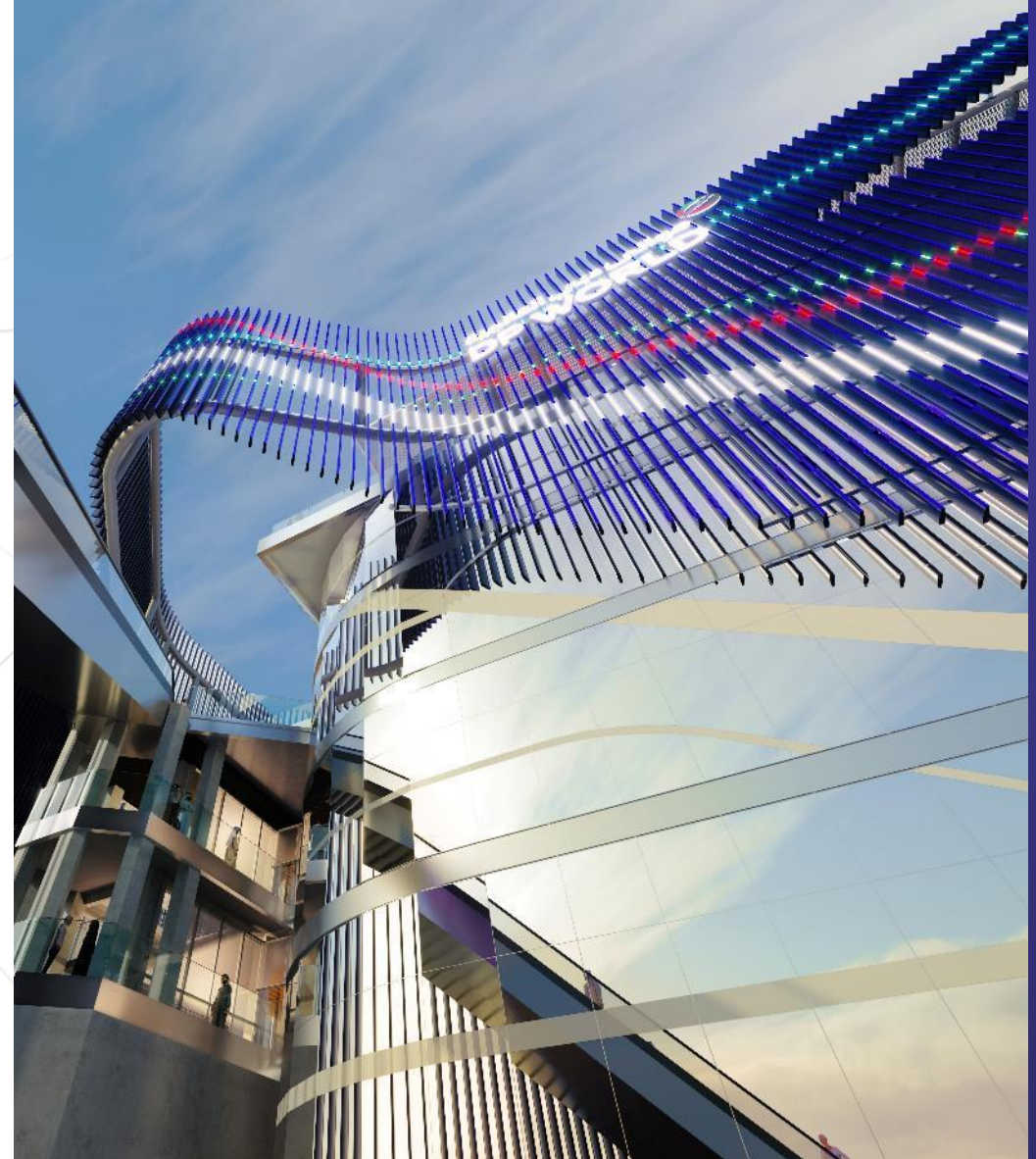
- Early access for event organisers during the event day should be confirmed by the event producer.
- Due to high turnover of these spaces, set up time is limited. A maximum of 30 minutes is permitted for 'bump-out' to allow 'bump in' of subsequent events, cleaning and maintenance.
- Event organisers are asked to keep venue dressing to a minimum and utilise existing venue amenities.
- There is no storage available at the venue therefore, no external FF&E can be brought by event organisers.

Event Branding

As a part of the COP28 and Expo City Dubai's Sustainability Guidelines, please consider the environmental impact of any branding materials. If physical signage is necessary, use only eco-friendly materials, and consider the environmental impact of any branding or materials.

Please note that branding venue walls, glass, tables or podiums is strictly not allowed. Nothing can be attached to any surface or rigged from the ceiling. Pop-up banners and printed collateral for distribution are not permitted.

Branding opportunities available will be dependent on the location/room. All additional branding will be delivered by a GPJ preferred supplier.



KEY EVENT INFORMATION FROM COP28

Media

COP28 will provide guidelines of Media within this venue.

Rehearsal Times

- Timings need to be confirmed with your Event Producer and are subject to availability.

Final Venue/Space Walk Through

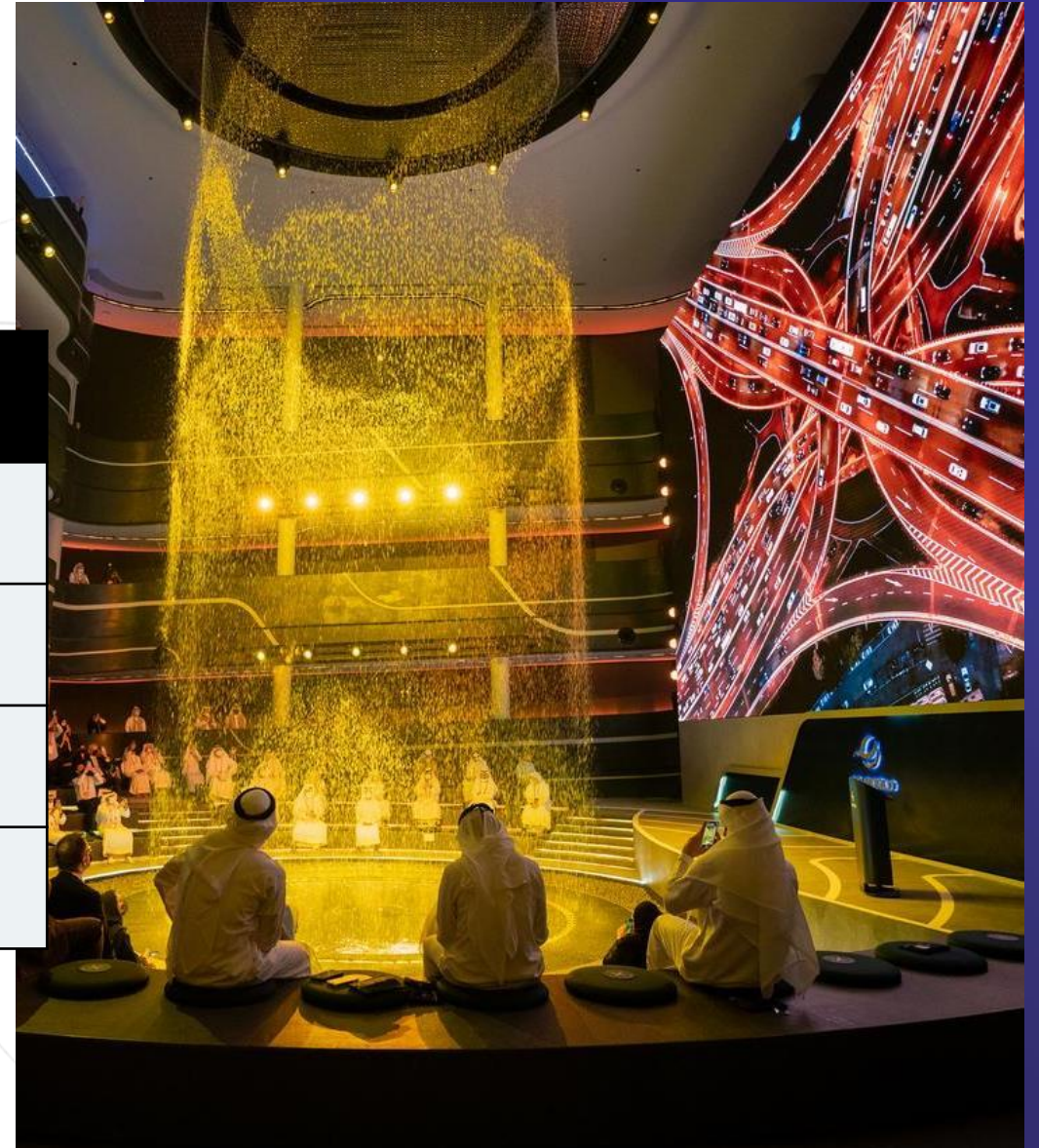
- All events are given a pre-event walk through time by your Venue Event Producer. This walk through will be scheduled at least two days prior to your event.
- It is at this walk through that all final event details will be checked and you will meet the on the ground event operators who will be at the venue for event delivery. Timings need to be confirmed with your Event Producer and are subject to availability. GPJ will process all additions through our preferred and accredited suppliers.



KEY EVENT CONTACTS

Contacts for the GPJ Team who will be working on your event.

ROLE	NAME	CONTACT DETAILS
Executive Producer	Angelina Ciccotti	+61 40356 9467
Senior Producer	Bassel Rihawi	+971 56 33 55 900
Operations Lead	Esther Rodriguez	+971 50 847 0477
Floor Manager (Level 3)	TBC	TBC



AGENDA

As of 9 November 2023

ITEM	TIME	DURATION
Event Set Up	TBC	90 mins
Careers at the United nationals - Presentations by UNEP, ITU, UNFCCC and UNESCO	10:00am – 11:00am	60 minutes
Panel discussion	11:00am - 12:00pm	60 minutes
Recruitment Process Clinics (TBD)	12:00pm – 1:00pm	60 minutes

LEVEL 3 LONDON GATEWAY





LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 5

LEVEL 3

UNESCO will have an event in the space on Level 3 in London Gateway Meeting Room

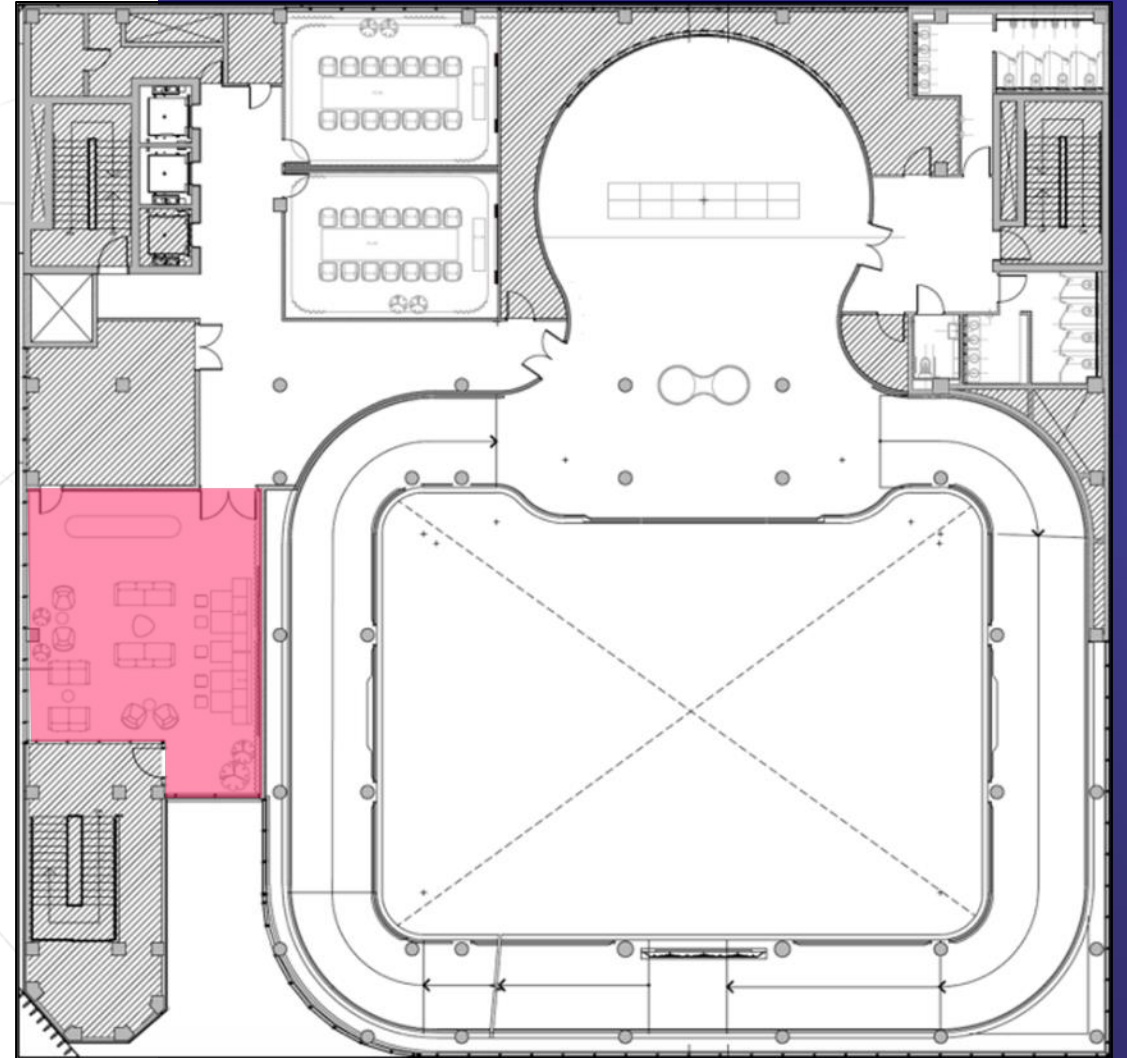
DATE	DESCRIPTION	NOTES
Date/ Time	8 December 2023	
Room layout	Theatre	
Maximum capacity	40	
Furniture	The standard furniture will be in the meeting space	

LEVEL 3

FLOORPLAN

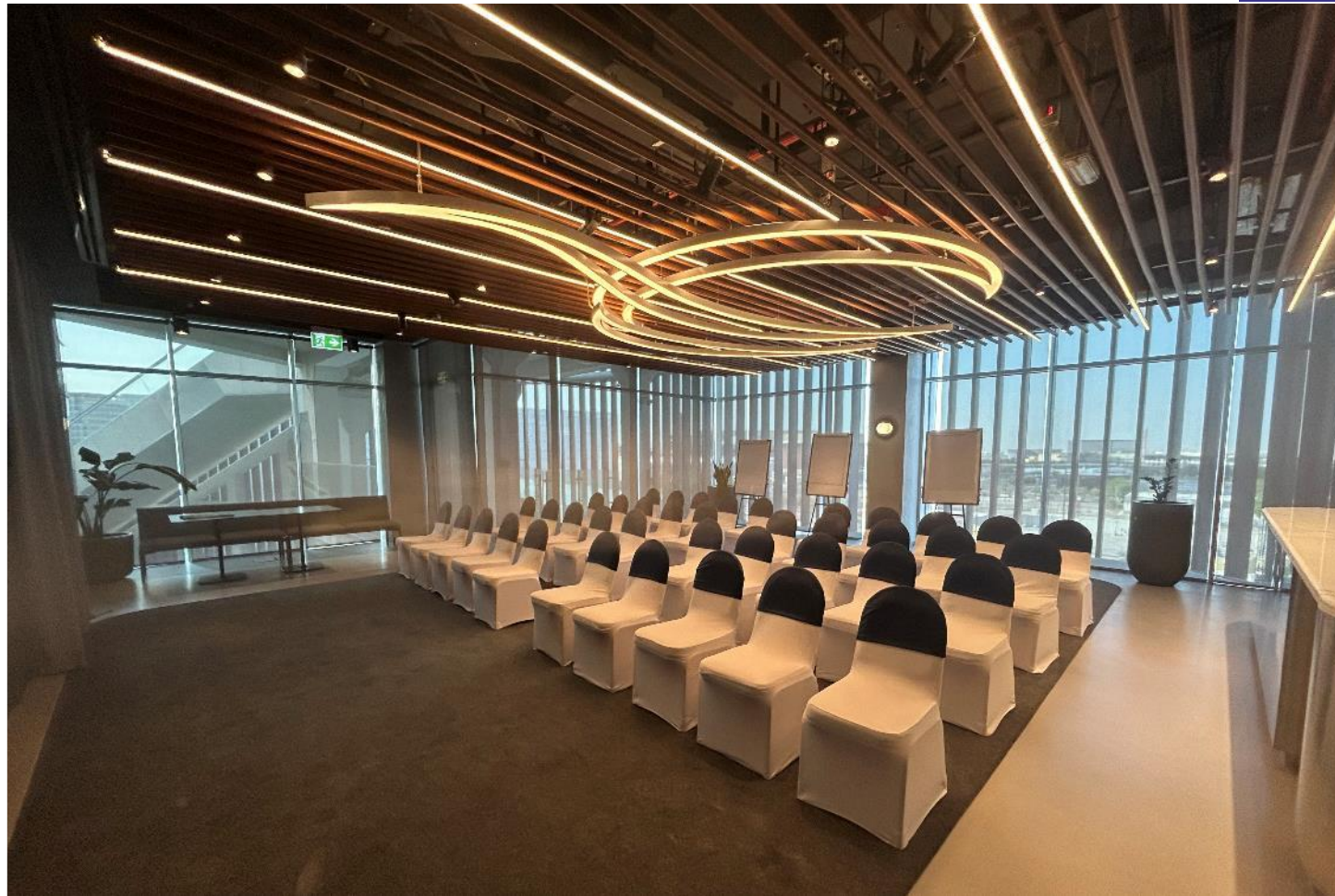
LONDON GATEWAY

LAYOUT	CAPACITY
Lounge	21
Banquet / Dining	40
Cabaret	24
Theatre	40



LEVEL 3

LONDON GATEWAY



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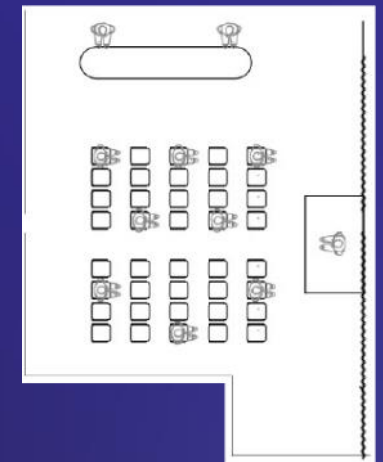
LEVEL 3

LONDON GATEWAY SPECIFICATIONS

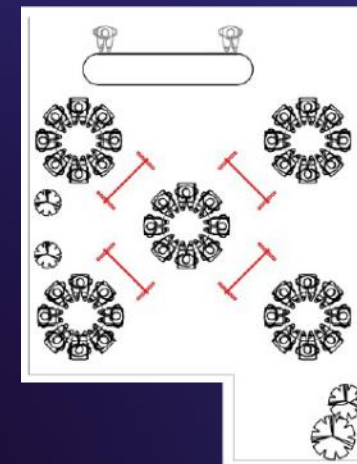
ITEM	INCLUSIONS	EXCLUSIONS
Furniture & Decor	<ul style="list-style-type: none"> • 2 Three-Seater, 2 Two-Seater Sofas • 2 Modular Sofas • 4 Lounge Chairs, 5 Chairs • 5 Square tables • 5 Dining tables (for lunch / dinner) • A number of conference chairs – depending on availability 	<ul style="list-style-type: none"> • No additional furniture layouts available for this space
Content	<ul style="list-style-type: none"> • Presentation Playback • Basic design support 	<ul style="list-style-type: none"> • Bespoke content production or presentation services (including virtual event requirements)
Technology	<ul style="list-style-type: none"> • 2x 65-inch LCD screens, wall mounted with integrated audio and media player system • 86-inch free standing screen • Wireless presentation sharing system 	<ul style="list-style-type: none"> • Virtual event platform an equipment for bespoke events are to be pre-approved by DPW • Any additional / specific technical requirements
Staffing	<ul style="list-style-type: none"> • FOH/ Hosting • Cleaning • Basic technical support 	
F&B	<ul style="list-style-type: none"> • Coffee and Lunch Packages • Basic DDR package based on slot booked 	<ul style="list-style-type: none"> • N/A
Other	<ul style="list-style-type: none"> • Flipchart, Notepad, Pens • Bottled water 	



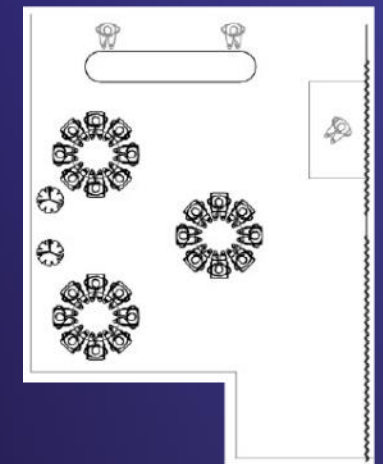
Lounge Layout



Theatre Layout



Banquet Layout



Cabaret Layout

LEVEL 3 | FURNITURE



Available quantity: 4



Available quantity: 6



Available quantity: 35



Available quantity: 75



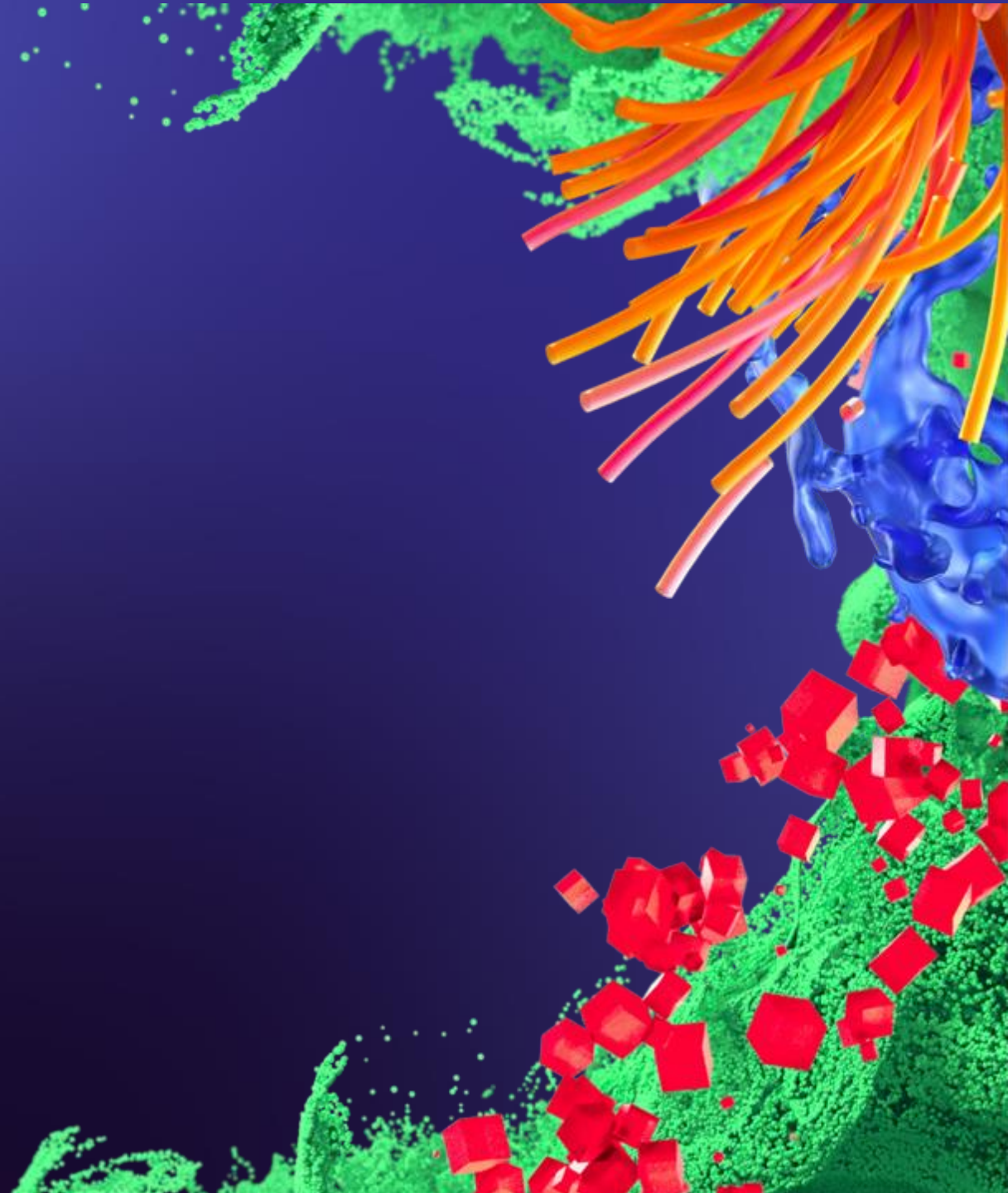
Available quantity: 4

AUDIO/VIDEO SYSTEMS

LEVEL 3 LONDON GATEWAY MEETING ROOM 40 PAX

CATEGORY	ITEM	DESCRIPTION	QTY.	RATE AED (per unit per day)
VIDEO EQUIPMENT	LCD Screen	86-inch screen freestanding (On request)	1	On request
AUDIO EQUIPMENT	Mic - Gooseneck	Mic - Gooseneck	1	Included
	Conference System	15 pack - U shape	1	Included
	Headsets	20 pack - approx	20	Included
ADD-ON AUDIO	Mic - lapel	Lapel Mics	4	300
	Mic - Catchbox	Shure ULXD Receiver w/ lapel mic	-	300
		Sponge / Catchbox (to be produced)	-	2,500
	Push to talk Mic - Wired	Sennheiser Push to Talk mic w/ Chairman Microphone conferencing system	-	300
	Push to talk Mic - Wireless	-	-	On request
	Clearcom - FreeSpeak	12 units (need to request)	-	On request
	Radio - Comms	GreenGo Wired Crew Comms 3 ch	1	170
		GreenGo Wireless Crew Comms 3 ch	1	170
	In-ear Monitors	Sennheiser G4 In-Ear Monitor	-	300
	Sim. Translation System	On request	-	On request

DIGITAL CONTENT



DIGITAL CONTENT

To share digital content with the team, please follow the process detailed below.

1. Files to be saved as: When - Who - What

<**Date(mmdd)**>_<**time of presentation (24 hour)**>_<**client name**>_<**presentation name**>

For example: **1201_1350_DPWorld_How we can be sustainable**

2. Presentation to be email to: **cop28content@gpj.com**

3. The email should have the same subject line as the name of the presentation

CONTENT RECIEVED	NOTES
PPT/Keynote/Prezi other from client	Pending
All embedded videos within presentations sent as separate files - MP4s (Quicktime)	Pending

SCREEN CONTENT | LEVEL 3

LOCATION	SPECIFICATIONS	PRESENTATION REQUIREMENTS
London Gateway (Level 3)	86 inch free standing	<ul style="list-style-type: none">• Format to presentation : 16:9

CATERING



CATERING DELIVERABLES

Please see details below of our catering deadlines

DATE	REQUIREMENTS
ASAP	Menu selections confirmed
24 November	Dietaries requirements (to include all food allergies) Final numbers confirmed



FOOD MENU

Coffee Break Menu 8

Juices

(detox, fresh orange juice, vegan vegetables juice)

Fresh Fruits

(pears, plums, apple)

Mixed fruit salad

Sweets

Plain Croissant G/D/N

Pain Au Chocolate G/D/N

Apple turnover G/D/N

Chia yoghurt G/D/N

Fruits muesli G/D/N

Warm snacks

Vegetables vol au vent G/D/N

Cookies and jars

Meringues E-Cookies in Jar D/G/N-Marshmallow /N

Savory

Chicken mortadella cubes G

Vegan BBQ Pineapple

Vegan

Honeycomb in stand

Nuts, seeds and dry fruits

Walnuts, pistachio, almond, chai seeds, pumpkin seeds

Dry raisin, apricot, plums

Service location: L3, London Gateway

Time of service: 10:00am-1:00pm

PAX: 40

D/DAIRY, E/EGG, G/GLUTEN, N/NUTS, SF/SEAFOOD, SS/SESAME, V/VEGETARIAN

CATERING SUPPLIER

JA Resorts & Hotels are the catering supplier for the DP World Pavilion. They have sustainability at heart, and continuously strive to preserve and sustain our extraordinary environments and adopt best sustainable practices from around the world to ensure that our communities and environments are nurtured, protected, and geared towards a happier and greener tomorrow for the future generation of guests and travelers alike.

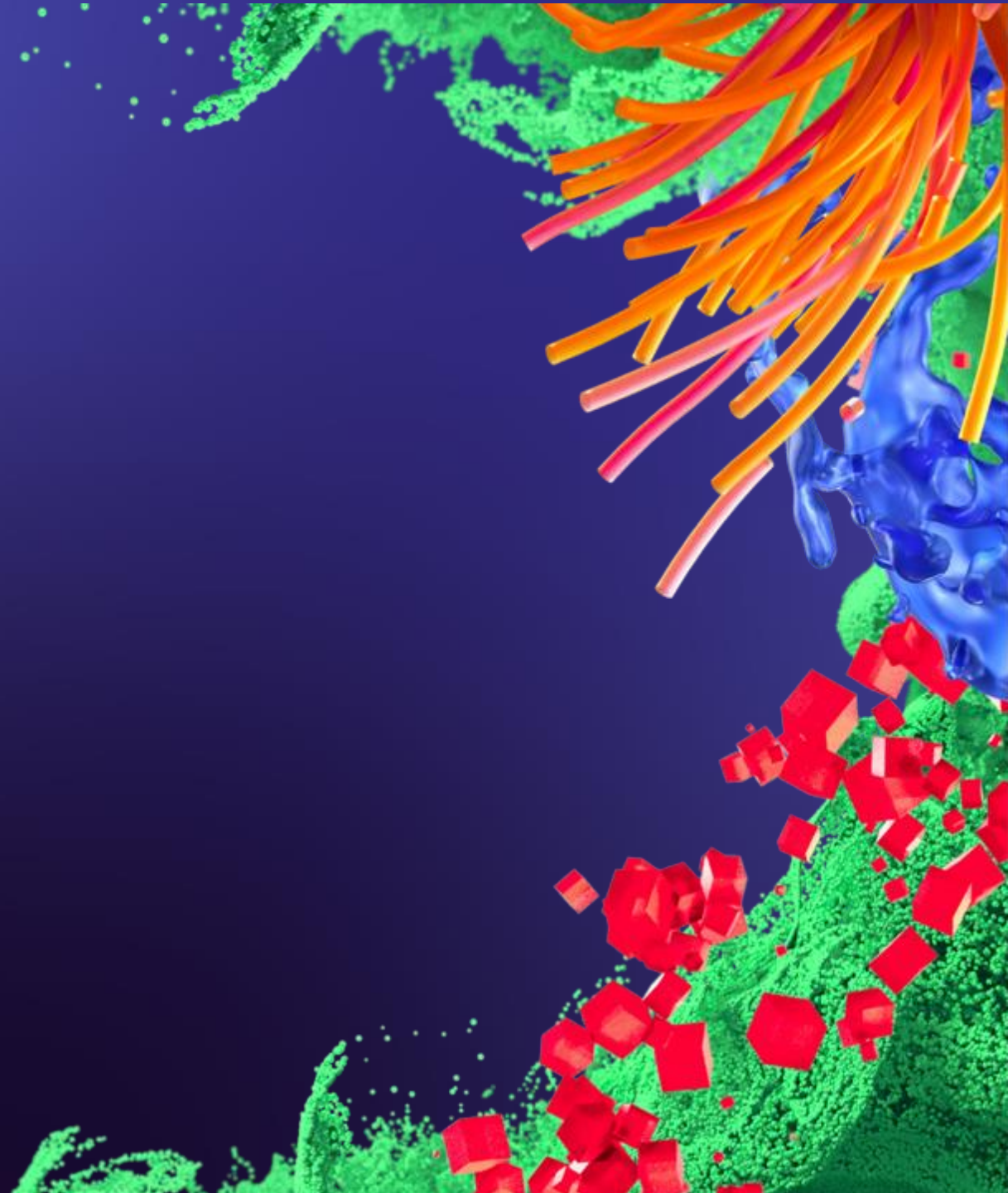
JA Resorts & Hotels, promise green tourism dominates their choices at each one of the events they do.

For more information on JA Resort & Hotel sustainability policy please see

<https://www.jaresortshotels.com/sustainability>



PAVILION SERVICES



SERVICES

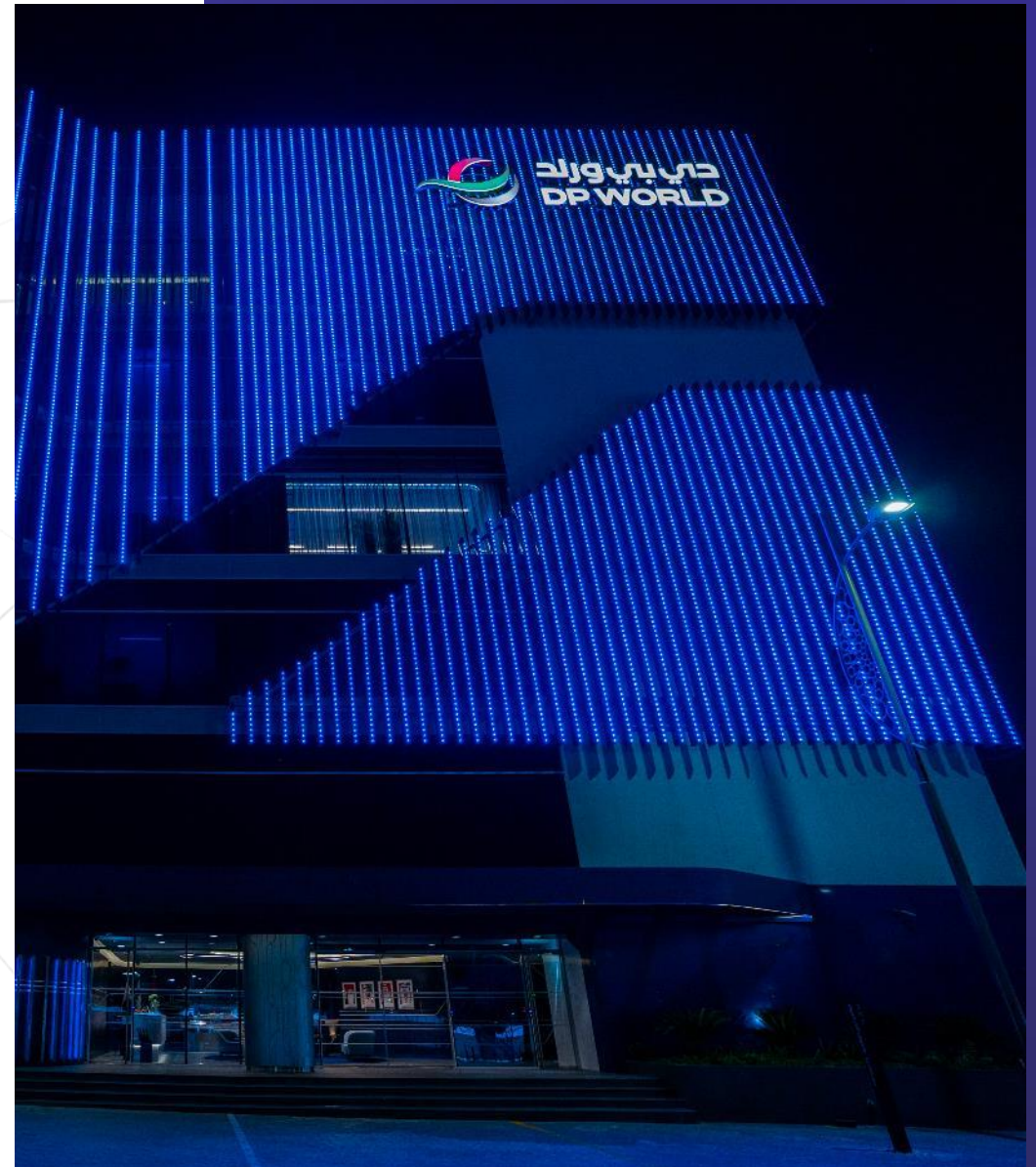
SERVICES PROVIDED	Y/N	ADDITIONALS	Y/N
Venue and Event management		Venue exclusivity	
Meeting Room or Production Office (subject to event scope)		Guestlist management and invitation process	
Advanced integrated AV systems		Bespoke or custom Atrium Waterfall Programming	
Live Streaming in Atrium to one output		Professional Live streaming	
IT support and high-speed WIFI access		Speakers, MCs, Event Hosts, Entertainment and Gifting	
Standard lectern, in-house & stage furniture		Bespoke Furniture	
Use of digital way-finding & Content creation for Gallery Screens		Photography and videography	
Basic stationary allowance		Travel management (Visa, Ticket, Accommodation, Transportation, Activities)	
5-Star Hotel Catering		Bespoke Menus and Alcohol	
Buggy drop-off/pick-up (4 buggies subject to access permissions by the site management)		Valet parking	
Business Centre Services		Translation Services	
Security and Crowd Management		Event and Speakers Permits	
Basic Décor/ Flower Arrangements		Bespoke Décor/ Flower Arrangements	

PHOTOGRAPHERS & VIDEOGRAPHERS

- Any filming and videography requirements should be identified to COP28 in advance to ensure there is no disruption to these services.
- Please advise your COP28 Event Manager if you intend on having these present within the Green Zone. Photographers and videographers should be accredited by the relevant event owner or sponsor. COP28 will provide further details on how Photographers and Videographers will be identified to ensure minimal disruption.
- Photographers and videographers can also film within public spaces within the venue as long as they are not blocking emergency exits or people flow.
- Anyone bringing equipment that requires a radio frequency will need to apply for Spectrum Licensing and present their equipment for tagging and testing at the Al Forsan entrance before entering the site.
- More information on how to apply for this will be shared in due course.
- Media access to this venue will be limited due to space limitations.

Anyone wishing to bring their own equipment, cameras and video into the pavilion will need to apply for a permission letter from COP28 to gain access.

Please note, if you require any photography/ videography in addition this will be costed accordingly.



DIGITAL SIGNAGE

Digital branding at the entrance to the building will show the program for the venue for the day

Please refer to COP28 guidelines on branding sustainability



ADDITIONAL REQUEST NOTES

SERVICE	NOTES	ACTION
Parking/Transport Arrangements	Buggy is booked for XXXX time from XXX location	

GREEN ZONE ACCREDITATION

The background is a dark blue gradient. On the right side, there is a cluster of bright green particles and a blue, skull-like shape. Below the skull, there are several red, cube-like shapes scattered across the green particle field.

ACCREDITATION & GREEN ZONE PASSES

1. ACCESS TO GREEN ZONE

Access to Green Zone can be made by 3 pathways:

- Green Zone Accreditation – for staff and contractors
- Green Zone Pass (ticket) – for guests and visitors
- Blue Zone Accreditation (via UNFCCC) - Blue Zone accredited staff and guests

1 Green Zone Accreditation – for staff and contractors

Accreditation is only for those who have operational roles during build period, event time, and decommissioning.

- Audience – Sponsor staff and contractors, event owners, agency staff, workforce, security
- Format – Green Zone Accreditation is a credit card sized pass on a lanyard with scannable QR code

issued via Expo once data has been added to their system and applicants have been background checked by Dubai Police

- Timing - Green Zone Accreditation is required to visit site from 11 NOVEMBER onwards and is valid until

30 DECEMBER

- Entry Screening – 4 dedicated Screening entrance points (see map below)



ACCREDITATION & GREEN ZONE PASSES

2. Green Zone Day Passes

Visitors to the Green Zone require a Green Zone Day Pass. The Green Zone Day Pass is valid for day of entry only.

There are 2 ways to share Green Zone Day Passes with your event guests:

1. Send a list of guests' email addresses to your COP28 UAE Event Manager, and the **Green Zone Day Pass** will be sent directly to guests via the ticketing platform to their email.
2. Receive a pre-agreed number in **a batch of Green Zone Day Passes** so that you can then **share directly with your guests**. This can be done via passing on the QR codes individually to each of your guests.

Please advise your COP28 event manager, James Meltz, your preferred options for them to facilitate this for you.

3. Blue Zone Accreditation

Blue Zone Accreditation is issued by the UNFCCC. Only invited delegates and accredited staff working in the Blue Zone will hold these passes. They allow both Blue and Green Zone access

- Audience – Blue Zone officially accredited delegates
- Format - Blue Zone Accreditation is a small pass on a lanyard issued via the UNFCCC
- Green Zone entry will be granted to all BZ accredited delegates. No need for additional accreditation or passes to access the Green Zone.
- Collection of blue zone accreditation (from 27 November tbc) will be at the arrivals concourse and individuals must

provide acknowledgement letter issued by UNFCCC to receive their pass onsite.

Refer to Green Zone Terms & Conditions attachment as previously sent by COP28



An abstract 3D visualization on a dark blue background. On the right side, there are several elements: a cluster of bright green particles, a blue, textured, rounded object resembling a head or a piece of machinery, and a large, dense cluster of red, faceted cubes. From the top right, numerous thin, elongated, orange-to-red fibers or strands extend downwards and outwards. The overall composition is dynamic and futuristic.

**ADDITIONAL
INFORMATION**

GREEN ZONE SITE MAP

HUBS

- | | |
|--|---|
|  ENERGY TRANSITION HUB |  YOUTH HUB |
|  KNOWLEDGE HUB |  GREENING EDUCATION HUB |
|  CLIMATE FINANCE HUB |  IMPACT HUB |
|  TECHNOLOGY & INNOVATION HUB (HALL 1 & 2) |  VOICE FOR ACTION HUB |
|  START-UP VILLAGE |  GREEN ZONE MEDIA CENTRE |

VENUES

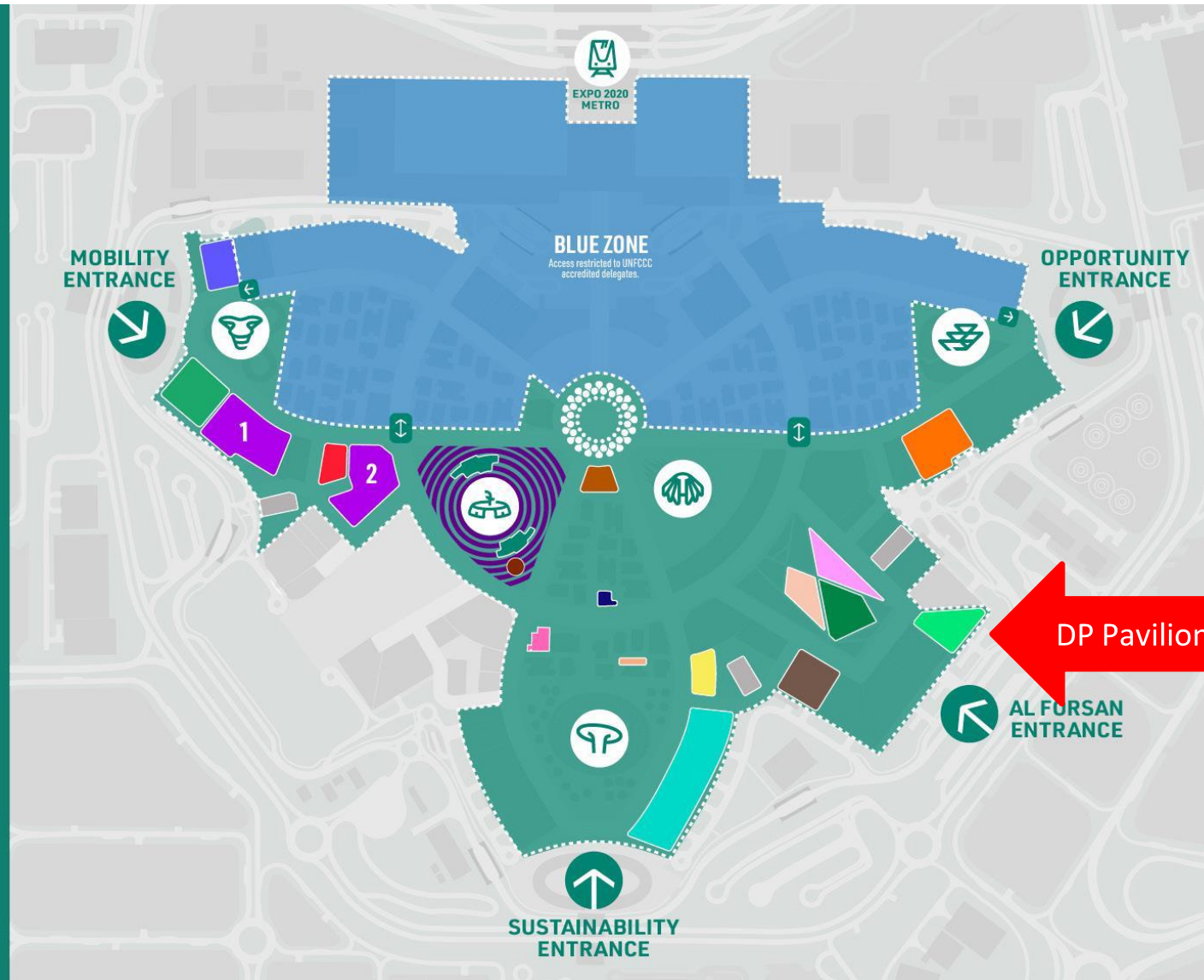
- | | |
|--|--|
|  ALIF - THE MOBILITY PAVILION* |  UAE HOUSE OF SUSTAINABILITY* |
|  AL WASL PLAZA |  SURREAL WATER FEATURE |
|  CONNECT CONFERENCE CENTRE (C3) |  TERRA - THE SUSTAINABILITY PAVILION* |

PLACES OF INTEREST

- | | |
|---|---|
|  AL FORSAN PARK |  VISION PAVILION* |
|  SAMEEM (STORY OF OUR CULTURE) |  VISITOR CENTRE |
|  STORIES OF NATION* |  GREEN ZONE STAGE |
|  URBAN FARM |  WOMEN'S PAVILION* |
| |  INDIGENOUS PEOPLE'S CEREMONIAL CIRCLE |

*Also include public exhibitions.

V 1.7 - 13 OCT 2023



VENUE LOCATION

- The DP World Pavilion (Impact Hub) is located at X574+89F - Al Forsan Crescent - Dubai. The building itself is a mixed occupancy space with several other businesses located within the building.

LOGISTICS & DELIVERIES

General Information

- COP 28 Logistics team has appointed Kuehne+Nagel as the official service provider during the event.
- We encourage all participants to utilize Kuehne+Nagel End to End services to ensure on time deliveries. However, if participants wish to utilize other service providers, shipments must be routed to the external warehouse of Kuehne+Nagel. Other service providers will not be allowed to deliver shipments inside the venue site.
- The Last Mile Logistics (Delivery to venue) as well as goods movements within the COP28 venue sit exclusively with Kuehne+Nagel due to event security and venue access limitation considerations.
- Kuehne+Nagel shall book a delivery time slot via Delivery Management System (DMS) of Expo City Dubai. No vehicle is allowed to enter a venue without delivery booking confirmation obtained via DMS.
- For deliveries, movements, handling, and other miscellaneous services within both Blue and Green Zones, Kuehne+Nagel ensures availability of equipment and workforce at the COP28 venue.
- Kuehne+Nagel arranges regular shuttle service and books the relevant delivery time slot ensuring on-time delivery to the venue.

Timings and Bookings

- From 1 - 29 November goods will be delivered between 08:00 and 17:00. However, during the event time (30 November to 12 December) goods will be delivered overnight between 22:00 and 06:00
- To request services from Kuehne+Nagel event owners can request services through Kuehne+Nagel portal <https://home.kuehne-nagel.com/cop28> or via e-mail cop28@kuehne-nagel.com
- During the event, Event owners can also approach Kuehne+Nagel help desks located in Visitor Centre 8 in the Blue Zone and in the Energy Transition Hub in the Green Zone. The help desk working hours are 09:00 to 17:00 and provide the following services.
 - Receive inquiries from event owners.
 - Receive new requests from event owners.
 - Make payments on requested services.

SECURITY SCREENING

SUBJECT: Prohibited Items List

1. The following list of prohibited items should be used as a reference document but is not considered an all-inclusive list. If Security personnel discover an item not listed here and the item causes concern, a UN supervisor should be immediately notified for a decision on the item. All items on this list will be retained for safeguarding and items which are legal to possess in the HC will be returned to the rightful owner at the main exit upon departure from the COP 28 venue.
2. Some items listed here may be authorized to enter the Conference venue when appropriate. (As an example; workers entering the COP 28 venue from a commercial firm expected at the conference site to perform construction work or repairs of facilities or equipment). When in doubt always consult the UN supervisor for clarification.

Refer to COP28 Prohibited Items attachment





DP WORLD

THANK YOU