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Events held in the Rio Conventions Pavilion provide the opportunity for Parties, accredited observer organizations and other stakeholders to exchange information and experiences on diverse issues related to the synergistic implementation of the three Rio Conventions: the Convention on Biological Biodiversity (CBD), the United Nations Framework Convention on Climate Change (UNFCCC) and the United Nations Convention to Combat Desertification (UNCCD).

The Rio Conventions Pavilion will be held at the UNCCD thirteenth session of the Conference of the Parties (COP13) from 7 to 15 September 2017 at the Ordos International Convention and Exhibition Center, Ordos, Inner Mongolia, China.

### **Session format**

We 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 during the second week.

Sessions should highlight success stories and showcase and encourage synergies between sustainable land management, biodiversity and climate. Additionally, sessions should involve, as much as possible, the Parties of the Conventions.

### **Information about holding events at UNCCD COP13**

For any additional information on side events, please refer to the guidelines posted on the UNCCD webpage for COP13 found at <http://www2.unccd.int/convention/conference-parties-cop/cop13-6-16092017-ordos-china> .

### **Partner event publicity**

The RCP will assist in the publicity of its partners' programmes. However, publicity before the event at the COP13 venue is primarily the responsibility of its organizers (i.e. production and distribution of the event flyers).

The RCP programme and details can be found on the RCP website at <http://www.riopavilion.org/unccd-cop-13-ordos-china/> .

The RCP Coordinator will gladly add links to online webpages and/or .pdfs within the RCP online programme. Additionally, the RCP will produce and distribute a double-sided color flyer of its programme. Further, daily RCP events will be submitted to the UNCCD COP13 daily journal.



Printed materials may be distributed by using tables or other such facilities available inside or outside the Pavilion. As the RCP hosts different partners each day, RCP event organizers are requested to remove all their materials when leaving the RCP by the end of their event's day.

Standing posters can be displayed during your sessions inside the meeting room and must be collected on the same day. Please bear in mind that any posters you display cannot be pinned to the walls, only non-residue adhesive will be allowed.

**Note: Materials MUST be cleared by end of day to allow space for the next day's presenters and to avoid cluttering the area.**

### Event summary

A report of the RCP events will be made available on the RCP website. To facilitate the reporting process, partners are encouraged to submit a summary of their events to the UNCCD COP13 RCP Coordinator, Shay Clark at [sclark@unccd.int](mailto:sclark@unccd.int) by 18:00 on the day of the partner's events.

### Rio Conventions Pavilion layout and facilities

The Pavilion offers 100 chairs for participants, one table top computer monitor, one podium, four tables outside along the wall with napes, 6-8 cocktail tables and one very large PowerPoint LED monitor.

Standard equipment (i.e. sound system, one table microphone for each two delegates and fixed projection facilities) will be provided. Hand held microphones have been requested but have not yet been confirmed. Please note that tables are made of heavy wood and will not be able to be moved. The last three rows do not have tables, and these chairs can be moved to form informal group discussions.

Please see photos below for the current setup of the MET 01 room that will house the Rio Conventions Pavilion.





## Interpretation

The RCP intends to provide two interpretation booths and 100 headsets for participants. The RCP intends to provide interpretation in English/Chinese on 7, 8, 9, 13 & 14 September. French should also be available on 7 & 14 September.

## Catering

Space will be limited in room MET 01 where the Rio Pavilion will be located. Due to space constraints a space for catering service outside MET 01 with 4 tables with napes (for service) and 6-8 cocktail tables.

The catering menu can be found at <http://pco.cnmice.org/oc72/cms/category/220?curlang=en> .

To make a reservation, please contact Ms. Xu Lingxiao at [unccdcop13hotel@126.com](mailto:unccdcop13hotel@126.com) .

## Daily Journal

A calendar of side and parallel events during COP 13 will be published in the official Journal of the session and will also be available on the host country COP 13 website at

<http://subsites.chinadaily.com.cn/ordosen/dailyjournal.html> .



### Name cards for panel speakers

Clear plastic name plate holders in table tent style (see below) will be provided for panel speakers. As it is likely that no printer will be available at the RCP, Partners are asked to print the names of their panel speakers in advance and bring them along to the event.

Please find a template for the name placards for these holders under the “Rio Conventions Pavilion” tab at <http://www2.unccd.int/convention/conference-parties-cop/cop13-6-16092017-ordos-china> .



### Shipment

RCP partners will be responsible for the customs clearance of their exhibition material in accordance with the customs regulations of the People’s Republic of China. The secretariat may, however, provide assistance. When items arrive at the venue, they will most likely be stored in UNCCD storage room.

For all further information about additional equipment for exhibitors, including infrastructure and technology, as well as transport, shipment and storage, please contact:

Ms Wang Chuyue  
Tel.: +86 0477 8580679  
Mobile phone: +86 137 6472 1473  
E-mail: [ordoscop13@hotmail.com](mailto:ordoscop13@hotmail.com)

or

Mr. Yang Jun  
Tel.: +86 4717 3233

Address of the RCP at the venue:

**Your Organizer’s Name** % Mr. Yang Jun  
Rio Conventions Pavilion, MET-01  
Ordos International Conference and Exhibition Center  
Crossing of Ordos Street and Wurendu W Rd.  
Kangbashi District, Ordos Inner Mongolia, People’s Republic of China





## Programme

In an effort to simplify the process of finalizing the RCP schedule, the programme is accessible to you online. You can access it at <http://www.riopavilion.org/unccd-cop-13-ordos-china/>

You can update your organization's schedule directly in the RCP Programme Google Document available at the link that was sent to you and all other RCP partners via email. Anyone with the email invitation can edit the RCP Programme, so please share it with care. If you are having difficulty accessing the RCP Programme to edit it in Google Docs, please send an email to Shay Clark at [sclark@unccd.int](mailto:sclark@unccd.int).

Please note that this exact schedule will be available to the public at all times via the RCP website, so please edit it as you would a final version. The RCP Coordinator will edit the programme in a way that maintains consistency.

**Kindly complete your final programme edits to the Google Document by COB EST 31 August**, as the programme will be converted into an offline document at this point. This is due to google and gmail being blocked in the People's Republic of China. The final .pdf version of the programme will be available to participants via <http://www.riopavilion.org/unccd-cop-13-ordos-china/> during UNCCD COP 13.

**\*\*\*RCP Programme deadline is COB EST 31 August\*\*\***

## UNCCD COP13 general information

General information and a list of available services from local providers, such as accommodation, shipment, storage, technical equipment, interpretation, side events, etc. will be made available on the host country COP 13 website at <http://subsites.chinadaily.com.cn/ordosen/services.html> .

Additional information can also be found on the UNCCD COP13 webpage at <http://www2.unccd.int/convention/conference-parties-cop/cop13-6-16092017-ordos-china> .

The official Information for UNCCD COP 13 participants can be found in the United Nations official languages at <http://www2.unccd.int/official-documents/cop-13-ordos-china-2017/iccdcop13inf1>

## Accommodation

To book accommodation, kindly refer to <http://en.goordos.com/accomodation.html> . Participants who experience technical problems are encouraged to communicate directly with the organizers at the following e-mails: [ordoscop13@163.com](mailto:ordoscop13@163.com); [410839836@qq.com](mailto:410839836@qq.com); [unccdcop13hotel@126.com](mailto:unccdcop13hotel@126.com)