

## Guidance on events and exhibitions

### Second meeting of the Conference of the Parties to the Minamata Convention

#### 1. Opportunities for events and exhibitions

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The 2<sup>nd</sup> meeting of the Conference of the Parties to the Minamata Convention on Mercury, to be held in Geneva on 19-23 November 2018, will provide an opportunity for parties and stakeholders to exchange information relevant to the implementation of the Convention, showcase their activities and learn from each other.

The following opportunities are available on the side of the Conference of the Parties.

- **Technical briefing:** on Sun 18 Nov lunchtime, organized by the Secretariat, to update the participants on technical issues for COP. Two concurrent sessions, one covering the effectiveness evaluation of the Convention, the other focusing on the Specific International Programme.
- **Lunchtime events:** 90 minute sessions during the lunch time from Mon 19 to Fri 23 Nov, to be cooperatively organized by stakeholders.
- **Knowledge labs:** 45 minute sessions, envisaged as a platform where stakeholders can share their knowledge products that facilitate the implementation of the Convention, and will provide opportunity for interactive participation. They are held in a stand-up format in an area close to the exhibition area in the early morning or in the evening.
- **Showcase events:** 45 minute session where governments, IGOs and NGOs can relay relevant information to COP participants on the activities carried out to support the implementation of the Convention. It is recommended that more than one governments or organizations cooperate in organizing an event. A meeting room will be allocated for these events to be held in the early morning or in the evening.
- **Exhibitions:** A limited number of exhibition booths will be available throughout the COP period for governments and other stakeholders to disseminate knowledge, technology or other information relevant to the implementation of the Convention.

#### 2. Tentative timetable

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	Sun 18 Nov	Mon 19 Nov	Tue 20 Nov	Wed 21 Nov	Thu 22 Nov	Fri 23 Nov
8:00-8:45		Knowledge labs/ show case events	Knowledge labs/ show case events	Knowledge labs/ show case events	Knowledge labs/ show case events	Knowledge labs/ show case events
13:15-14:45	(12:30-14:00) Technical briefings: effectiveness evaluation and Specific International Programme	Lunchtime event: Global Environment Facility supporting the Convention, to be organized by the GEF	Lunchtime event: Global Mercury Assessment, to be organized by UN Environment and AMAP	Lunchtime event: Key findings from MIAs, to be organized by UNDP, UN Environment, UNIDO and the GEF	Lunchtime event: Solution and technology, to be organized by Global Mercury Partnership	Lunchtime event: Health aspect, to be organized by WHO
18:15-19:00		(Reception)	Knowledge labs/ show case events	Knowledge labs/ show case events	Knowledge labs/ show case events	



### **3. Planning for events and exhibitions**

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The Secretariat will further plan the technical briefing, and consult with relevant organizations that will coordinate the lunchtime events.

Any governments and organizations wishing to organize knowledge labs, showcase events and exhibitions are invited to submit a proposal to the Secretariat by 10 September 2018, using the format in Annex A or B. It is recommended that proposals be developed on clearly defined topic (e.g. trade, emission, product, waste, monitoring, health, etc) in cooperation among different organizations. After 10 September, the Secretariat will select the proposals and allocate time slots or exhibition spaces. The Secretariat may propose merging multiple proposals into a single event or share one booth among multiple exhibitors.

Meeting and exhibition spaces will be provided to the selected applicants free of charge. For exhibitions, one table (1.5 x 0.75 meter), two chairs and one pin-up board (1.9 x 1.6 meter) will also be provided free of charge. Cost for any additional equipment is to be borne by the applicants.



Annex A - Application form for knowledge lab/showcase event

1. Title of event	
2. Organization submitting proposal	
3. Partners if any	
4. Brief description of the event including objectives, expected result, target audience, format, knowledge products to be shared, expected speakers (Max 400 words)	
5. Preference for knowledge lab (in the exhibition area) or showcase event (in a meeting room)	<input type="checkbox"/> Knowledge lab; <input type="checkbox"/> Showcase event
6. Technical requirement (other than audio system and a screen. Indicate if there is any limitation on date and time.)	
7. Keywords (These keywords are taken from the articles of the Minamata Convention. Tick as many boxes as applicable.)	<input type="checkbox"/> Supply and demand; <input type="checkbox"/> Trade; <input type="checkbox"/> Products; <input type="checkbox"/> Manufacturing processes; <input type="checkbox"/> ASGM; <input type="checkbox"/> Emission; <input type="checkbox"/> Release; <input type="checkbox"/> Storage; <input type="checkbox"/> Waste; <input type="checkbox"/> Contaminated site; <input type="checkbox"/> Finance; <input type="checkbox"/> Health; <input type="checkbox"/> Awareness raising; <input type="checkbox"/> Research and development; <input type="checkbox"/> Monitoring; <input type="checkbox"/> National implementation; <input type="checkbox"/> Other ( )
8. Contact (name, affiliation, email address, telephone)	

The form should be submitted to [mea-minamatasecretariat@un.org](mailto:mea-minamatasecretariat@un.org) by 10 September 2018.



Annex B - Application form for exhibition booth

1. Title of exhibition	
2. Organization submitting proposal	
3. Partners if any	
4. Brief description of the exhibition including objectives, materials to be displayed or distributed, technology to be demonstrated, etc (Max 400 words)	
5. Technical requirements (other than one table, 2 chairs and one pin-up board)	
6. Other special needs (e.g. specific dimension of area needed)	
7. Keywords (These keywords are taken from the articles of the Minamata Convention. Tick as many boxes as applicable.)	<input type="checkbox"/> Supply and demand; <input type="checkbox"/> Trade; <input type="checkbox"/> Products; <input type="checkbox"/> Manufacturing processes; <input type="checkbox"/> ASGM; <input type="checkbox"/> Emission; <input type="checkbox"/> Release; <input type="checkbox"/> Storage; <input type="checkbox"/> Waste; <input type="checkbox"/> Contaminated site; <input type="checkbox"/> Finance; <input type="checkbox"/> Health; <input type="checkbox"/> Awareness raising; <input type="checkbox"/> Research and development; <input type="checkbox"/> Monitoring; <input type="checkbox"/> National implementation; <input type="checkbox"/> Other ( )
8. Contact (name, affiliation, email address, telephone)	

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