

GUIDELINES FOR SIDE EVENTS AND EXHIBITIONS – 6th National Global Change Conference,
2025

These guidelines are intended to regularise and set parameters for side events and exhibitions at the conference. Expression of interest (Eoi) to organise a side event or exhibit products and services in the global change domain must be submitted for consideration by the conference organisers, and must comply with the guidelines set out below.

SIDE EVENTS

- A. Proposed side event must be aligned, as much as possible, to the conference theme or sub-themes and/or address one of the knowledge challenges in the Global Change Research Plan (GCRP) – <http://www.gov.za/documents/global-change-grand-challenge-national-research-plan>)
- B. Indicative date between 1-4 December 2025 and time slots (morning, afternoon, evening or during breaks) must be indicated. The conference organisers will, in consultations with side event applicants, make the final determination on the allocation of side events in the conference programme;
- C. Venue specifications (size of the meeting room, sitting arrangements etc) or outdoor event specification must be provided in the Eoi;
- D. The organiser or coordinator of the side event will be responsible for the marketing, management and refreshments for participants. Additionally, the organizer or coordinator arrange additional services (e.g.scribing and reporturing) and equipment other than what is provided in the conference package (projector, projecting screen, chairs and tables and PA system);
- E. Participants in the proposed side events MUST register for the main event i.e. conference;
- F. Side events will be scheduled in such way that they do not clash or interfere with the proceedings of the main conference; and
- G. A short report on the proceedings of the side event will be required.

EXHIBITIONS

- H. Products and services to be exhibited must be aligned, as much as possible, to the conference theme or sub-themes and/or address one of the knowledge challenges in the Global Change Research Plan (GCRP) – <http://www.gov.za/documents/global-change-grand-challenge-national-research-plan>);
- I. Indicative date between 1-4 December 2025 and time slots (morning, afternoon, evening or during breaks) must be indicated. The conference organisers will, in consultations with side event applicants, make the final determination on the allocation of side events in the conference programme;
- J. Required exhibition space must be indicated in the EoI. This is only if the required space is bigger than the standard shell of 3(l) x 3(w) x 2(h) with a small table & 2 chairs, and power point, which will be provided;
- K. Exhibitors may organise short talks at the exhibition stands BUT only during breaks (tea and lunch). A tour of the exhibition hall may be organised for the for the political leadership and executives that would be present at the conference – this is likely to be short after the opening plenary session;
- L. Exhibitors may arrange additional equipment (TV screens etc) for their stands, provided there is no obstruction to movement between the exhibition shells; and
- M. Exhibitors MUST register for the main event i.e. conference;
- N. Poster viewing shall be allowed during lunch and tea breaks. Poster owners or presenters are expected to be next to their posters to explain their presentations to interested participants;