



COP16 Pavilion

Centro De Eventos Valle Del Pacifico, Cali, Colombia

21 October -1 November 2024

Instructions for Pavilion Event Hosts

Thank you for hosting an event during the 2024 UN Convention on Biological Diversity or The UN Biodiversity Conference (COP 16), to be held in Centro De Eventos Valle Del Pacifico on 21 October to 1 November 2024.

This document lays out answers to logistical matters related to the venue.

Location and access

Q: How do I access the venue?

A: Through directions [here](#) and address below.

Calle 15 N. 26 – 120 Autopista Cali

Arroyohondo, Yumbo. Valle del Cauca

Tel: +(57)- 322-674-3441

E-mail: comercial@valledelpacifico.co

Web site: <https://valledelpacifico.co/>

Area: Blue Zone; Pavilion Number: TK

The Pavilion and technical capacities

Q: What is the layout of the Pavilion?

A: This is included in the Pavilion Manual. Refer [COP 16 - CGIAR PAVILION MANUAL.pdf](#). Also attached in email from your coordinator. It accommodates 30 Pax Maximum.

Q: Does the pavilion have facilities for presentations?

A: Yes. All accessories are included in the Pavilion Manual.

Q: Will the Internet be available?

A: Yes, Wi-Fi is available. A stable 50mb connection dedicated exclusively for streaming.

Q: How can viewers watch my event remotely?

A: Zoom links will be made available, to follow the livestreaming of the events.

Q: Is there a possibility to have a speaker join remotely?

A: Yes, speakers can join remotely. Please provide their names and email addresses by 2nd of October, and we will add them as a panelist for the Zoom webinar session.

Q: Do I need to bring my own laptop?

A: Yes, please bring your laptop for your pavilion events.

Hybrid set up and guidelines

Q: Will there be livestreaming at the event?

A: Yes, we are using Zoom Webinars and YouTube for our livestreaming.

Q: How will the live streaming links be distributed?

A: The links will be distributed by 4th October, to the event lead.

Q: How will virtual participants ask questions during the session?

A: Virtual participants can ask questions through the Zoom Q&A or chat features.

Q: Will the sessions be recorded, and how can we access the recordings?

A: Yes, all sessions will be automatically recorded and saved to the cloud. The recordings will be accessible after the event. Due to the high volume of work on-site, there may be delays in providing the recording links. Your patience is appreciated.

Q: How can I promote the live streaming link for my session?

A: Via social media – more information to follow.

Q: What information do I need to provide from my speakers?

A: You need to provide the full list of speakers, including their names, job titles, organizations, bios, and email addresses (for online speakers).

On-site logistics

Q: Who is my point of contact for questions?

A: The Assigned coordinator has reached out to you.

Q: What are my responsibilities in terms of vacating the premises after the event?

A: Manage your assets, branding etc. Confirm with your coordinator.

Q: Will my session be recorded or photographed? How do I obtain the recording and photos?

A: Yes. There is an assigned photography team, your coordinator should be able to share the link to the content afterwards.

Q: What is the “run of show”?

A: The "run-of-show" is a point-by-point breakdown of your event in a document that will be used by the Audio-Visual team to ensure all presentations and videos are shown and virtual speakers are brought in at the right time during your session. To facilitate this, we kindly ask you to number the file names in the order of sequence and keep the instructions as simple as possible.

Q: When do I need to have my technical specifications and needs submitted?

A: By 2nd October 2024 to your coordinator.

Q: Can I include pre-recorded video statements and videos in my session?

A: Yes, pre-recorded statements and videos may be presented during your event. Include this information in your technical run-of-show and plan to have the video files sent 48 hours before the event starts to your assigned on-site event coordinator.

Q: How should I organize the content for my session (i.e. slides, videos)?

A: Your materials should be consolidated and submitted by email to your on-site event coordinator 48 hours before the start of your event. Please be aware, if you do not submit all the materials on time, we cannot ensure a smooth run of your session.

Q: How do I submit my technical specifications and needs?

A: Through template provided and submit to your assigned coordinator by stipulated timeline.

Q: Is interpretation possible?

A: Interpretation will not be provided. The translations will however be outsourced. This wasn't the case initially, but per CBD's directive, we've designated Interactio as the official translators for COP. Please see the email addresses below.

lukas.urbanavicius@interactio.io & dovile.bagdonaite@interactio.io

Q: When does registration for the event close?

A: Registration to close by 18th October 2024. More information to be provided.

Q: Is there a list of recommended hotels where people are staying nearby?

A: CGIAR Delegates are staying at the Spiwak Hotel. Entries are currently closed. However, hotel bookings for the UN Biodiversity Conference 2024 can still be made by sending your request to the following e-mail: Hotels@cali.gov.co or check through [hotels | 2024 UN CONFERENCE COP16 \(gvq.ca\)](#).

Q: Is there any limitation on the number of speakers online/physically?

A: Yes, 3 On site and 2 Online.

Q: How can I get catering information for my event?

A: Catering orders are managed by Grupo Heroica & are available through the dedicated catering portal found by [Here](#).

For special catering requests with a customized menu such as receptions, please write directly to the following contact: catering@grupoheroica.com

Shipping Goods

Q: What mode of transport do I use to send my goods?

A: It is highly recommended that all participants use an air freight cargo agent to send their goods to Colombia through the mode of general cargo. It is not recommended to use a courier as a mode of transport for your goods. The use of this method will entail in the payment of taxes, the presentation of import declarations and the fulfillment of approvals by regulatory entities in Colombia. This could determine that some goods may not be able to enter the country.

Q: What is the destination of the goods I send to Colombia?

A: The event will be held at the Centro de Eventos Valle del Pacifico, which will be declared as a Free Trade Zone. This will allow for the goods to enter the country and venue without paying taxes, but with strict regulations that must be followed.

Q: What documents do I need to send goods to the COP16?

A: As follows below.

- Transac(on document. Document through which the shipper describes the goods sent, which contains the following data:

- a. Document number and date
- b. Place of issue of the document
- c. Name and address of the shipper
- d. Name and address of the recipient
- e. Goods descripFon
- f. Number of items
- g. Unit price and total price
- h. TransacFon currency
- i. Place and condiFons of delivery of the goods (INCOTERMS)

- Packing list
- Transport document (airway bill or bill of lading)
- Interna(onal freight invoice and related expenses This manual is subject to modifications until the final version is released

Q: How do I consign the transport document?

A: Consider Below illustration

CONSIGNEE

GRUPO HEROICA S.A.S.
ZONA FRANCA TRANSITORIA
CENTRO DE EVENTOS VALLE DEL PACIFICO
Calle 15 # 26-120 Arroyohondo
Yumbo, Valle, Colombia

NOTIFY PARTY

Delegation name or NGO
Event: COP16

Q: How should I mark the boxes or pallets of my goods?

A: Consider Below illustration

GRUPO HEROICA S.A.S.
ZONA FRANCA TRANSITORIA
CALLE 15 # 26-120 ARROYOHONDO
NAME OF THE EVENT: COP 16
EXHIBITOR NAME:
PAVILION NUMBER:
STAND NUMBER:
YUMBO - VALLE DEL CAUCA

Q: What is the value of the goods (souvenirs) that I can send to the COP16 and can stay in Colombia after the event?

A: The maximum value of foreign origin goods that each exhibitor may introduce under this regime will be USD 3,000. These goods must be entered as samples without commercial value.

Q: When should the goods arrive in Colombia?

A: The goods must arrive in Colombia not before September 15. If goods arrive before this date, extra costs for warehousing and freight will be generated.

Q: Logistics and Product Manuals

A: We highly recommend that both manuals are read by the participants of the event to fully understand the implications of the different processes of sending goods to the event.