APPENDIX 1: Canada Pavilion at COP27
Accreditation Information Form

Form Submission Deadline: **ASAP but no later than** **September 14, 2022**

Return **only** to: **pavillioncdp-coppavilion@ec.gc.ca**

Email subject: Request for Canada Pavilion at COP27 Accreditation - [**SPEAKER NAME**]

|  |  |
| --- | --- |
| **Event Lead Name:** |  |
| **Event Lead Email:**  |  |
| **Lead Organization:** | *<Insert name of primary lead organization>* |
| **Event Title:** |  |

Accreditation Information

*Please ensure the following information is filled in clearly and accurately for accreditation purposes.
The information listed must match the passport you will be travelling with.****All fields are mandatory.***

|  |  |
| --- | --- |
| ***Salutation*** |  |
| ***Given Name*** |  |
| ***Family Name*** |  |
| ***Functional Title*** |  |
| ***Minister or above?****(YES/NO)* |  |
| ***Department*** |  |
| ***Organization*** |  |
| ***Date of Birth****(DD/MM/YYYY)* |  |
| ***Passport Number*** |  |
| ***Passport Issued By*** |  |
| ***Country of Residence*** |  |
| ***City of Residence***  |  |
| ***Personal Email*** *(Secure Email)* |  |
| ***Phone Number*** |  |

APPENDIX 2: Canada Pavilion at COP27
Detailed Event Information

Form Submission Deadline: **September 30, 2022 at 5pm ET**

Return to: **pavillioncdp-coppavilion@globeseries.com**

*Questions regarding the information required in this form may be submitted to:* **pavillioncdp-coppavilion@globeseries.com.**

|  |  |
| --- | --- |
| **Event Lead Name:** |  |
| **Event Lead Email:**  |  |
| **Lead Organization:** | *<Insert name of primary lead organization>* |
| **Partner Organization(s):** | *<Insert name of partner organizations>* |

Event Title & Description

Guidelines

* *The Event title should not exceed* ***90 characters*** *including spaces.*
* *The Event description should not exceed* ***925 characters*** *including spaces.*
* *Note: ECCC has final editorial approval on the title, description, and overall Event (all changes will be shared with the Event Lead)*

Overview

|  |  |
| --- | --- |
| ***Event Title*** |  |
| ***Event Description*** |  |

Event Title and Description – Alternate Language (Optional)

*Event titles and descriptions will be available in both English and French on the Canada Pavilion at COP27 website. ECCC will provide translation to the alternate language (provided above) based on the Event titles and descriptions, however, Event Leads are welcome to provide their own translated version of the title and description in the alternate language below if preferred.*

|  |  |
| --- | --- |
| ***Event Title (Alternate Language)*** |  |
| ***Event Description******(Alternate Language)*** |  |

Speaker Information

Guidelines

* *The speaker biography should not exceed* ***1500 characters*** *including spaces.*
* *All speaker headshots should follow the below guidelines:*
	+ *File size should be* ***under 2MB***
	+ *Accepted formats:* ***jpg, .gif, .png, or .jpeg***
	+ *Please ensure headshot clearly shows speaker’s head and shoulders with a clean or neutral background.*
* *All speaker headshots should be attached to the email when returning the completed form to the Event Management Team through email.*

Participant Information

*Please copy / paste this table as required for each participant included in your event – e.g., Event Lead, Moderator, Speaker(s).*

|  |  |
| --- | --- |
| ***Event Role*** | *<Event Lead / Moderator / Speaker>* |
| ***First & Last Name*** |  |
| ***Title*** |  |
| ***Organization*** |  |
| ***Biography***MAX 1500 characters including spaces. |  |
| ***Email Address*** |  |
| ***Phone Number (Mobile for On-site Contact)*** |  |
| ***Social Media Tags*** | *<Twitter / LinkedIn / Instagram>* |
| ***Headshot*** | ***Please attach headshot as an attachment to the email based on above guidelines.***  |
| ***Accessibility Request (if any)*** |  |
| ***Gender*** | *<Male / Female / Non-Binary / Other / Do not wish to disclose>* |
| ***Identifies as underrepresented group*** | *<Yes / No>* |
| ***Identifies as an Indigenous Person?*** | *<Yes / No>* |
| ***Qualifies as Youth Delegate (under 35 years of age)?***  | *<Yes / No>* |
| ***Travel Information*** | *<Date of Arrival, Airline, Flight No.>* |
| ***Hotel Name*** |  |

Event Run of Show

Event Setup and AV

|  |  |
| --- | --- |
| **Event Format:** | *<ex: panel discussion, workshop, roundtable>* |
| **# of Chairs on Stage:** |  |
| **Other Equipment (e.g., table, Event Lead-provided) on Stage:** |  |
| **Podium:**  | [ ]  YES / [ ]  NO |
| **Microphones:** | *# of Lapel Mics :* | *Enter quantity here* |
| *# of Handheld Mics :* | *Enter quantity here* |
| *# of Tabletop Mics :* | *Enter quantity here*  |
| **Other Equipment provided by Lead or Partner Organization(s):** |  |
| **Set-up time required for additional equipment:** |  |
| **Tear down time required for additional equipment:** |  |
| **Slide Deck Name (if any)** | *<Document naming convention: THEMATIC DAY\_LEAD ORGANIZATION.xxxx>* |

Other Assets for Distribution

Please copy / paste the table below where multiple assets will be available on the event website.

|  |  |
| --- | --- |
| **Document Name:** |  |
| **Display Name:** | *<Display text for document on Event website>* |
| **Document Link:** |  |
| **Brief Description of Content:** |  |

Event Run Down

**OPTION 1: PANEL DISCUSSION** - Use this template for a panel discussion or armchair dialogue format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration (min)** | **Action** | **Stage Status** | **Screen Status** |
| **EVENT START TIME TBC** | Moderator, Speakers, and Event Management Team Tech to perform final checks and run through. |  |  |
| 00:00 – 00:00 | **Host Welcome (x mins)****Moderator**welcome everyone, share housekeeping remarks, introduces land acknowledgment, and provides BRIEF commentary about the context of the event.    | *Event Lead please detail stage set**(ex: All speakers are seated. moderator is standing in middle.)* | *Event lead please detail which slide page to display here**(suggested: holding slide)* |
| 00:00 – 00:00 | **Speaker Introduction & Opening Statements (x mins)*** Speakers listed in chronological order:
	+ <Speaker 1, Title, Organization>
	+ <Speaker 2, Title, Organization>
	+ <Speaker 3, Title, Organization>
	+ <Speaker 4, Title, Organization>
 | *Event Lead please detail stage set* | *Event lead please detail which slide page to display here**(suggested: speaker slide)* |
| 00:00 – 00:00 | **< Insert Format of the Section> (x mins)**<Insert section description or discussion questions if any> *Please clearly indicate who will be answering each question and in what order** Q1:
* Q2:
* Q3:
 | *Event Lead please detail stage set* | *Event lead please detail which slide page to display here* |
| 00:00 – 00:00 | **< Insert Format of the Section> (x mins)**<Insert section description or discussion questions if any> *Please clearly indicate who will be answering each question and in what order** Q1:
* Q2:
* Q3:
 | *Event Lead please detail stage set* | *Event lead please detail which slide page to display here* |
| 00:00 – 00:00 | **Final Thoughts, Thank You (x mins):** **Moderator** wraps event, thanks speakers and attendees, and closes session | *Event Lead please detail stage set* | *Event lead please detail which slide page to display here**(suggested: closing slide)* |
| 00:00  | **EVENT ENDS** |  |  |

**OPTION 2: ROUNDTABLE** - Use this template for a roundtable format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration (min)** | **Action** | **Stage / Room Status** | **Screen Status** |
| **EVENT START TIME TBC** | Moderator, Speakers, and Event Management Team Tech to perform final checks and run through. |  |  |
| 00:00 – 00:00 | **Moderator Welcome & Opening Remarks (x mins)****Moderator**welcome everyone, share housekeeping remarks, introduces land acknowledgment, and provides BRIEF commentary about the context of the event.    | *Event Lead please detail stage set or room status here**(ex: moderator on stage alone.)* | *Event lead please detail which slide page to display here**(suggested: holding slide)* |
| 00:00 – 00:00 | **Discussion Questions – Round 1 (x mins total)**<Insert section format description and/or instructions here if any> *Example Format: Each round of Qs starts with 1:1 discussion with the person next to you (x minutes); then open up to feedback to the full room (x minutes). Suggest that attendees try to connect with a different person for each question.** <Insert Discussion Question Here>
 | *Event Lead please detail stage set or room status here**(ex: attendees switch discussion partners at the end of each round of discussion)* | *Event lead please detail which slide page to display here**(suggested: discussion question slide)* |
| 00:00 – 00:00 | **Discussion Questions – Round 2 (x mins total)**<Insert section format description and/or instructions here if any> *Example Format: Each round of Qs starts with 1:1 discussion with the person next to you (x minutes); then open up to feedback to the full room (x minutes). Suggest that attendees try to connect with a different person for each question.** <Insert Discussion Question Here>
 | *Event Lead please detail stage set or room status here**(ex: attendees switch discussion partners at the end of each round of discussion)* | *Event lead please detail which slide page to display here**(suggested: discussion question slide)* |
| 00:00 – 00:00 | **Discussion Questions – Round 3 (x mins total)**<Insert section format description and/or instructions here if any> *Example Format: Each round of Qs starts with 1:1 discussion with the person next to you (x minutes); then open up to feedback to the full room (x minutes). Suggest that attendees try to connect with a different person for each question.** <Insert Discussion Question Here>
 | *Event Lead please detail stage set or room status here**(ex: attendees switch discussion partners at the end of each round of discussion)* | *Event lead please detail which slide page to display here**(suggested: discussion question slide)* |
| 00:00 – 00:00 | **Final Thoughts, Thank You (x mins):** **Moderator** wraps event, thanks speakers and attendees, and closes event. | *Event Lead please detail stage set (ex: moderator on stage)* | *Event lead please detail which slide page to display here**(suggested: closing slide)* |
| 00:00  | **EVENT ENDS** |  |  |