

Partners Planning Guide for Rio Conventions Pavilion at Rio+20

Rio de Janeiro, Brazil, 13- 22 June 2012

Background

The Rio Conventions Pavilion is a collaborative capacity-building initiative of the Secretariats of the three Rio Conventions, the Global Environment Facility, and over thirty organizations. The objective of the Pavilion is to promote and strengthen synergies between the Rio Conventions at the implementation level, by providing a coordinated platform to enhance awareness-raising, information sharing and outreach within the framework of the Rio Conventions. The Pavilion will convene from 13-22 June 2012 at the margins of the UN Conference on Sustainable Development (Rio+20) in Rio de Janeiro, Brazil.

Venue, Facilities and Access

Venue: Athlete's Park (Avenue side, about a 5-minute walk from the main conference venue at RioCentro)





Facilities:

- Meeting room with capacity for 250 people, 3 large screens, 2 interpretation booths, panel and floor microphones
- Reception area with exhibit panels that can accommodate daily poster displays
- Office space
- Storage space
- Climate Change TV Studio

Access: Limited to participants from accredited organizations – please ensure all session organizers/presenters are accredited.

General Program Format

7 sessions/day, 15-minute break between sessions. All sessions (except breakfast) are strictly 1.5 hours long.

08h30 – 09h30: Breakfast session¹

09h45 – 11h15: Morning session 1

11h30 – 13h00: Morning session 2

13h15 – 14h45: Informal Lunch session

15h00 – 16h30: Afternoon session 1

16h45 – 18h15: Afternoon session 2

18h30 – 20h00: Evening Reception

Session Format

Rio+20 is a unique opportunity to influence and shape the sustainable development agenda. We thus encourage partners to use a creative and interactive format for their sessions, such as keynote presentations similar to TED talks, workshops, café conversations. High-level participation is encouraged, such as at the ministerial or head-of-state level, particularly towards the high-level segment between 18-22 June 2012. Sessions should highlight success stories of sustainable development, and showcase, encourage and enable synergies between land management, biodiversity and climate. Additionally, sessions should involve, as much as possible, the Parties of the Conventions. Please submit a concept note for your session using the attached form (below).

Other key points:

- Organizers/presenters should load presentations at least one day in advance of their session.
- Facilitators should make a brief one-minute welcome/introduction to the Rio Conventions Pavilion before each session, and another brief closing remark to inform about the next session.
- Please ensure representatives of your organization are trained and prepared to provide interviews work with ENB and video crew
- *****As there are only 15 minutes between sessions, please adhere strictly to the allocated time*****

¹ Timing of the breakfast session may be adjusted in some cases



Logistics

- As soon as they become available, we will provide contact information for accredited service providers and shipment information, in addition to local contact numbers for the Pavilion team.
- Partners are responsible for logistical details for their sessions, including for:
 - Catering (including coffee breaks)
 - Room set-up (placement of tables, chairs) and clean-up, with assistance
 - Shipments of materials (in keeping with the goals of the conference, please limit paper usage)
 - Printing of any materials (please find a local vendor or bring print-outs with you)
 - Basic audio-visual equipment supplied are a projector, screens, several microphones and a laptop – any equipment beyond this (e.g. DVD player, additional microphones) need to be organized by partners using the accredited service providers.

The Pavilion team and volunteers will assist where possible.

Advertising

- Summary and descriptive agendas will be printed and posted on www.riopavilion.org. Partners are responsible for printing and distributing additional promotional materials for their sessions – please also submit these to info@riopavilion.org for posting.
- All partners are expected to post a link to www.riopavilion.org on their website, include the Pavilion logo on flyers, advertisements and presentations, and use social media channels to promote your event and the Pavilion in general. Please download the Pavilion logo at the following link: <ftp://ftp.cbd.int/bigfiles/Outbox/matb/rio/logo>.

Partner Concept Note

RIO CONVENTIONS PAVILION @ RIO+20 – Rio de Janeiro, Brazil

13 – 22 June 2011

| | |
|---|---|
| Partner Organization | Name and website: |
| Key Contact/Liaison details | Name: Title/Organization: Phone number: Email: |
| Proposed Session Theme | |
| Proposed Session Title | |
| Session Facilitator(s) Contact information | Name: Title/Organization: Phone number: Email: |
| Preferred date and time (please list two) | |
| Please list catering arrangements, if applicable | |
| Please list additional a/v arrangements (if applicable) | |
| Please describe any additional promotional materials and shipments (limiting paper use) | |
| Please provide a brief description of your proposed session (<i>full programme details to be provided by 11 May 2012 at the latest</i>) | <i>Please include: Planned outcomes, relation to climate change, land degradation or biodiversity, and plans for follow-up at future Pavilion meetings or other events.</i> |

Contact: Rio Pavilion Team: riopavilion@cbd.int, www.riopavilion.org