



UNOC3 Conference

Guidance Note for Side Event organizers inside the Blue Zone (Conference venue)

As of 15 May 2025

Congratulations for having been selected to host an in-person side event inside the Blue Zone during the 2025 United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development ([the 2025 UN Ocean Conference](#)). The UNOC3 Conference will be held from 9 to 13 June in Nice, France.

The Conference venue is at **Quai Amiral Infernet, 06300, Nice, France. The Registration Center is at Quai des Deux Emmanuels, 06300 Nice, near the Port Lympia tram stop.**

IMPORTANT:

- All panelists, speakers, and participants of side events inside the Conference venue **must** be in possession of a valid UN Conference badge that will be issued by the UN through the regular registration process (for details please visit [link](#)).
- **PLEASE NOTE: each category of participants has different registration forms and deadlines. For NGOs, Major Groups and Other Stakeholders, UN System and Media the deadline is MONDAY 19 MAY 2025.**
- Please note that there will be no special passes issued for side events only, irrespective of the role of the participant in a given side event. The side event organizers are responsible for confirming the registration status of speakers, panelists and supporting staff.
- **In addition, there are "Host country security regulations for access to the perimeter around the Conference venue". Please see below.**

Please be advised that access to the perimeter around the Third United Nations Ocean Conference (UNOC3) venue requires to successfully complete both (i) the official United Nations registration process and (ii) the Host Country Registration Form accessible through the following external link which is not a United Nations link: <https://www.unoc-registration.fr>

By proceeding with the registration for the Conference, participants acknowledge and accept that compliance with both requirements is mandatory.

In order to access the premises of the Conference and the perimeter around the Conference venue, all participants must successfully complete BOTH the official United Nations registration process and the Host Country Registration Form. A positive response from both the UN (email confirmation of registration) and from the Host Country (email confirmation of registration) shall constitute successful completion of the process.

The Host Country reserves the right to verify the Host Country registration forms and to refuse access to the perimeter around the Conference venue to any individual who has not fulfilled the above-mentioned requirements, without liability for any inconvenience thereby caused.

General information for side event organizers

- Side events will be organized by Member States, Intergovernmental Organizations (IGOs), UN entities and other duly accredited and registered entities in connection with the official meetings of the UNOC3 Conference to be held in Nice, France, from 9-13 June 2025. Side events were selected based on applications submitted to the Secretariat by the deadline of 14 March 2025.
- Side events will be held in-person inside the Conference venue; in-person in different locations across Nice; and virtually. This Guidance Note applies only to in-person side events hosted inside the Conference venue.
- **Please read information on registration + host country security regulations carefully above.** The side event organizers are responsible for confirming the registration status of speakers, panelists and supporting staff.
- The Conference Secretariat has created a Trello Board with communications materials for the UNOC3 Conference. Templates for side events digital cards are uploaded to the Trello Board. The Secretariat encourages all organizers to use the **hashtag #SaveOurOcean and #UNOC3** to spread the word about the UNOC3 Conference.
- All official side event organizers are allowed to use the UNOC3 logo for outreach purposes. Please note that using the UN emblem for outreach is strictly prohibited. The Conference logo can be found on this Trello Board.
- For more logistical information about the Conference, including accommodation in Nice, please, refer to the host country website: <https://unocnice2025.org/en/>.

Official side event programme inside the Conference venue

- The latest official side event programme inside the Conference venue (Blue Zone) will be posted here.

- Please note that the UNOC3 Secretariat can accept adjustments to the public programme until **Friday 30 May, COB (EDT, New York time)**. After this, no more edits can be made to the public programme.
- When making an update to the title, list of organizers or public webpage, please email unoc2025@un.org with your **unique ID number** in the subject. If the unique side event ID number is not mentioned, the Secretariat may not be able to respond to your request.
- All side events held during the 2025 UN Ocean Conference are organized independently by their respective organizers. The UN Secretariat does not assume any responsibility for the content, presentations, or participants involved in these side events. Furthermore, inclusion in the official list of side events does not imply endorsement by the United Nations of content and information shared.
- Reference herein to any specific organization, partnership, process, service, website, or otherwise, does not imply endorsement or recommendation from the United Nations and shall not be used for advertising or service endorsement purposes. Hyperlinks are included as convenience to interested side events participants. The United Nations has no control over external sites and is, therefore, not responsible, or legally liable for their content. The United Nations reserves the right to delete any content or input from its website not aligned with the United Nations Charter.

Format of side events inside the Conference venue

- Side events will be held **in-person** inside the Conference venue from 9-13 June 2025.
- Side events will run in parallel with formal proceedings of the Conference. Please see the full Conference programme here:
<https://sdgs.un.org/conferences/ocean2025/programme>
- Side events will have a maximum duration of **75 minutes**. It is the organizers' responsibility to adhere to this timeframe, to avoid causing delays for other side events. Meetings will have to start and end on time with no exceptions
- Side event organizers, moderators and speakers are asked to arrive outside their designated room 10 minutes before the start of the side event.

Participation

- **To enter the Conference venue**, all participants, as well as organizers, moderators, speakers and organizing staff must be duly registered and in possession of a Conference badge to the UNOC3 Conference.
- Side events hosted inside the Conference venue will be open to all participants attending the Conference, taking into consideration that the maximum occupancy of each room cannot be exceeded at any time. Organizers of closed events or by-invitation-only events aiming for an exclusive audience are advised to obtain alternative locations.

- Please note, **all side events are open on a first come, first serve basis.**
- **Side event organizers should not conduct separate pre-registration processes for side events organized inside the Conference venue.** All duly registered participants have access to all side events inside the Conference venue, up to the capacity of conference rooms.
- Save The Dates and regular updates can be shared by the organizers through their own dedicated side event webpages. The Conference Secretariat will not promote individual side events.
- If you have not already submitted this information through the Google Form, please email the UNOC3 Secretariat at unoc2025@un.org as soon as possible - for protocol and security reasons - **if any Heads of State, Heads of Government, Ministers or First Ladies are confirmed to attend your event.** Please do not forget to put your unique side event ID number in the subject of the email.

Logistical details about side event rooms

- Side events will take place in **5 dedicated side events rooms** within the Conference venue. Detailed information on the rooms, including floorplans, logistical arrangements, and available technical equipment, can be found at the end of this Guidance Note. Please note that the floor plans are provisional and may be subject to change. Organizers will be notified of any updates. **Kindly be advised that room changes will not be possible.**
- Changes to the layout of the prescribed side event rooms are not allowed, including moving chairs, etc. No decorations of any kind are permitted.
- There will be no digital nameplates for side events. The Secretariat encourages side event organizers to bring their own paper nameplates, if needed.
- Side event organizers should **bring their own laptop and HDMI cable** to connect to the in-room sound system. If the laptop has no HDMI connection, it is the responsibility of the organizer to bring the necessary hardware. There will be no connection cables available inside the Conference venue.
- Regarding the display of PowerPoint and video presentations or pre-recorded video statements, organizers must bring their own laptop to the meeting with the files already uploaded. **Please bring your own HDMI cable.** If you are bringing a Mac, please do not forget to bring your own HDMI adapter/dongle. The organizers are responsible for ensuring that their equipment works and is successfully set up.
- Please note that there will be no printing services available at the Conference venue for side event organizers.

Camera equipment

- Only accredited media can bring professional media equipment into the Conference venue. Delegates, NGOs and other pass holders may only take photos or video from their seat using a small camera or phone, as long as it does not interfere with the sightlines of other delegates or disrupt the proceedings of the meeting.

Interpretation

- Side event rooms inside the Conference venue are not equipped for simultaneous interpretation.

Webcast

- Side event rooms inside the Conference venue are not equipped for livestreaming or UN Webcast.
- No professional filming equipment is allowed by Security to enter the Conference venue.

Responsibilities of side event organizers

- It is the responsibility of side event organizers to confirm that all proposed speakers, guests and supporting staff are **duly registered to attend the UNOC3 Conference through the official registration channels**. No special registration will be conducted for side events participants/organizing partners. **Please review all deadlines for registration on the website**.
- The time allocated for any side event is **75 minutes**. It is the organizers' responsibility to adhere to this timeframe, to avoid delays in the agenda of other side events.
- Side event focal points will be the main receivers of all communications related to the production, coordination and organization of their side events.
- It is highly recommended that each side event has its **own webpage** where interested participants can find more information regarding the event. Side event organizers are encouraged to upload concept notes, agendas, speakers and other resources relevant to their events. The official UNOC3 Conference side events webpage will only publish the titles, organizing partners, one-line description, focal point and webpage link for each event. It is the responsibility of side event organizers to provide additional information through their own webpage.
- Side events must be conducted according to the information provided to the Secretariat (including title, description, time).

- Side event organizers are encouraged to ensure geographic and gender balanced discussions and, whenever possible, to include representatives from different sectors, including national governments, international organizations and other stakeholders, as appropriate.
- The official side event programme will be posted on the [UNOC3 Conference website](#). The Secretariat will not produce flyers, distribute notices, or run other publicity efforts, including social media outreach for individual side events. Publicizing a side event is the sole responsibility of its organizers.
- Organizers are requested to provide to the UNOC3 Conference Secretariat a one-page summary of the key recommendations and messages that emerged from their events, including details about any new commitments launched, by Monday 30 June 2025.
- Links to the side event's webpages will be included on the official side events programme on the Conference [website](#). A template summary is available in the [Google Folder](#).

Organizational arrangements

- There is no separate registration for side events inside the Conference venue. The side events are open on a first come, first serve basis to all duly registered participants of the Conference.
- Charging fees for participation in the UNOC3 Conference and its side events is strictly prohibited.
- All side events should strive to be paper-free to minimize the environmental impact of the Conference. We encourage side event organizers to work with QR codes to promote the downloading of special reports etc.
- Likewise, no single use plastic bottles or other containers should be brought on-site or be made available to participants. The Secretariat reserves the right to remove any printed materials and single-use plastic items found in the meeting rooms.
- The sale of printed materials or any goods by side event organizers inside the venue is strictly prohibited. All materials left behind at the end of the working day will be disposed of.
- Banners, pop-ups, etc. are permitted inside your event venue. When placing them you must ensure that access is not impeded in any way. Items are subject to security screening on entry. All items must be removed immediately following your event. Items left behind are subject to disposal.
- There is no food or drink, except water, allowed in the room.
- Within the Conference venue, all participants are required to comply with safety and security regulations, as well as the rules and procedures of the UN. Any act that disrupts the normal functioning of the organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other

written or visual means, as well as vocal/audio sounds, gatherings, or demonstrations of any kind, including passive, is not allowed.

Security

- Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization’s programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings or demonstrations of any kind, including passive, is not allowed.
- All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and ST/AI/2019/5, entitled “Authority of United Nations Security Officers”.

Questions

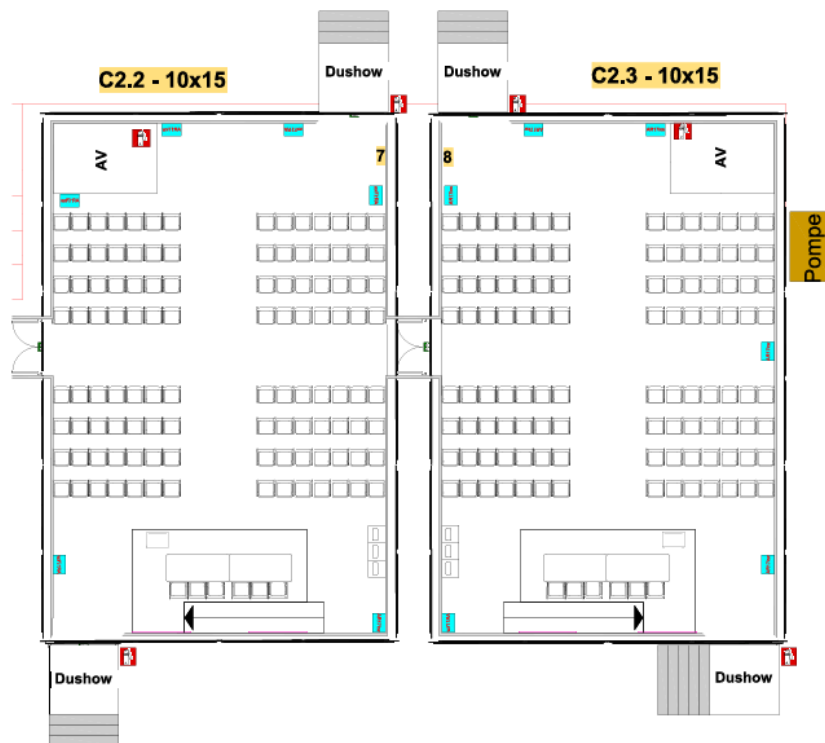
- For more general information about the UNOC3 Conference, please visit our [website](#). An Information Note with detailed information about the UNOC3 Conference will become soon available on the Conference website too.
- For questions regarding side events, please contact unoc2025@un.org indicating **[Side Events] and your event ID number** in the subject. Please read this Guidance Note carefully before submitting any questions. Due to a high volume of inquiries and limited capacity, questions already addressed in this Guidance Note may not receive a response.
- The latest version of the Guidance Note, and other relevant materials will be added to the [Google Folder for UNOC3 side event organizers inside the Conference venue \(Blue Zone\)](#).

Floorplans

- Please note that the [floor plans are provisional and may be subject to change](#). The organizers will be notified directly.

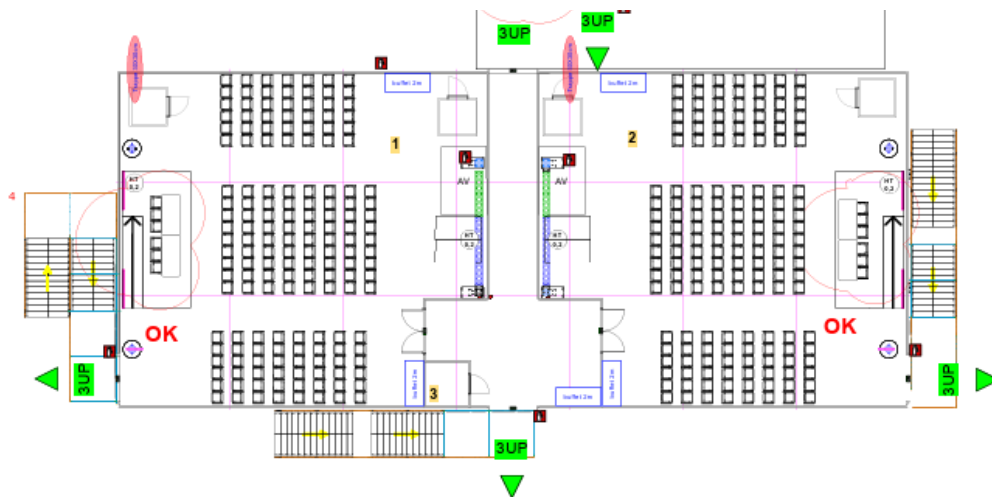
Side Event rooms 1-2

- Estimated room capacity for 112 participants.
- Theatre style/classroom arrangement of chairs, with table at the front.
- The layout cannot be changed. The layout is fixed to enable a number of side event presentations to be carried out in each room, one after the other. Keeping to a set layout enables us to segue from one side event to the next, with a short 30-minute break in between.
- Projector and screen available, wired microphones available.
- Please bring your own paper name plates, if needed.



Side Event rooms 3-4

- Estimated room capacity for 162 participants.
- Theatre style/classroom arrangement of chairs, with table at the front.
- The layout cannot be changed. The layout is fixed to enable a number of side event presentations to be carried out in each room, one after the other. Keeping to a set layout enables us to segue from one side event to the next, with a short 30-minute break in between.
- Projector and screen available, wired microphones available.
- Please bring your own paper name plates, if needed.



Side Event room 5

- Estimated room capacity for 112 participants.
- Theatre style/classroom arrangement of chairs, with table at the front.
- The layout cannot be changed. The layout is fixed to enable a number of side event presentations to be carried out in each room, one after the other. Keeping to a set layout enables us to segue from one side event to the next, with a short 30-minute break in between.
- Projector and screen available, wired microphones available.
- Please bring your own paper name plates, if needed.

