

UNEA- 7

# GREEN ROOM SIDE EVENTS

Advancing Sustainable Solutions  
For A Resilient Planet

CIVIL SOCIETY UNIT

NOVEMBER 20, 2025







THE DISCUSSION WILL  
FOCUS ON THE  
FOLLOWING KEY  
POINTS:

## On Today's Agenda:

01

### Meeting Room:

- Room Capacity
- Room Branding

02

### Marketing and Promotion:

- How organisers plan to market their side events .
- Ways in which the Secretariat can support the promotion of these events .

03

### Your event on UNEA - 7 and UNEP Civil Society Unit Website

- UNEA app and website
- Civil society Website
- Sharing of notification to all approved

04

### Technical Support:

- The Microsoft Teams link provided in the approval email will be the official virtual platform .
- Organisers are, however, free to use Zoom or any other online platform should they wish to host hybrid sessions .

05

### Catering Arrangements:

- Details and contacts of the official catering team will be shared during the meeting to assist in coordinating any food/snacks and beverage needs .

06

### Time Management

- Importance of keeping to allocated time slots to ensure smooth transitions between sessions .

07

### Open Discussion:

- Questions, clarifications, and additional input from organisers .





# MEETING ROOM

## ROOM CAPACITY

- The room holds 70 participants sitting down
- The room is equipped with microphones on the table
- There is a projector
- A technician in the room at all times
- Support with presentation
- CSU staff in the room for help and queries at all times
- Presentations can be shared earlier to Kelvin ALIANDA  
<kelvin.alianda@un.org>



### 01 Large presentation screen

To display presentations and/or online speakers.

### 02 Built -in microphones

Press to speak

### 03 Conference - style arrangement

Chairs can be added but they won't have tables or mics





## ROOM BRANDING

Branding has to be Temporary/Easily movable

- Roll up Banners
- Posters
- Give away brochures





# MARKETING AND PROMOTION

## HOW ORGANISERS PLAN TO MARKET THEIR SIDE EVENTS.

- You are free to use UNEA logo on your branding material for the event – the logo was shared with all organizers
- You can post about the event in the social media
- CSU will share an email of all approved Green Room events with all accredited and all registered and approved
- You can contact prospective participants directly





# WAYS IN WHICH THE SECRETARIAT CAN SUPPORT THE PROMOTION OF THESE EVENTS.

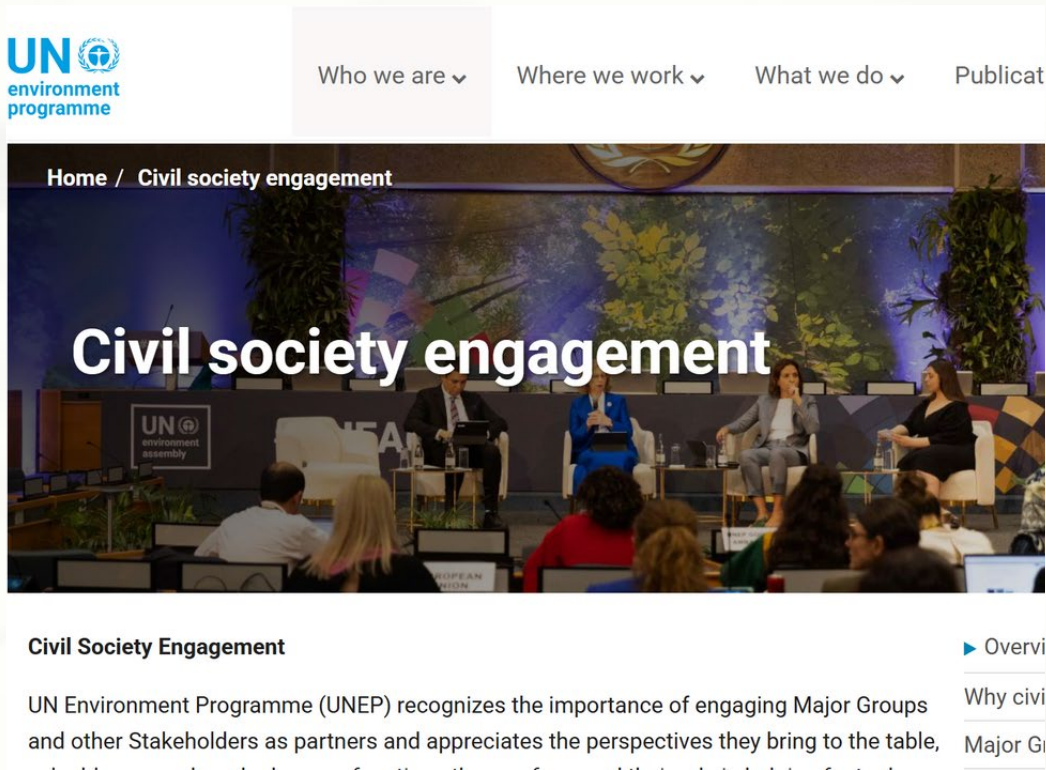
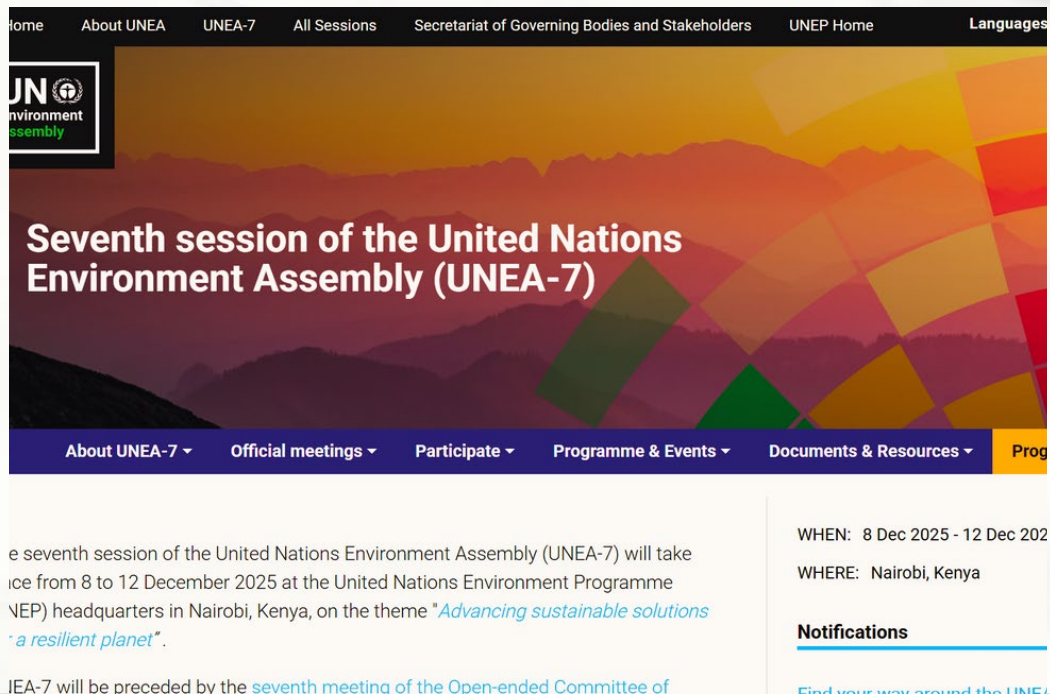


## UNEA- 7



### UNEP CSU Website:

Your event has been  
posted on the UNEP  
CSU website



### UNEA-7 Website:

Your event has been  
posted on the UNEA-7  
Website.

### UNEA-7 Application:

Your event has been  
posted on the UNEA-7  
Application.







UNEA- 7

# PROMOTIONAL MATERIALS & GIVEAWAYS:

- You are allowed to bring giveaways and promotional material
- If you need to drop the material with a lorry, arrange deliveries with isaiah .otieno@un .org to help you get authorization for deliveries
- Meeting is paperless but you can bring brochures/calendars etc

No selling of Merchandise

Give a ways must be free

Brochures allowed

You can share download link







# YOUR EVENT ON UNEA7 AND UNEA-7 MOBILE APP

UNEA- 7

## UNEA APP AND WEBSITE

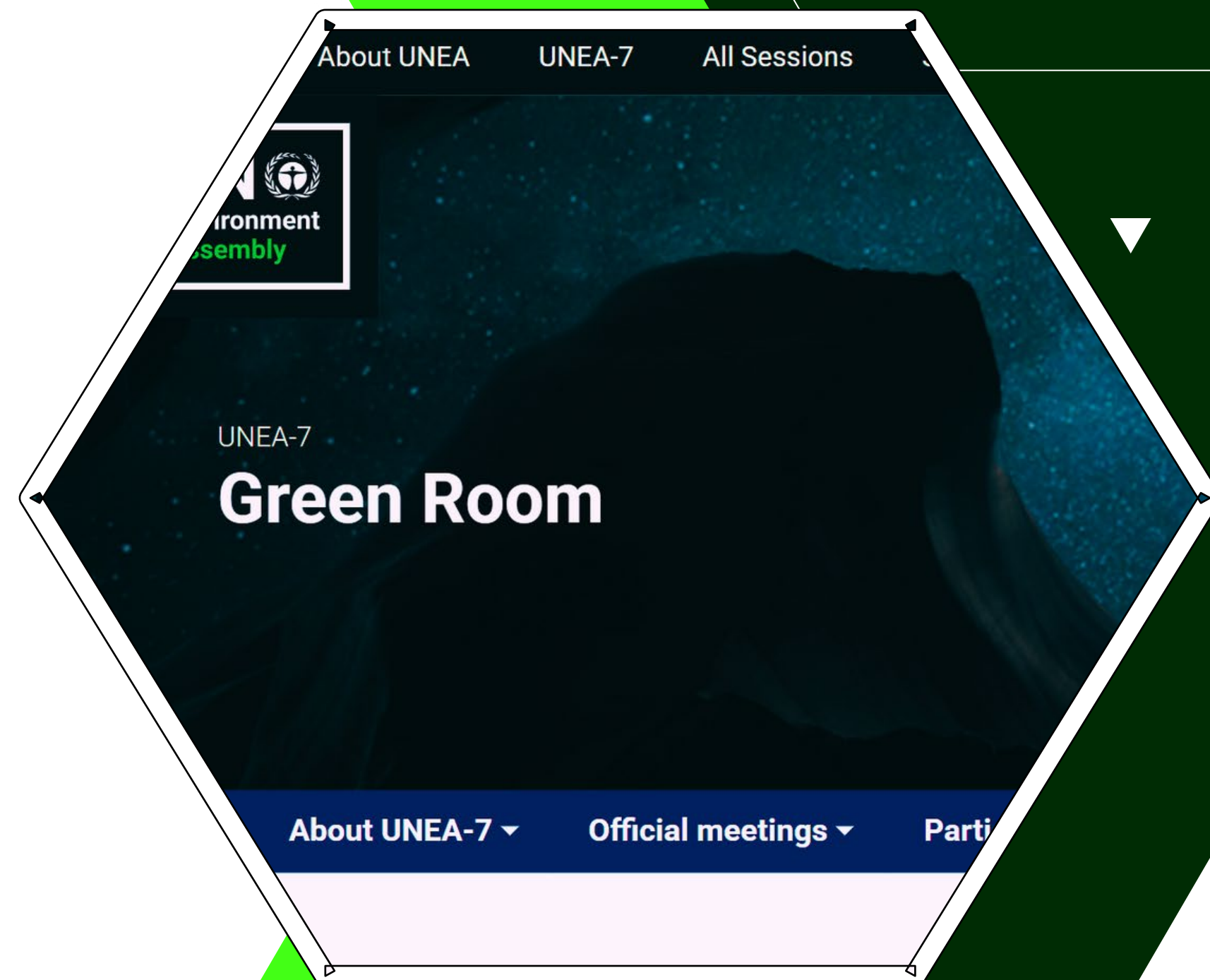
- Your event has been posted on the UNEA -7 website and app
- The link to the website is here:  
<https://www.unep.org/environmentassembly/unea7/green-room>
- To download the mobile app, scan the below QR
- You can add the link and the QR code to your promotional material



Android Devices



Apple Devices







## UNEA- 7

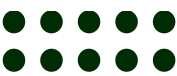
# CIVIL SOCIETY WEBSITE

Your event has been posted on the link below on the Civil Society Unit website.

<https://www.unep.org/events/green-room/unea-7-green-room-events>

You can add the link to your promotional material and post on social media.

The event has been posted together with your meeting team's link



Who we are ▾Where we work ▾What we do ▾

GREEN ROOM

UNEA-7: Green Room Events

12 December 2025  
Nairobi, Kenya

You Can:

◦ Share the link further

◦ Post on social media

◦ Create QR of the link and share

view

Morning Briefings

OECPR - 7 Week Green Room Events

- 7 Week Green Room Events

→





## UNEA- 7

# SPEAKERS ELIGIBILITY AND REGISTRATION

- All speakers must be from UN member states and does not identify themselves by contested territories e.g. Taiwan or West Sahara
- We encourage speakers to be in-person to avoid interruption by circumstance beyond our control such as power or internet
- They must register to attend the Green Room event .
- If not from UNEA accredited body or organization, they can register for one day event ticket via this link : <https://indico.un.org/e/UNEA-7SpecialEvent>
- You must provide them with an invitation letter mentioning their name and the event they will be speaking at





# THE MICROSOFT TEAMS LINK PROVIDED IN THE APPROVAL EMAIL WILL BE THE OFFICIAL VIRTUAL PLATFORM.

- Teams link provided does not need registration to join
- It allows remote/online active participation with user being able to open mic and camera and intervene
- Microphones will be connected to the teams, online participants will be able to hear and see the room



Teams  
Link



Online participation  
via Teams



Desk  
Microphones



No limit to number  
of connection



Recordings to be  
provided







# ORGANISERS ARE, HOWEVER, FREE TO USE ZOOM OR ANY OTHER ONLINE PLATFORM SHOULD THEY WISH TO HOST HYBRID SESSION

The organizer can decide on their own platform to be used. For instance, some may decide on Zoom due to the need of interpretation. The platform **MUST** align with UNEPs technology in the room



## The Link

You must share the link with UNEP CSU to share with the technical team



## No backend Support

No admin support from UNEP CSU for the third - party platform



## No Interpreters

Interpretation will not be supported by UNEP



# CATERING ARRANGEMENTS

## UNEA- 7

If needed, you can  
arrange for  
catering for your  
participants  
directly with  
service providers at  
UNON



### ➤ Safaripark

Samson is your Contact at  
SamsonMwangangi  
[smwangangi@safaripark\\_hotel.co.ke](mailto:smwangangi@safaripark_hotel.co.ke)  
Mobile : 0720447211



### ➤ River Cafe

Jeremiah is your  
contact at  
[manager@rivercafegigiri.com](mailto:manager@rivercafegigiri.com)  
Mobile: 0721806292.



### ➤ SEVENSeafood and Grill

Samson is your contact  
at  
[yambasamson@yahoo.com](mailto:yambasamson@yahoo.com)  
Mobile: 0723692878



# TIME MANAGEMENT:

Importance of keeping to allocated time slots to ensure smooth transitions between sessions.

- As you can see from the excel, the meetings are back -to -back
- To give an opportunity to as many events as possible
- In the spirit of collegiality, CSU request all organizers to respect time and keep their time
- CSU will be timekeepers and might interrupt the meeting if it runs over the allocated time





# OPEN DISCUSSION:

## QUESTIONS, CLARIFICATIONS, AND ADDITIONAL INPUT FROM ORGANISERS

Questions and Clarifications

### Tips for Successful meeting

Visit the venue  
before hand

### Tips for Successful meeting

Have most  
speakers to be in  
the room





THANK  
YOU

THE END

PRESENTATION BY:

CIVIL SOCIETY UNIT

