



GREEN ZONE PARTICIPANT HANDBOOK



UN CLIMATE
CHANGE
CONFERENCE
UK 2021

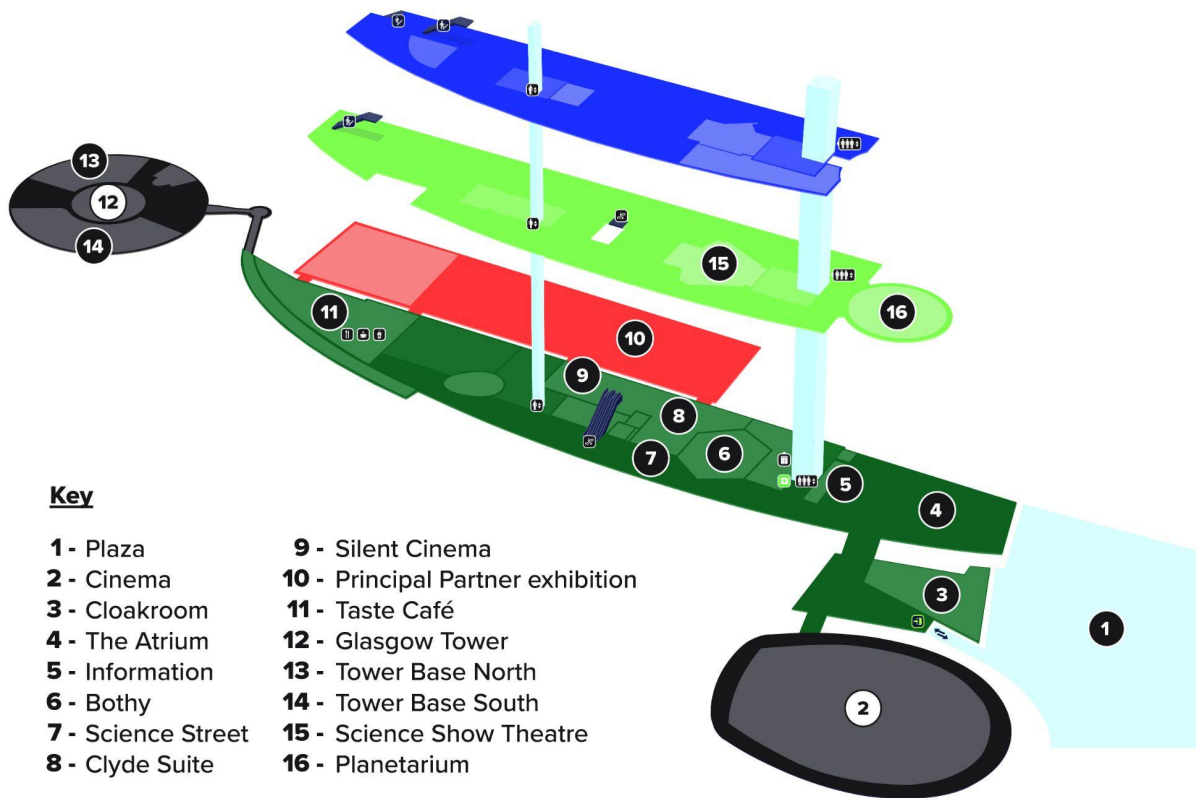
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GREEN ZONE PARTICIPANT HANDBOOK

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The Green Zone > Overview

- **What is the Green Zone?** The Green Zone is the space for non-accredited stakeholders (general public, youth groups, civil society, academia, artists, business etc.) to have their voice heard through events, exhibitions, workshops and talks that promote dialogue, awareness, education and commitments. Unlike the Blue Zone which has to meet UNFCCC requirements, the Green is fully managed and delivered by the UK Government as the host country.
- **Where is the Green Zone?** The Green Zone is hosted at the Glasgow Science Centre, 50 Pacific Quay, Glasgow G51 1EA.
- **How do I get to the Glasgow Science Centre?** We encourage use of public transport and will be publishing full details around suggested travel to the site during event time on our website in October.
- **Opening hours:** The Green Zone will be open to the public from 1-12 November inclusive 09:00-18:00, with an evening programme in the cinema auditorium until 22:00.
- **Ticketing:** Members of the public will require a day ticket to enter the Green Zone, and to attend scheduled events within the venue. The public ticketing platform, along with a programme of events will be published in October. Tickets to the Green Zone, and all events within it, will be free of charge.
- **Security:** This will be in operation over the course of the Summit. All attendees will be required to pass through airport-style security to gain access to the venue.
- **Access to the Blue Zone:** Entry to the Blue Zone is managed by the UNFCCC and is restricted to accredited Parties and Observer Groups. A Green Zone ticket does not enable access to the Blue Zone.



Accessibility

You can find out more details around the venue's accessibility [here](#). The main entrances and exits to Glasgow Science Centre are wheelchair accessible.

Wheelchairs are available from the Welcome Desk. Please ask a member of staff if you require a manual wheelchair for the duration of your visit. Please note this is available on a first come first serve basis.

Fully accessible toilets and baby changing areas are available.

Visitors with autism do not have to queue during busy periods. Please speak to a member of staff on arrival and they will be happy to assist you.

Accommodation

If participants are unable to secure their own accommodation and require assistance, we may be able to source a limited number of rooms in exceptional circumstances the night prior to your allocated date on site. Please note this request in the 'Green Zone participant form'.

Behaviour

As part of your attendance at the Green Zone, we expect attendees to demonstrate behaviours that are in line with the [UNFCCC code of conduct for conferences, meetings and events](#). As a participant within the Green Zone, delegates must exhibit appropriate conduct throughout the Summit. To enable everyone to participate in an inclusive, respectful and safe environment.

All delegates should participate fully and demonstrate respect for each other's cultures, views, opinions and including race, gender, age, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation, marriage and civil partnerships. We expect all participants to behave with integrity and respect towards all participants attending or involved. This includes any prohibited conduct, harassment or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment in any form because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affiliation, age, and religion.

Communications and press

We would ask you to hold back from publicly announcing your involvement at COP26 until the programme of events is published on the COP26 website in October.

We will share a social media toolkit with you ahead of the launch of the Green Zone programme (end of September). This will include assets, suggested copy. We ask that you use #TogetherForOurPlanet and #COP26 in all posts, and tag the official COP26 channels where possible ([Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#)). Over the course of the Summit, Green Zone content will feature primarily on COP26 Instagram and YouTube channels.

Costs

As set out on application, you will not be charged for event room space or exhibition stands. Some organisations may wish to enhance their activation which would be at an additional cost, and we will work with you to discuss this further as appropriate. Organisations will be responsible for any additional costs associated with their event or exhibitions which are not stated in the specifications as detailed below e.g. production, transportation, expenses and speaker fees.

Covid-19

We are planning that the Green Zone will operate under any local rules in place in Glasgow for large events at the time of COP26. Public health has been at the heart of our planning and we will ensure that all necessary measures are taken to ensure this. All participants are expected to abide by the protocol in place at the time.

Blue Zone delegates will have access to the Green Zone, but must follow any protocols put in place in relation to public health. We will provide further detail closer to the event itself.

Health and safety

General Welfare

- A cloakroom and welfare facilities are available within the Green Zone for event organisers and exhibitors
- WC's are available on ground and second floor
- The Taste Café is open to the public on the ground floor during opening hours.

First Aid

- A First Aid room is located on the ground floor by the main lift.

Fire Safety and Evacuation

- Smoking is not permitted in the building.
- The Fire Alarm is tested every Monday 08.00-09.00
- The evacuation alarm is a siren followed by an announcement "An emergency has arisen within the building, please leave by the nearest available exit".
- On hearing the alarm, immediately head for the nearest exit and follow the instructions given by Glasgow Science Centre's staff.
- Do not use the lifts (as they will descend to the basement)
- Do not use escalators (as they will stop)
- Less abled and chair users please follow directions to Fire refuge point given by Glasgow Science Centre's staff
- Once outside, as directed by staff immediately assemble at the muster point.

On arrival to the venue, the above information together with any relevant "on the day" information will be re-issued. Specific information for exhibitors, event organisers, and vehicle displays is included within the relevant sections below.

Please Note: Contractors involved during installation of infrastructure and Contractors for Principal Partner Exhibition stand installation, will be contacted directly regarding further safety related information.

Sustainability

Sustainability guidance for participants can be found in Annex A. You will be expected to follow all aspects of the guidance throughout your preparation and participation on COP26. This is especially important, as we are committed to making COP26 a sustainable and carbon-neutral conference and achieve successful certification to the ISO20121 International Standard for Sustainable Events.

Information for event organisers

Detailed below is more information for those stakeholders who have been allocated with an event to be hosted in the Green Zone at COP26. A tailored email will have been sent to you outlining the space, date and timing offered.

- **Ticketing and event audience:** As an event organiser, you will be issued with ten tickets to attend the Green Zone (and your event) on the day you have been allocated. These tickets should be offered to your panel members or staff required to run the event. We will share more details in due course. In October 2021 we will be launching the Green Zone online ticketing platform to enable people to apply for tickets to attend your event. A Green Zone ticket does not provide access to the Blue Zone.
- **Access to the Green Zone:** You will be able access the site from 08:00-19:00 on the day of your event. Access will be via the public entrance. Security checks will be in place and you should factor this into your timings. We are still exploring if we can accommodate advance visits to the venue and will share more detail in due course.
- **Why have I not been allocated to the most relevant 'Theme Day' as per UKG's two week programme?** We are keen to ensure that attendees at the Green Zone are able to discover the breadth of work being undertaken to tackle climate change. As such we are programming content across the whole of the two weeks.
- **Date, time and event space:** In your accompanying email we have stated the date, time and event space that you have been allocated. In large part we will not be able to accommodate changes to what has been offered. Requests to change need to be put to your point-of-contact by 3 September 2021 for further consideration.
- **Inclusivity:** We are keen to ensure that all events hosted in the Green Zone align with our vision for an inclusive COP. This means proactively including marginalised groups, including but not limited to gender, Indigenous Peoples, those with disabilities, young people, faith groups and others most vulnerable to climate change impacts and action, particularly in the global south.

If you are looking to discover individuals or organisations who might be appropriate for your event, please do flag this in your confirmation form. We can support to signpost you to our wide range of networks and stakeholder organisations including COP26 Advocates, civil society organisations, faith groups, young people, and businesses.

- **Participants and speakers:** We are keen to showcase the most ambitious climate action through COP26. We are therefore encouraging all event organisers to ensure that speakers and participants are leading from the front, including setting robust net zero targets and taking immediate action to reduce emissions, particularly in the case of businesses, investors, cities and regions. The UK is encouraging organisations to join the Race to Zero in the build up to COP26 - event organisers can search for members of this campaign to find organisations that have set credible net zero targets, and a full list can be found [here](#).
- **Room layout.** Rooms will be set up theatre style for the duration of the Summit. Requests to change layout need to be put to your point-of-contact by 3 September 2021 for further consideration. Floorplans will be available in due course. Capacities are outlined below - please note that these are based on no social distancing - this will be reviewed in line with the restrictions on the day.
- **Interpretation:** All events will be conducted in English.
- **Technology & AV provision.** We request that all content/presentations/films etc are shared with our Production Team in advance of the Summit. Content for event screens should be formatted for 16:9*. The AV specification for each event space is detailed below. We will connect you with our Production Team in September 2021.

** Planetarium content is required in a resolution of: 4096px x 4096px at 30 fps. the file must be exported as a jpeg image sequence, with a separate 5.1 audio track. See below for more information.*

- **Risk Assessment:** You do not need to provide a risk assessment if you're presenting a presentation during your event. If you plan to deliver any interactive activity during your event, please discuss this with the point-of-contact.
- **Digital offer:** We anticipate that we will be live-streaming all events, and will be able to use technology to bring in remote speakers through platforms such as Zoom. Further detail will be provided in due course. Please share more detail in your final proposal if you wish to incorporate this activity within your event.

Cinema auditorium

The cinema auditorium is a 350-seat event space with fixed raked seating. Within the set-up included is:

- 80ft wide cinema screen
- 33K lumens projector (2K native resolution fixed lens 2048 x 1080 pixels). Please note there is a possibility that Glasgow Science Centre may upgrade these projectors prior to the event.
 - **Please provide all content in 16:9 format. If you wish to show content in a different format, please let us know and we can connect you with the Production Team.**
- Fully lit 5m x 2m (angled to 6m wide at the front) fixed stage with COP26 branded backdrop, lectern and gooseneck microphone
- Opportunity for panel set-up with four freestanding armchairs and two coffee tables
- Five lapel microphones
- Four roving microphones
- Two comfort monitors
- Countdown timer (for speakers)
- Facility to playback slides as well as film content
- Remote 'clicker' to advance slides from stage
- Dedicated on-the-day room manager and technical crew
- [For a venue overview please see here.](#)

Tower Base - North

The Tower Base - North is a 120-seat event space, set up theatre style. Within the set-up included is:

- Two 3m wide 16:9 screen
- 7K lumens projectors
- Fully lit 7m x 2m stage, COP26 branded lectern and gooseneck microphone
- Opportunity for panel set-up with up to five freestanding armchairs and three coffee tables
- Six lapel microphones
- Two roving microphones
- Two comfort monitors
- Countdown timer (for speakers)
- Facility to playback slides as well as film content
- Remote 'clicker' to advance slides from stage
- Dedicated on-the-day room manager and technical crew
- [For a venue overview please see here.](#)

Tower Base - South

The Tower Base - South is a 150-seat event space, set up theatre style. Within the set-up included is:

- Two 4m wide 16:9 screens (one on either side of the stage)
- 7K lumens projectors
- Fully lit 7m x 2m stage, COP26 branded lectern and gooseneck microphone
- Opportunity for panel set-up with up to five freestanding armchairs and three coffee tables
- Six lapel microphones
- Two roving microphones
- Two comfort monitors
- Countdown timer (for speakers)
- Facility to playback slides as well as film content
- Remote 'clicker' to advance slides from stage
- Dedicated on-the-day room manager and technical crew
- [For a venue overview please see here.](#)

Science Show Theatre

The event space is a 109-seat purpose built auditorium with built-in stage and fixed raked seating. Within the set-up included is:

- 6m x 3.5m screen
- 8K lumens projector
- Fully lit 6m wide stage with COP26 branded backdrop, lectern and gooseneck microphone
- Opportunity for panel set-up with up to four freestanding armchairs and two coffee tables
- Five lapel microphones
- Two roving microphones
- Two comfort monitors
- Facility to playback slides as well as film content
- Remote 'clicker' to advance slides from stage
- Dedicated on-the-day room manager and technical crew
- [For a venue overview please see here.](#)

Planetarium

The event space is a 115-seat purpose-built auditorium with a small stage and fixed raked seating. Within the set-up included is:

- Full dome digital projection system - see Annex B for technical specification
- Two roving microphones
- Dedicated on-the-day room manager and technical crew
- [For a venue overview please see here.](#)

We are looking to feature a small number of proposals within the Planetarium space, which would be rotated throughout the course of the Summit. We anticipate that each piece of content would be screened approximately five times.

Each screening in the Planetarium should be no longer than one hour in total. We would encourage shorter offerings where possible.

Planetarium content - important information

Content for the planetarium is required in a resolution of: 4096px x 4096px at 30 fps. the file must be exported as a jpeg image sequence, with a separate 5.1 audio track.

Content must be specifically created for displaying on domes. The dome at Glasgow Science Centre is 15m, with a tilt of 15 degrees and uses the Zeiss Uniview platform.

Importing content into the dome is a time-consuming process. To ensure that your content displays correctly on the dome, we require you to send test files to our Production Company in advance of the event, by the dates shown below:

- **15 September:** Test JPEG of the rendered output
- **1 October:** 1 Minute test clip of the rendered output (JPEG image sequence and 5.1 audio track)
- **16 October:** Final version

Please note, if you do not have previous experience in producing content for domes, we highly recommend contacting a specialist dome production company to assist with the creation of content.

Shows can be presenter-led or standalone. However, you should consider within this resource and logistical implications e.g. cost and hotel availability.

On confirmation that you wish to take this forward, we will introduce you to our Production Team who can discuss requirements further.

Information for two-week exhibitors

Detailed below is more information for those stakeholders who have been allocated with a permanent exhibition space within the Green Zone at COP26. A tailored email will have been sent to you outlining the offer.

- **Ticketing and audience:** As an exhibitor, you will be issued with five tickets each day to attend the Green Zone. These tickets should be used for staffing your stand as appropriate. We will share more details in due course. In October 2021 we will be launching the Green Zone online ticketing platform to enable people to apply for attendance at the Green Zone. A Green Zone ticket does not provide access to the Blue Zone.
- **Access to the Green Zone:** You will be able access the site from 08:00-18:00. Access will be via the public entrance. We are still exploring if we can accommodate advance visits to the venue and will share more detail in due course. For those organisations who wish to build their exhibition space, we can share more details in due course with regard to build & de-rig.
- **Exhibition space:** As part of our offer, we can provide an exhibition stand. Should you prefer to provide the infrastructure yourself we'd be keen to discuss this with you as soon as possible.
- **Technology & AV provision.** We would request that all content/presentations/films etc are shared with our Production Team in advance of the Summit. Content for screens should be formatted for 16:9.
- **Risk Assessment:** Please complete the Exhibitors No Significant Risk Declaration Form and return as instructed which can be found Annex C (please note, we may need to further discuss H&S based on your activity).
- **Deliveries:** Deliveries can be accepted at the venue between Monday 18 October and Thursday 28 October. After this date, deliveries won't be able to be accepted at Glasgow Science Centre. Glasgow Science Centre will **not** accept deliveries without the delivery note in Annex D fastened to each item.

Information for one-day exhibitors

Detailed below is more information for those stakeholders who have been allocated with a one day exhibition space in the Green Zone at COP26. A tailored email will have been sent to you outlining the date offered.

- **Exhibition space:** We are looking to feature eight stands which will rotate between stakeholders on a daily basis. Our offer includes:
 - A 2x2m stand which includes one poseur table and two bar stools
 - 1 x 50" screen with HDMI connection
 - 1 x 13 amp socket
- **Ticketing and event audience:** As an exhibitor, you will be issued with three tickets on the day you have been allocated to exhibit at the Green Zone. These tickets should be used for staffing your stand as appropriate. We will share more details in due course. In October 2021 we will be launching the Green Zone online ticketing platform to enable people to apply for attendance at the Green Zone. A Green Zone ticket does not provide access to the Blue Zone.
- **Access to the Green Zone:** You will be able access the site from 08:00-18:00 on the day of your event. Access will be via the public entrance. Please ensure you have your stand ready for the opening time of 09:00. We are still exploring if we can accommodate advance visits to the venue and will share more detail in due course.
- **Why have I not been allocated to the most relevant 'Theme Day' as per UKG's two week programme?** We are keen to ensure that attendees at the Green Zone are able to discover the breadth of work being undertaken to tackle climate change. As such we are programming content across the whole of the two weeks.
- **Exhibition date:** In your recent email we have stated the date that you have been allocated. In large part we will not be able to accommodate changes to what has been offered. Requests to change need to be put to your point-of-contact by 3 September 2021 for further consideration.
- **Technology & AV provision.** We would request that all content/presentations/films etc are shared with our Production Team in advance of the Summit. Content for screens should be formatted for 16:9. We will connect you with our Production Team in September 2021.
- **Risk Assessment:** Please complete the Exhibitors No Significant Risk Declaration Form and return as instructed which can be found Annex C (please note, we may need to further discuss H&S based on your activity).
- **Deliveries:** Deliveries can be accepted at the venue between Monday 18 October and Thursday 28 October. After this date, deliveries won't be able to be accepted at Glasgow Science Centre. Glasgow Science Centre will **not** accept deliveries without the delivery note in Annex D fastened to each item.

Information for electric & hydrogen vehicle exhibitors

Detailed below is more information for those stakeholders who have been allocated with a space within our electric and hydrogen vehicle showcase in the Green Zone at COP26.

- **Ticketing and event audience:** As an exhibitor, you will be issued with two tickets each day to attend the Green Zone. These tickets should be used for staffing your stand as appropriate. We will share more details in due course. In October 2021 we will be launching the Green Zone online ticketing platform to enable people to apply for attendance at the Green Zone. A Green Zone ticket does not provide access to the Blue Zone.
- **Access to the Green Zone (event-time):** You will be able access the site from 08:00-18:00. Access will be via the public entrance. We are still exploring if we can accommodate advance visits to the venue and will share more detail in due course.
- **Access to the Green Zone (build & de-rig):** We will look to have more in-depth conversations with you in the coming weeks. We do however anticipate that we will require vehicles on site between 25-28 October, and de-rig on 13-14 November 2021.
- **Exhibition space:** Space provided will be outside. We will discuss activation opportunities with you in due course.
- **Security:** The Green Zone will have perimeter fencing and 24hrs a day security presence. Please speak to your Event Manager if you have specific concerns.
- **Insurance:** Please ensure that your vehicle is covered by an appropriate insurance policy during its time on-site.
- **Risk Assessment:** Please complete the Exhibitors No Significant Risk Declaration Form and return as instructed which can be found Annex C (please note, we may need to further discuss H&S based on your activity).
- **Deliveries:** Deliveries can be accepted at the venue between Monday 18 October and Thursday 28 October. After this date, deliveries won't be able to be accepted at Glasgow Science Centre. Glasgow Science Centre will **not** accept deliveries without the delivery note in Annex D fastened to each item.

Information for technology and innovation exhibitors

Detailed below is more information for those stakeholders who have been allocated with a space within our technology showcase in the Green Zone at COP26.

- **Ticketing and event audience:** As an exhibitor, you will be issued with one pass each day to attend the Green Zone. We will share more details in due course. In October 2021 we will be launching the Green Zone online ticketing platform to enable people to apply for attendance at the Green Zone. A Green Zone ticket does not provide access to the Blue Zone.
- **Access to the Green Zone (event-time):** You will be able access the site from 08:00-18:00. Where appropriate, please ensure your exhibit is ready for the opening time of 09:00. Access will be via the public entrance.
- **Access to the Green Zone (build & de-rig):** We will look to have more in-depth conversations with you in the coming weeks. We do however anticipate that we will require products on site between 25-28 October, and de-rig on 13-14 November 2021.
- **Exhibition space:** We are looking to feature where possible visual and engaging content on a 1x1m2 plinth. This should be standalone and not require staff as much as possible. We will be in touch to discuss this exhibition space in due course.
- **Insurance:** Please ensure that your product is covered by an appropriate insurance policy during its time on-site.
- **Risk Assessment:** Please complete the Exhibitors No Significant Risk Declaration Form and return as instructed which can be found Annex C (please note, we may need to further discuss H&S based on your activity).
- **Deliveries:** Deliveries can be accepted at the venue between Monday 18 October and Thursday 28 October. After this date, deliveries won't be able to be accepted at Glasgow Science Centre. Glasgow Science Centre will **not** accept deliveries without the delivery note in Annex D fastened to each item.