



CALL FOR INTEREST

PAVILION OF PARTNERSHIPS FOR ENVIRONMENT AND DEVELOPMENT

Venue: United Nations Conference Centre (UNCC), 1st and 2nd floor, Bangkok

Date: 5-8 September 2017

Time: 09:00 – 17:00 every day

A. Background

The first Asia-Pacific Ministerial Summit on the Environment will take place in Bangkok from 5 to 8 September 2017, jointly organized by the Economic and Social Commission for Asia and the Pacific (ESCAP) and United Nations Environment Programme (UN Environment). The Ministerial Summit focuses on addressing the linkages between resource efficiency and pollution reduction in Asia and the Pacific, under the theme 'Towards a Resource-efficient and Pollution-free Asia-Pacific'.

The Summit brings together for the first time two United Nations ministerial-level meetings on the environment, namely the seventh Ministerial Conference on Environment and Development in Asia and the Pacific (MCED) and the second session of UN Environment's Forum of Ministers and Environment Authorities of Asia-Pacific. The convergence of these two meetings provides a unified platform for member States to review trends and identify regional perspectives and priorities in environment and development and to bring issues to the attention of the parent bodies of both secretariats.

B. Scope of the Pavilion

The objective of the Pavilion is to provide additional informal space for member states, civil society, UN agencies and other stakeholders to share and showcase good practices on issues of concern for the environment and development.

C. How does it work?

Participants in the Pavilion of Partnerships for Environment and Development (member States; UN agencies; civil society and academia representatives; and other partners and stakeholders) are most welcome to share their knowledge products, audio-visual materials and other non-traditional means of information sharing and interactive engagement of audiences in addition to posters, hand-outs, leaflets, booklets, publications) at designated booths in the exhibition area, as well as during side events and networking sessions taking place during the Ministerial Summit.

D. How to join the Pavilion

To join the Pavilion, kindly fill in the registration form and indicate your interest in exhibiting to Mr. Kyungkoo (Philip) Kang at kangk@un.org, Ms. Sara Libera Zanetti at sara.zanetti@un.org & Ms. Nattawan Chantachoto at nattawan.chantachoto@un.org by **Sunday, 6 August 2017**.

E. Logistic Arrangements of the Pavilion

ESCAP will provide the following materials, at no cost to each pavilion partner (Please see Annex I and II):

- 1 V-shape panel with lights
- 1 Desk
- 2 Chairs
- Signage for name display (on the panel)

Partners are invited to display posters, publications, banners and other exhibition materials within the booth space provided. Please note that ESCAP will not provide each booth with a monitor or a desktop computer. Participants wanting to showcase digital material at the booth are kindly requested to bring their own laptops. Electricity sockets can be provided upon request.

ESCAP will arrange several LCD displays in the Pavilion area on which videos received from Pavilion partners will be shown on a loop during the Pavilion's operating hours (see Table 1 below). Should you wish to display a video from your organization, you will be asked to indicate this on the registration form and provide ESCAP with the link of the material to upload.

Date	Open	Close
Tuesday, 5 September 2017	08:00 hours	17:00 hours
Wednesday, 6 September 2017	08:00 hours	17:00 hours
Thursday, 7 September 2017	08:00 hours	17:00 hours
Friday, 8 September 2017	08:00 hours	17:00 hours

Table 1: Pavilion operating hours

- **Setting up:**

Pavilion partners are requested to complete the set-up of their Pavilion booths on Monday, 4 September between 08:00 and 17:00 hours & Tuesday, 5 September between 07:00 and 08:30 hours before the opening session of the Senior Officials' Meeting. Kindly adhere strictly to the times. Please note that no parking will be available for vehicles, but drop off and picking up of materials/equipment will be allowed in the UNCC after submitting details of the vehicle, driver and passengers for security reasons.

- **Operating:**

During the Pavilion operating hours, partners are responsible for all items left unattended at their designated booth area. ESCAP cannot take responsibility for any valuables left unattended.

Each Pavilion partner will be solely responsible for managing their own booth for the duration of the exhibition. Pavilion participants are encouraged to take full advantage of registration times, coffee

and lunch breaks, as the main opportunities for networking with participants. It is recommended that partners arrange for at least one person to be available at their exhibition booth during these periods and throughout the day.

- **Removal:**

On Friday, 8 September 2017, Pavilion partners are requested to remove all materials from their exhibition booths between 17:00 to 18:00 since ESCAP will be dismantling the booths shortly thereafter. Exhibitors are responsible for the removal from the ESCAP premises of all items that have not been distributed. ESCAP cannot take any responsibility for items left at exhibition booths after this time and they will be discarded accordingly.

Annex I: Exhibition Panel

Size of Exhibition Panel : H 200 cm x W 100 cm
POSTER AREA : H 194 cm x W 90 cm



Annex II: Exhibition Table

Standard table for exhibition booth



Standard Layout of Exhibition Booth

