

Climate Action 

INNOVATION ZONE



COP27



7 – 18 November 2022
Sharm El-Sheikh, Egypt

EVENT SPACE HIRE

Event Space Hire: Part 1 of 3

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	Conference Room 1- Paris	Conference Room 2- Marrakesh	Global Goals Rooms
These rates apply to only UN, government and non-profit organisations (excl VAT where applicable)			
Event room hire rate per day / These rates apply to only Government and NGOs (excl VAT where applicable)			
Full day (example: 06:00am - 17:00pm 11-hours)	On request	On request	£60,000
Full Day Conference Room 1 & 2	On request		
Half day (7-hours) Select one of the following: 07:00 – 14:00 OR 16:00 – 22:00 You may select pre-dinner drinks and dinner Note: Included in Innovation Zone Partner Package			£30,000
Select your preferred layout:			
Theatre	N/A	500	80
Cabaret	260	N/A	80
Standing (cocktail layout)	N/A	N/A	120
Banquet	300	300	100
Note: Event room stage and AV desk location cannot be changed.			
Room Hire Period & Availability (Date & Time):			
Your hire period must factor in timings for the below: <ul style="list-style-type: none"> Event set-up: Uploading of digital event assets, free standing event branding, AV testing, dry run of assets and rehearsal (if applicable) Event period: guest arrival, programme start time, catering break/s (if applicable), event closing and guest departure time Event breakdown (if required) 			
Note: Date and time bookings are on a first come, first served basis. We cannot reserve times without signed contract. Date and time changes are not permitted unless availability is present with no cost implications.			
Furniture & room dressing			
Furniture included is a standard selection for all our event spaces, if you wish to have specific furniture, you may order this at an additional charge within a set deadline			
Audience seating includes chairs and tables (roundtables or cocktail tables, dependent on the preferred layout selection).	X	X	X
Stage set: 1x stage platform, 1x lectern and standard stage furniture (6x high chairs and 4x small tables for water)	X	X	X

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AV & Technical Crew			
1x Built-in screen. The screen and stage in the event room is a fixed featured and cannot be moved.	X	X	X
Dedicated AV support: 1x AV Technical room manager providing you with dedicated AV support and overseeing all your AV requirements run seamless for your event.	X	X	X
Audio: 1x PA system includes 1x audio technician			
Microphones	7x hand held microphones and 6x headset/lapel microphones.	7x hand held microphones and 6x headset/lapel microphones.	6x hand held microphones + 2x headset/lapel microphones
1x Presentation laptop and a clicker	X	X	X
1x Stage speaker comfort monitor + 1x stop watch screen	X	X	X
1x Lighting stage set-up	X	X	X
Livestreaming and dedicated internet connectivity Filming: cameras and camera operators Photography (Service is not currently available, please arrange for you own photographer if required) Additional Technical crew can be booked	Additional Charge		
NOTE:			
You will require to complete an AV order form within a set deadline to activate your AV requirements in the event room. AV requirements outside of the event room rental package will be at an additional charge.			
External filming and AV service providers will not be permitted unless pre-agreed.			
We will not be able to accommodate virtual speaker dials-in. All speakers must be in-person. We can present presentations and play video assets.			
The Global Goals Room does not hold livestreaming capabilities at present. Global Goals Room comes set-up with the basic allocated conference AV equipment and technical crew specified.			
Power:			
4x Dedicated power sockets (allowed for laptop / smart device chargers).	X	X	X
Note: Power points beyond the demarcated power sockets for own use are all reserved and may not be utilized due to health and safety reasons and to ensure power capacity is controlled in the venue.			

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Catering			
Catering must be ordered at an additional charge within a set deadline. Menu options will be available for your selection. All our menus are vegetarian options only. Please note that you will not be able to change catering numbers once an order has been placed.	Additional Charge		
Access to filtered water stations: The event room will have a designated table with water for your event attendees.	X	X	X
Registration process, data and Innovation Zone access			
Please note: The Innovation Zone operates its own independent registration system and is not linked to COP27 Blue & Green Zones. The Innovation Zone badge/pass does not give you access to the Blue and Green Zones. The Innovation Zone doesn't facilitate Blue nor Green Zone passes.			
Dedicated event registration link: All your participants must register using the Innovation Zone registration system. All registered participants must agree to the registration terms and conditions of the Innovation Zone. Climate Action will provide you with a dedicated registration link for your event within which you will have access to the registration data at all times. 15% Overage on registration allowed from the capacity of your event room to accommodate potential no shows, replacements and ensure compliance with health and safety.	X	X	X
Dedicated registration desk Q and registration staff (1x person per reg desk)	3x desks up to 500x guests	3x desks up to 500x guests	1x desk
Generic Innovation Zone lanyards and badges provided by Climate Action. If you wish to tailor your lanyards and delegate badge design, this may be possible pre-agreed, at an additional charge	X	X	X
Event delegates will have access to the Innovation Zone at any time during opening hours (beyond your event), unless otherwise stipulated. Your event delegates will have access to Innovation Zone benefits such as access to meeting areas, pavilions and expo areas amongst others. Note: Innovation Zone pass access, unless specified otherwise, excludes access to conference rooms, global goals room, speaker lounge, climate leaders lounge, private meeting rooms.	X	X	X
Wi-Fi Connectivity			
GENERAL WIFI ACCESS	X	X	X
Branding & Promotion			
Pre-event promotion:			
Opportunity to list event on the Innovation Zone website	X	X	X
Onsite:			
Registration area digital screen: Event listing on daily scheduled activities	X	X	X
Event room outside digital screen: Event listing	X	X	X
Event room inside: Event room digital screen will feature event assets	X	X	X
Event Programme, Speakers, Management and Audience Delivery:			
Please note: Climate Action are not providing programme development, event organisation or audience delivery services, besides the provision and operations of the event space room hire. The Conference room hire package is purely event space hire only, and does not include content or event production.			