

## Guidance on events and exhibitions

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

#### 1. Opportunities for events and exhibitions

The 3<sup>rd</sup> meeting of the Conference of the Parties to the Minamata Convention on Mercury, to be held in Geneva on 25-29 November 2019, will provide an opportunity for parties and stakeholders to exchange information relevant to the implementation of the Convention, share their activities and learn from each other.

The following opportunities are available during the Conference of the Parties:

- **Side events:** 45 minute or 90 minute sessions, cooperatively organized by stakeholders where they can relay relevant information to the COP Participants on the activities carried out to support the implementation of the Convention. It is recommended that more than one government or organization cooperate in organizing an event. A meeting room will be allocated for these events.
- **Knowledge labs:** 45 minute sessions, envisaged as a platform where stakeholders can share their knowledge 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 exhibitions.
- **Exhibitions:** A limited number of exhibition booths will be available throughout the meeting for governments and other stakeholders to disseminate knowledge, technology or other information relevant to the implementation of the Convention.

#### 2. Tentative timetable for events

Time	Mon 25 Nov		Tue 26 Nov		Wed 27 Nov		Thu 28 Nov		Fri 29 Nov	
13:15-14:45	Side event (90 min)	knowledge lab (45 min)	Side event (90 min)	knowledge lab (45 min)	Side event (90 min)	knowledge lab (45 min)	Side event (90 min)	knowledge lab (45 min)	Side event (90 min)	knowledge lab (45 min)
18:15-19:00 *	Side event (45 min)	knowledge lab (45 min)	Side event (45 min)	knowledge lab (45 min)	(reception)		Side event (45 min)	knowledge lab (45 min)	Side event (45 min)	knowledge lab (45 min)

\* Contact groups or other sessions may take place during evening events



### 3. Planning for events and exhibitions

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Any governments or organizations wishing to organize events and exhibitions are invited to submit a proposal to the Secretariat by **Friday 13 September 2019**, using the format in annex A or B to the present note. It is recommended that proposals be developed on clearly defined topic (e.g. mercury trade, emissions, releases, products, waste management, monitoring, etc.) in cooperation among different organizations. After the deadline, 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 side event/knowledge lab

1. Title of the 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 side event (in a meeting room) or knowledge lab (in the exhibition area)	<table border="1"> <tr> <td><input type="checkbox"/> Side event</td> <td> <input type="checkbox"/> 90 minutes (lunchtime)  <input type="checkbox"/> 45 minutes (evening) </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Knowledge lab  (45 minutes will be allocated) </td> </tr> </table>	<input type="checkbox"/> Side event	<input type="checkbox"/> 90 minutes (lunchtime) <input type="checkbox"/> 45 minutes (evening)	<input type="checkbox"/> Knowledge lab (45 minutes will be allocated)	
<input type="checkbox"/> Side event	<input type="checkbox"/> 90 minutes (lunchtime) <input type="checkbox"/> 45 minutes (evening)				
<input type="checkbox"/> Knowledge lab (45 minutes will be allocated)					
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"/> Emissions; <input type="checkbox"/> Releases; <input type="checkbox"/> Storage; <input type="checkbox"/> Waste management; <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"/> Others ( )				
8. Contact (name, affiliation, email address, telephone)					

The form should be submitted to [mea-minamatasecretariat@un.org](mailto:mea-minamatasecretariat@un.org) copying [takafumi.anan@un.org](mailto:takafumi.anan@un.org) by 13 September 2019.



### 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"/> Emissions; <input type="checkbox"/> Releases; <input type="checkbox"/> Storage; <input type="checkbox"/> Waste management; <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"/> Others ( )
8. Contact (name, affiliation, email address, telephone)	

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