



CONVENTION ON WETLANDS
CONVENTION SUR LES ZONES HUMIDES
CONVENCIÓN SOBRE LOS HUMEDALES
(Ramsar, Iran, 1971)

Side events application FAQ

The 15th meeting of the Conference of the Contracting Parties to the Convention on Wetlands (COP15) takes place in Victoria Falls, Zimbabwe, from 23 to 31 July 2025. COP15 will provide the opportunity to hold a number of side events on global and regional themes relevant to the Convention and COP15 issues. The theme of COP15 is “Protecting Wetlands for Our Common Future”.

This FAQ provides information on the side events, including the side event logistics available and the application review and approval process. As new information becomes available, this will be shared once side events are allocated. If you need additional support following the use of this handbook, please contact us at sideevents@ramsar.org.

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General Information on Side Events at COP15

1. Who can apply for side events?

Side events are open for any registered participants to COP15. The link to the online pre-registration for COP15 can be found here: <https://contacts.ramsar.org/form/ml/cop15-sideevent-request>

2. What date and time slots are available?

Side events will be held over five days, from 24 July 2025 to 28 July 2025, with two time slots: 13:30 - 14:30 (lunch) and 18:30 – 19:30 (evening). On 24 July, only the lunch slot will be available.

During the application you may tick one or more date and time options which you would prefer. Please note that, due to high demand for side events, we cannot guarantee that you will be allocated your preferred date(s) and time(s).

3. What are the room layout options and capacity at the venue?

All rooms will be arranged in classroom-style.

Capacity: Large (120), Medium (50 - 100), and Small (40)

4. What equipment and support are available to me?

Each room is planned to be equipped with tables, chairs, and the necessary equipment for online connectivity (e.g. microphones, screen and cameras). Technical support may be made available. More information on the equipment provided will be given at a later date. In case additional equipment is required, please organize this at your own cost.

5. Is event interpretation possible?

Interpreters are not available for side events and will need to be organized by side event organizers. Organizers may wish to consider the use of online meeting translation or caption tools (such as the Language Interpretation tools or caption languages available on Zoom).

6. Are catering services available?

Catering will be at the cost of the requesting organization. More information will be provided as it becomes available to all who request catering services in the Side Event Request Form.

7. Are hybrid side events possible?

Hybrid side events are possible. Please note that the online meeting link and coordination should be organized by side event organizers.

Application Procedure

8. How can I submit a side event application?

The Side Event Request Form can be found here: <https://contacts.ramsar.org/form/ml/cop15-sideevent-request>.

9. What is the deadline to submit my application?

If you wish to organize such a side event, please complete the “Side Event Request Form” no later than 31 March 2025. Please be aware that requests received by the Secretariat after this deadline may not be considered, and that sending us a request before that deadline does not guarantee that your proposed side event can take place, since rooms and time slots available for side events are limited.

Review and Allocation Procedure

10. What happens during the side event review and allocation process?

Following the deadline indicated above, the Secretariat will review all requests. Preference will be given to topics that are of direct relevance for Contracting Parties and COP15-related discussions and to requests for events to be jointly hosted by more than one State or organization. The Secretariat will inform applicants whether their request has been approved by 30 April 2025.

Please note that events with commercial objectives, e.g. sales of products, will not be accepted.

11. Where can I find the final side event schedule?

The final side event schedule will be made available on 30 April 2025.

12. What does it mean if my side event is ‘merged’?

Due to the high volume of applications, side events proposal applicants with similar thematic areas and descriptions may be requested to work together on a singular side event proposal.

13. How can I change the allocation date/time slot?

Please ensure that the date/time slot selected in the application form is an accurate reflection of your availability. In case of unforeseen changes, please contact the Secretariat at sideevents@ramsar.org.

14. Will it be possible for me to change the details of my side event?

Please note that once approved, the side event descriptions can be changed if necessary. A link will be provided to side event organizers to modify program details.