



**Meetings of the conferences of the Parties
to the Basel, Rotterdam and Stockholm conventions
28 April–9 May 2025, Geneva, Switzerland**

**Guidance for organizers of side events
(version 1 – 20 December 2024)**

During the 2025 meetings of the conferences of the Parties (COPs), side events will be held during lunch breaks and in the evenings on major issues covered under the conventions. Side events serve as a platform for Parties and observers to share knowledge, build capacity, network and exchange on experience in the implementation of the Basel, Rotterdam and Stockholm conventions. They also contribute to fostering discussions on specific issues under consideration by the COPs.

Who can organize a side event?

Applications for side events can be made by Parties (including subsidiary bodies) and observers. Side event organizers need to be duly registered for and participate in the 2025 meetings of the conferences of the Parties. The lead organizer will serve as the focal point for communication with the Secretariat.

Application and selection criteria for hosting a side event

Applications for side events can be made through the online application form by **Friday, 14 February 2025 (23:59 CET)** at <https://forms.office.com/e/WkkDUwCZGX>.

When conducting the selection of side events, priority will be given to applications that:

- Demonstrate links with the objectives of the conventions, the agendas of the 2025 BRS COPs and/or the theme of the 2025 BRS COPs which is “Make Visible the Invisible: sound management of chemicals and wastes”
- Are submitted by multiple organizers;*
- Include a panel that takes into consideration gender and geographical balance.

*Each Party or observer can submit a maximum of one application for a side event as the sole organizer. For applications with multiple organizers, there must be one lead organizer, which will serve as the focal point for communication with the Secretariat. Other organizers are supporting organizers.

If more requests for side events are received than slots are available, applicants may be invited to organize joint events. Any applications submitted after the application deadline will not be considered.

Format of the 2025 COPs side events

Side events are organized in person. Online participation in side events will be available, subject to specific requirements to be communicated in due course.

Official side events will be held in English only (no interpretation will be provided or facilitated by the Secretariat).

Side events will run for 90 minutes. Lunchtime side events will take place from 1:15-2:45pm. Evening side events will take place from 6:15-7:45pm.

Organizers may arrive at their side event room 20 minutes before the start of their side event to set up.

Schedule of side events

All information and updates relevant to side events will be posted on 2025 BRS COPs side event webpage: www.brsmeas.org/tabid/10110

Information on registrations of side event organizers, speakers and attendees

Side events are open to all registered delegates participating in the meetings of the 2025 BRS COPs.

Side event organizers must be physically present at their side event and be duly registered to the 2025 BRS COPs (as a Party or Observer).

Speakers (whether in-person or online) and in-person attendees must be duly registered for the COPs or registered for a 'Side Events' badge. Online attendees do not need to be registered.

It is the responsibility of the side event organizers to ensure that any speakers or attendees requiring a 'Side Events' badge are registered for this in advance of the COPs. Side event organizers must also ensure these speakers/attendees enter the conference building for the side event only and do not participate in other parts of the COP meetings.

'Side Events' badges are valid for the day of the side event only.

Promotion of side events

The Secretariat will promote the schedule of side events on the 2025 BRS COPs website and intranet. Side event organizers will be able to upload flyers/programmes on the intranet webpage. A flyer template will be made available to side event organizers to advertise their events.

Recordings of side events will be uploaded to the 2025 COPs intranet and later to the BRS website. If organizers would also like their presentation slides to be made available on these platforms after the side event, please kindly e-mail them to COPs_sideevents@brsmeas.org

Rules of conduct

Responsibility of coordinating a side event lies with the organiser. This includes managing promotion, invitations, attendees and speakers (including online attendees and speakers).

Side event organizers need to follow, and ensure their panelists and attendees follow, any rules, decisions and policies applicable to the meetings of the conferences of the Parties, including:

- [Guidelines on the use of cameras and audio/video recording devices](#)
- [Guidelines for the participation of representatives of observers](#)

➤ [Guidelines on preventing and addressing all forms of harassment](#)

Organizers must ensure that their side event does not negatively impact the successful running and outcomes of the meetings. Organizers must also inform the audience that the event is being recorded.

In addition to the measures set out in the above-listed guidelines, the Secretariat reserves its right to withhold the privilege to hold side events in the future for organizers that do not comply with these and any other requirements set by the Secretariat.

Catering of side events

Catering for the side events may only be provided by the official caterer of the conference centre.

Catering must be provided outside the side event rooms only. Organizers will be responsible for arranging the catering services and ensuring that no food or drinks are brought into the side event room. A form for ordering catering will be sent to the organizer upon confirmation of the side event.

Side event room equipment

Side event rooms are equipped with a computer, a projector, a screen, internet access and microphones. Organizers of side events who need to rent equipment or supplies on a commercial basis other than those provided free of charge may contact the Secretariat side event contact person mentioned below.

Specific equipment and requirements related to online participation in side events will be communicated shortly.

Side event contact

For questions regarding official side events, please contact COPs_sideevents@brsmeas.org.