Moana Blue Pacific

PAVILION

@COP31

Side Event Guide 2026

NEW ZEALAND
FOREIGN AFFAIRS & TRADE
Manatū Aorere

Australian Government

SPREP
Secretariat of the Pacific Regional Environment Programme

Moana Blue Pacific at COP31 is a Pacific Partnership with the Governments of New Zealand and Australia managed by the Secretariat of the Pacific Regional Environment Programme (SPREP)

Congratulations on your successful application for a side event at the Moana Blue Pacific Pavilion at COP31 this year!

Please find information below to help you navigate as you prepare for your side event in our Moana Blue Pacific Pavilion. In accepting your side event slot, you also commit to adhering to these measures outlined in this guide.

These are based on our collective experience as a team as well as directions from the Host Organiser.

Please note – we are still finalising details with the COP31 hosts and their approved suppliers, as new information comes to light, this guide will be updated and resent to you. Each updated guide will be saved by its version number and the date.

Thank you very much for your understanding, we look forward to working with you all!

Your Moana Blue Pacific Pavilion at COP31 Team!

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About our Moana Blue Pacific Pavilion

The Moana Blue Pacific Pavilion, a Pacific partnership with the Governments of New Zealand and Australia managed by the Secretariat of the Pacific Regional Environment Programme (SPREP). It is in the Blue Zone where the Pavilions are situated and requires accreditation to enter.

We have requested a map that highlights our location as a pavilion however have been informed that this will be released by the COP31 Presidency in due course.

You can find out more about the Blue Zone at this link: https://cop31.tr/blue-zone

Within our 150 sqm Pavilion is a side event space, a networking space and a meeting space. We have requested that:

- our side event space be able to hold 60+ seats
- we have a stage with a lectern
- there is a TV screen above the stage that faces the audience
- a mic to be on the podium connected to silent headsets

Should there be any changes with this we will notify you as soon as possible.

Our Moana Blue Pacific Pavilion at COP31, and Pacific Delegation Office, Teams consist of – Nanette Woonton, Teuila-Jane Fruean, Florette Tuuau-Tiperia, Audrey Brown-Pereira, Tavita Sua, Keni Lesa, Foini Fesolai, Billy Chan Ting, and Christine Tuioti.

Our team works across IT support, side event curation and support, communications, and office coordination and organisation.

We look forward to meeting you all!

About your side event

- You have been presented with your scheduled time.
- Unless stated, you will have a very strict 50 minutes maximum per side event, which as in previous years will be fully enforced – this allows you time to set up in advance and clear out before the next event.
- Events start on the hour except for evening events.
- There will be no hybrid format of side event panels. Panellists must be present in person.

Access

It is your responsibility to ensure those presenting at your side event have accreditation to enter the venue. Given the pavilion is in the Blue Zone, accreditation is required.

We do not provide funding to attend the COP. All side event plans and coordination must be facilitated by you inclusive of funding to attend.

Blue Wave Values

This year COP31 is underpinned by Zero Waste values which we uphold. We will work with you to ensure all events within our Pavilion are as environmentally friendly as possible.

In support of a marine plastic litter free Pacific Ocean, the Moana Blue Pacific Pavilion will operate under our 'Blue Wave Values'. The dangers of plastics upon our ocean and our people are now evident noting the world, including our Pacific Small Islands Developing States are in the process of negotiating a treaty to remove all plastic pollution including that within our marine environment. As such, the Moana Blue Pacific Pavilion will play an active role in refusing any single-use plastics that contribute to waste entering our ocean.

We're also applying environmentally friendly practices in all we do and ask that you:

- Utilise digital options only as distributing paper resources adds to litter in the Moana Blue Pacific Pavilion. We will not have any paper resources distributed from our Pavilion.
- Ensure that any catering you provide does not use Styrofoam or any single-use plastics and that your caterers are responsible for removing all waste.
- Please be responsible for removing ALL waste from the area upon completion of your side event.
- Ensure any online content you do have can be accessed through a QR code in your presentation for people to scan and access.

Where necessary we are noting those side events that do not apply Blue Wave values for future reference.

Cancellation

Should you wish to cancel your side event, it is your responsibility to notify us at least four days before. This will allow sufficient time for others to have the opportunity to use this space.

Catering

Catering is only permitted for evening events in the Moana Blue Pacific Pavilion.

It is your responsibility to coordinate this including ordering, payment, setting up and clearing of the Pavilion space.

Please notify us in advance should you have catering for your evening event, and we will try to facilitate a catering space for you.

Should you be coordinating catering you must assign someone within your organisation team to facilitate set up of catering in assigned space, meeting with caterers to coordinate this as well as clearing of all catering organised.

Please link this member of your team with us at COP31@sprep.org.

Your team must remove all waste after your event so please bring a waste bag with you on this day yet we do ask that you be mindful of the Zero Waste, and Blue Wave, values.

The Moana Blue Pacific Pavilion is our home away from home for all of our Pacific delegates, so let's respect this shared value.

Funding
When hosting a side event within the Moana Blue Pacific Pavilion we provide the space inclusive of the seats, the sound system, the IT support during the side event and the screens to showcase your presentations or films.

Anything outside of that such as catering for evening events, promotion of your event, funding to attend the COP, will be your financial responsibility.

Home
The Moana Blue Pacific Pavilion is our Pacific delegates home away from home. We ask that you please treat it with respect in terms of taking care of it, as if it were your own. Keep it clean and make sure not to leave food or rubbish behind. Make that all headsets are returned and the Pavilion is kept tidy.

Inclusivity
Our call for side events stressed the need for Pacific Islands voices to be amplified applying a Gender Equal, Diverse and Socially Inclusive (GEDSI) panel. The Moana Blue Pacific Pavilion is our space to welcome guests to hear our stories told and this must be reflected in the panel.

As per your commitment in your side event application, we will be monitoring panels for gender and social inclusion, youth representation, and Pacific Islands representation. We encourage all side event organisers to have a panel that upholds, amplifies and empowers our Pacific Voice through a diverse manner as much as possible.

We will be recording, to the best of our ability, the participant attendance and noting the gender make up of this.

Translation and interpretation including sign language will not be available at our Moana Blue Pacific Pavilion at COP31 – should you require this you will need to organise and please let us know.

Moana Blue Pacific Pavilion App
This year we have a Moana Blue Pacific Pavilion App which is available for Android users that provides all the information provided on the schedule of side events, based on the information you provided. The app is available from the Google Play Store.



Moana Blue Pacific Pavilion Website
There will also be a website link to the schedule of all side events which will be available from https://www.sprep.org/cop31/moana-blue-pacific

Panel and stage
While we aim to have more than one television screen at the front of the stage, this is yet to be confirmed. There will be sufficient space on stage for up to 4 speakers and we will make space for panellists to sit in the front row for side event moderators to call them to the stage to speak at the lectern.

Other than evening events, you have 50 minutes maximum! We advise that you be wise in the number of panellists you have in your event. We will not be extending side event times.

Plan Ahead!
In order for a successful side event, we recommend you have a plan prepared before you get to COP. This may encompass the partnerships you and your organisation wish to form, the key messages you want to make known and the people you want to meet.

Research in advance will help you strategise to achieve what it is you would like to see as a result of your side event. Activities within this may include sending targeted invitations to your side event(s), promoting your side event through your available channels, keeping presentations short and sharp, and following through after your side event to connect with key members of the audience. We'd also recommend ensuring you have team members to help record attendance, key questions from the audience as well as building connections immediately after the side event to grow your network.

We have learnt that you should expect the unexpected with speakers and ensure you get an excellent moderator/ facilitator so your event will finish on time and help keep the audience engaged. Remember you can continue the panel conversation/dialogue with participants outside of the side event in the networking area.

When planning, we suggest you try to ensure you keep your side event short, sharp and focused. Remember what the key takeaways are you want guests to walk away and wanting to know more.

We also strongly encourage you to invite and target specific partners of interest to your side event from outside the region. The Pavilion is an opportunity to build partnerships and amplify Pacific voices during and beyond COP, so be strategic and spread the message about the Moana Blue Pacific Pavilion and your side event.

We wish you all the best ahead with your side event.

Powerpoints and presentations
Should you wish to show a film or have a PowerPoint presentation please submit these to us on a USB device the day before if possible.

We are aiming to ensure that presentations will be showcased with sound, if otherwise we will notify you as a side event organiser once we have landed in Antalya and had the opportunity to test all equipment.

Promoting your side event
It will be your responsibility to develop public relations content from your side event, we do however, ask that you share this with us as we may also be able to share this onwards. Please feel free to tag our social media accounts in your promotional, or post-event communications.

- Facebook - https://www.facebook.com/SPREP.PROE
- Instagram - @**sprep_proe**
- LinkedIn - SPREP.

Should you have an accompanying photographer at your side event, we do ask that you share images with us for use which we will attribute and credit photographer when used.

You do not need to insert the Moana Blue Pacific Logo in your content for distribution, however, should you wish to do so we can share these with you along with our logo user guidelines.

Resources
Printed materials will not be welcome in the Pavilion, however you can still share your content through electronic means. You can feature QR codes in your presentations that link to key documents of the information you wish to promote.

Pull up banners are also not permitted in the Pavilion as they are a fire hazard, nor will they be stored in the pavilion.

We thank you for your understanding.

Safety
Safety is paramount to us, and a priority feature of the overall pavilion spaces at COP31.

No pull-up banners, cloth, or plastic sheeting will be permitted in the pavilion unless they have undergone the required fire hazard treatment and certification is provided.

We ask that you note the closest exit from the pavilion and share that information with your side event panellists.

Bags or other content will not be stored at the pavilion due to fire and safety reasons. Any baggage (or otherwise) left behind unclaimed will be submitted to security for storage. Please use the shared storage space for bags and coats within the COP venue.

Should we feel that the pavilion space poses risks beyond our control to the health and safety of our audiences, we will close the pavilion as needed and you will be notified.

Sound
This year we have been informed that we must have silent sound systems in the Moana Blue Pacific Pavilion. This entails a headset for everyone in the audience to wear with all the sound from the main microphone going to the individual headsets. We have requested 60 headsets for our audience.

Storage
As stated in the Safety section, there will be no storage available at the Moana Blue Pacific Pavilion at COP31. We do understand that you can check bags and coats in for storage at a specially assigned place within the venue, and we recommend you store your content there. Any baggage (or otherwise) left behind unclaimed will be submitted to security for storage.

Time
You will only have a maximum of 50 minutes in your side event, unless scheduled in advance or an evening event.

The Side Events Curator will notify you of your side event time by showing a sign indicating you have 10 minutes remaining. This will be followed by a 5 minute sign, and then a TIMES UP sign.

We ask that you follow this in respect of the space and other event organisers.

We advise that you have contingency plans in place for your speakers who may be delayed due to another event particularly Leaders and Heads of Delegation. Any delays will be taken from your time – not others.

Virtual capabilities
We will share the side event schedule on a screen at our reception space, as well as share the schedule on our website. However, it will be your responsibility to promote your side event beyond these spaces.

There will be no hybrid format for presenters. While we endeavour to have live streaming at the Moana Blue Pacific Pavilion, this will not be confirmed until we have our Pavilion in hand. If live streaming is made possible, we will notify you and provide you with a link.

We hope this has been helpful. As we receive further information from the COP31 organisers we will update this guide and make note of it on our website.