COP31 TÜRKİYE ANTALYA

Frequently Asked Questions Guide FAQ

Brazil Pavilion at the 31st Session of the Conference of the Parties to the United Nations Framework Convention on Climate Change



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1 ROLES AND FORM COMPLETION

1.1. What is the role of the Panel Coordinator?

*The **Panel Coordinator** is responsible for liaising with the Organizing Committee of the Brazil Pavilion and for organizing the activity, to ensure that it is carried out in accordance with the established guidance. Their responsibilities include defining and inviting the moderator and panellists, mobilizing the target audience, publicizing the event, and sending the presentations (see item 4.8) and any other information requested **(see all items 1 to 5)**, in compliance with the deadlines set by the Organizing Committee.*

1.2. What is the role of the moderator?

The **moderator** is responsible for steering the dynamics and discussions during the panel, promoting organization, flow and participant engagement. Their main responsibility is to ensure strict compliance with the time allotted to the activity, organizing the panellists' contributions, mediating any disagreements and facilitating interaction with the audience, to keep the discussions relevant to the panel's theme.

1.3. Can the same person hold more than one role on a panel?

Yes, the panel coordination may also act as moderation or a panellist, at the discretion of the proposing organization(s). The holding multiple roles are not mandatory, but if it occurs, it must respect the panel composition limits of one moderator and up to five panellists.

2 PROGRAMME AND PARTICIPATION

2.1. How much time is available for the panels? What happens if the moderator or a panellist is late?

Panels last up to one hour, and shorter activities may occur. Start and end times must be strictly respected, with the coordination and moderation responsible for ensuring compliance with the time allotted for the panel *(see item 2.4)*

Panels must start and end according to the official schedule, regardless of participant delays. Coordination and moderation must adjust the panel's dynamics if necessary to ensure it ends on time and does not disrupt subsequent activities.

2.2. What is the maximum number of participants per panel? Can it be increased after the proposal is approved?

Each panel is equipped with seating for one moderator and up to five panellists, in accordance with the Call for Event Proposals. Due to stage capacity, scheduling, and available time, this limit cannot be extended.

2.3. Can the names of the moderator and panellists be changed after the panel is approved?

Yes. Eventual substitutions of moderators or panellists may be submitted for review by the Organizing Committee, provided that a proper justification is given and the criteria established in the Call for Event Proposals are met.

Changes must preserve the diversity, plurality and representativeness of the originally approved line-up; replacements that unjustifiably reduce these characteristics will not be accepted. For panels resulting from a merger of proposals, the composition of organizers previously agreed with the Organizing Committee must be maintained.

Updated information shall be submitted between 20 and 24 of October 2026, via a specific form sent by email to the panel coordinators. Any modifications are subject to review and approval by the Organizing Committee and do not entail the issuance of access credentials to the Blue Zone.

2.4. Where can I find other activities and events of interest during COP31?

The programming for the Brazil Pavilion, including dates, times, and panel details, shall be made available on a dedicated page of the MMA website **on this link.**

To learn about other activities taking place in the Blue Zone, including events aimed at local and regional governments, we also recommend following the official programme channels of the COP31 Presidency and the UNFCCC, and checking directly with other pavilions of interest.

2.5. Must participants in Brazil Pavilion events observe a code of conduct?

All participants must observe the **Code of Conduct of the United Nations Framework Convention on Climate Change (UNFCCC),** which applies to all activities held within the framework of the Conference. In line with the principles of openness, transparency, inclusion and respect for diversity that guide UN events, everyone is expected to act with ethics, integrity and respect for human dignity and human rights, contributing to a safe and welcoming environment that is conducive to the participation of different voices and perspectives.

2.6. What specific guidance applies to events in the Mutirão room?

For events in the Mutirão room, we recommend that discussions highlight the progress of the Plans to Accelerate Solutions (PAS), including concrete examples of implementation. We also encourage the involvement of a broader group of actors from the Action Agenda, including, whenever possible, representatives of the initiative responsible for leading the PAS, the private sector, and subnational governments.

In case of specific questions related to the Mutirão room, please email **actionagenda@cop30.br.**

3 ACCREDITATION AND ACCESS

3.1. Does the approval of a panel proposal guarantee Blue Zone accreditation for its participants?

No. The approval of a proposal for inclusion in the Brazil Pavilion programme neither guarantees nor entails the granting of access credentials to the COP31 Blue Zone, where the Pavilion is located. Panel Coordinators, moderators, panellists and others wishing to take part must hold valid accreditation to access the Conference venue. In addition, the Brazilian Government does not cover costs or handle procedures related to travel, including visas, air travel, accommodation bookings and other related expenses.

3.2. Who is responsible for the accreditation of panel participants approved for the Brazil Pavilion?

The Panel Coordinator is responsible for checking in advance that the moderator and panellists hold valid credentials for the COP31 Blue Zone. If a participant initially foreseen does not obtain the necessary accreditation, the proposing organization is responsible for arranging their replacement with a duly accredited person, in accordance with the procedures and deadlines set by the Organizing Committee ***(see item 2.3).***

3.3. How are credentials granted?

Accreditation for COP31 is carried out through specific procedures, independent of the proposal selection process for the Brazil Pavilion.

Organizations admitted as observers by the United Nations Framework Convention on Climate Change (UNFCCC) may request credentials in accordance with the rules and procedures applicable to their participation in the Conference.

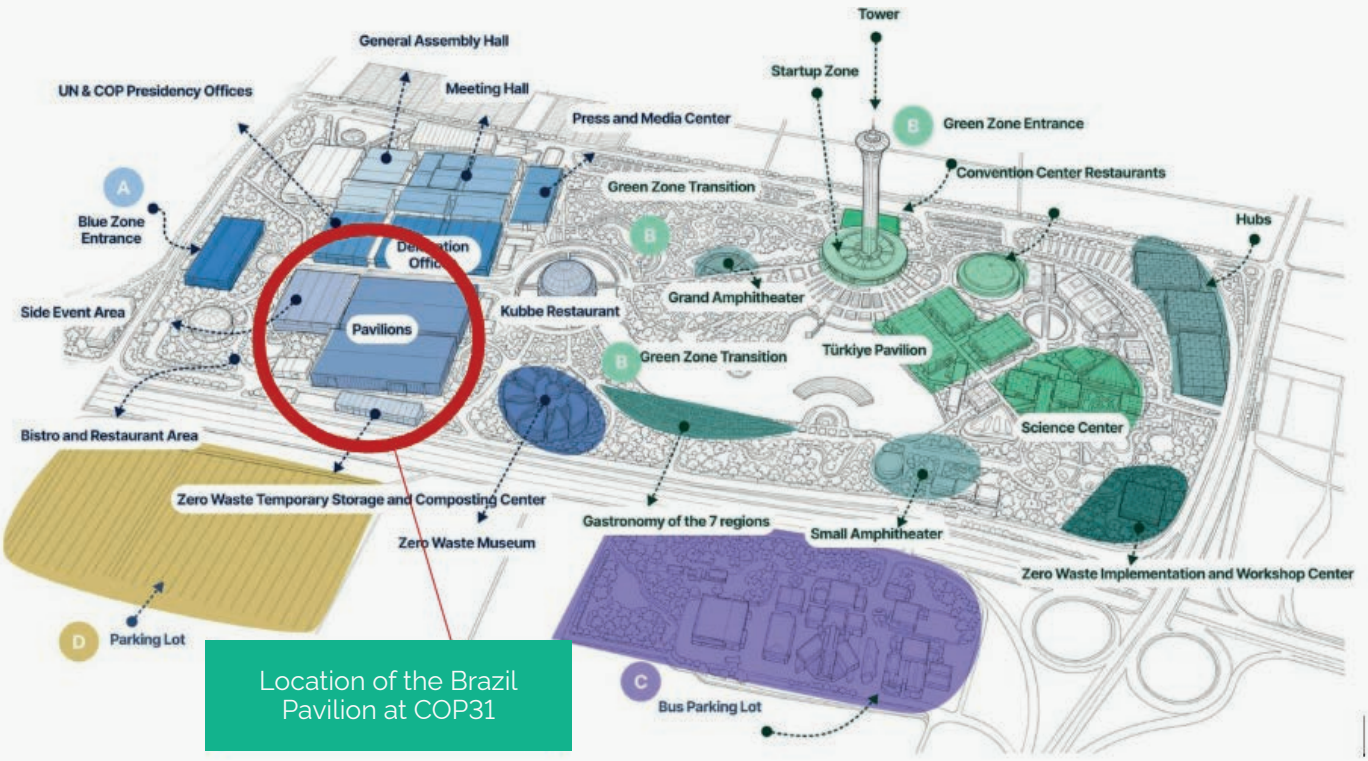
In Brazil, the Secretariat-General of the Presidency of the Republic (SG/PR), in partnership with the Ministry of Foreign Affairs of Brazil (MRE), coordinates accreditation procedures for government and civil society representatives, in accordance with the criteria, availability and guidance published on their institutional channels. For further information on the process, please contact **credenciamento.cop@itamaraty.gov.br.**

Representatives of the Federal Executive Branch, including bodies of the direct and indirect public administration, must secure their accreditation through their own specific procedure. Representatives of the Federal Legislative and Judicial Branches should contact the Special Advisory Office for Parliamentary and Federative Affairs of the Ministry of Foreign Affairs (AFEPA) at **afepa@itamaraty.gov.br** for further information.

4 | STRUCTURE, LOGISTICS AND INFRASTRUCTURE

4.1. Where is the Brazil Pavilion located at COP31 and how is it laid out?

The Brazil Pavilion is located in the pavilion area of the COP31 Blue Zone, in a strategic position close to the main entrance and to the pavilions of Türkiye and Australia. The space features two rooms: **Belém and Mutirão.**



4.2. What is the audience capacity of the Brazil Pavilion rooms?

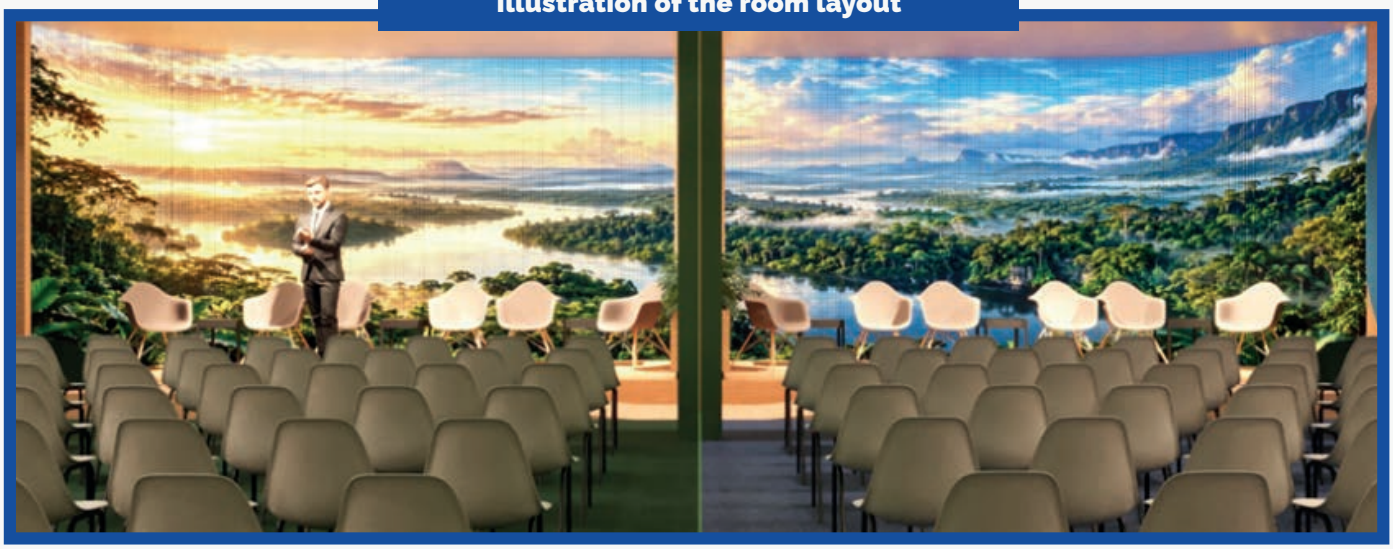
The Brazil Pavilion has two rooms of equal capacity, intended for the panels, debates and other activities in its official programme:

Belém room* | *6 people on stage and up to 72 people in the audience
Mutirão room* | *6 people on stage and up to 72 people in the audience

4.3. What infrastructure is provided for the panels?

Each room has its own slightly elevated stage, an accessibility ramp, armchairs arranged in a semicircle for the moderator and panellists, and an LED screen positioned behind the panellists for displaying presentations and other content.

Illustration of the room layout



The panels operate using an individualized audio format (silent conference), with headphones and two audio channels provided, allowing participants and the audience to select their preferred language: Portuguese or English. The stages are also equipped with an audio monitor system and appropriate lighting suited for the activities.

4.4. Is it possible to test the audiovisual equipment in advance?

No specific slots are planned for individual tests before the panels, as activities will take place back to back, with intervals of only 15 minutes. The Panel Coordinator, moderator and panellists are advised to arrive at the Brazil Pavilion at least one hour in advance for operational briefings and preparation of the activity. To ensure the smooth running of the programme and compliance with subsequent time slots, it is essential that panels are conducted and concluded strictly within the time allotted to each panel ***(see item 2.1).***

4.5. Is technical support available during the panels?

Yes. The rooms have a technical support team to monitor the operation of the audiovisual equipment and provide operational assistance during the activities.

4.6. Can seats be reserved in the room?

As a general rule, seats in the front row of the rooms can be reserved to facilitate the organization and running of the panels by their organizers and by the Organizing Committee of the Pavilion itself. The remaining rows will be filled on a first-come, first-served basis, subject to the maximum capacity of each space. Exceptionally, during the opening ceremony and the formal session prepared by the Organizing Committee, additional seats may be reserved for high-level authorities and sponsor representatives.

4.7. What are the dimensions of the LED screens in the rooms?

The planned physical dimensions of the screens are:

Belém room (W x H): 6.50 x 3.00 m (straight section: 3.50 x 3.00 m; curved section: 3.00 x 3.00 m).
Mutirão room (W x H): 6.50 x 3.00 m (straight section: 3.50 x 3.00 m; curved section: 3.00 x 3.00 m).

4.8. How should panel presentation files be submitted?

*The panel coordination must submit a **single consolidated presentation** to the Brazil Pavilion Organizing Committee, **containing all content to be displayed during the panel,** in both PPTX and PDF formats, **strictly by November 2, 2026,** via the email address **pavilhaobrasiloficial@gmail.com.***

*For Multirão room panels, please also cc **actionagenda@cop30.br.***

The email subject line and file names must follow the format "ROOM_DD-MM_HHMM" (where Room is BELEM or MUTIRAO; DD is Day; MM is Month; and HHMM is the Time Slot). Please use the name of your corresponding room, without accents or special characters, as shown in the examples below:

BELEM_10-11_09h00.pptx or BELEM_10-11_09h00.pdf
MUTIRAO_12-11_14h00.pptx or MUTIRAO_12-11_14h00.pdf

*The presentation must be submitted in both formats (PPTX and PDF), with the same identification on both files. **No new submissions will be accepted after the deadline.** Any changes to or replacements of the submitted materials will be accepted only on site, delivered on a USB flash drive at least 1 hour before the scheduled start of the panel.*

***Alternatively, the panel coordination may provide, by November 2, a link to an open-access cloud folder,** allowing any updates to the materials to be made by those responsible at any time before the start of COP31. Even so, it is recommended that the coordination keep an updated copy of all materials on a USB flash drive as a contingency measure.*

***Presentations should be prepared in landscape orientation, using a 16:9 widescreen format with a resolution of 1920 × 1080 pixels,** which is the standard adopted for projection in the auditoriums of the Brazil Pavilion. These specifications should be observed when preparing the materials in order to ensure their proper display during the panel sessions.*

4.9. May participants use their own equipment during the panels?

Yes, provided it is intended exclusively for personal use and does not interfere with the infrastructure or the operation of the rooms' audiovisual equipment. Presentations and other audiovisual content are displayed using the Pavilion's own equipment and operated exclusively by the Brazil Pavilion technical team, based on the files previously sent to the Organizing Committee, in accordance with the formats and deadlines **set out in item 4.8** of this FAQ.

To facilitate the presentations, a remote control for advancing slides (slide clicker) is provided and may be used by the moderator and panellists during their contributions.

4.10. Is the distribution of materials permitted during the panels?

Yes. Proposing organizations may distribute informational, institutional or promotional materials to the audience during their panels, provided this does not interfere with the programme, the circulation of participants or the operation of the rooms.

The distribution and collection of materials will be the sole responsibility of the organizers. **Storing or leaving materials in the auditoriums after the panel concludes is not permitted;** and all remaining items must be removed immediately to ensure the spaces are organized for subsequent activities.

5 COMMUNICATION AND OUTREACH

5.1.Does the Organizing Committee publicize and mobilize audiences for the panels?

The Organizing Committee provides the infrastructure needed for the activities and publishes the general programme of the Brazil Pavilion **on this link.**

The individual promotion of each panel, the mobilization of the target audience and the preparation of presentations and other communication materials are the sole responsibility of the proposing organizations. Organizations are encouraged to carry out their own communication actions to increase the visibility of their activities and audience participation in them.

5.2. Are panels at the Brazil Pavilion livestreamed?

No. This year, the Brazil Pavilion programme at COP31 does not have official channels for livestreaming the panels. However, proposing organizations may take photographs and make audiovisual recordings of their panels, including for later dissemination, provided they use their own resources and do not require technical support, equipment or additional infrastructure from the Brazil Pavilion team. Such recordings must not interfere with the running of the activities, the operation of the equipment, or the circulation and seating of the audience in the rooms.

5.3. Can the debates be held in Portuguese?

Yes. To ease dialogue and broaden the reach of the discussions, the panels are supported by simultaneous Portuguese ⇄ English interpretation for participants on site, provided in both rooms by the Organizing Committee of the Brazil Pavilion itself. The service is accessed through the audio channels available on the headphones.

5.4. Do the panels offer Brazilian Sign Language (Libras) interpretation or additional translation?

The Organizing Committee does not plan to centrally hire Brazilian Sign Language (Libras) interpreters or translation and interpretation services for languages other than Portuguese ⇄ English. Where necessary, and subject to authorization by the Organizing Committee, the organizations responsible for the panels may arrange these services, provided they do not interfere with the infrastructure or the audiovisual operation of the rooms, and they will be responsible for hiring the professionals and covering all associated costs.

5.5. Are there guidelines for using the COP31, COP30 and Brazilian Government logos, as well as other visual identity elements?

Yes. The Brazil Pavilion Organizing Committee will make available, by November 5, a **visual identity kit** containing templates for Instagram and LinkedIn feed posts, as well as an Instagram Stories frame, featuring the logos and visual identity elements of the Brazil Pavilion at COP31. It is recommended that the official templates provided by the Organizing Committee be used in the promotion of the panels in order to ensure standardization and visual consistency in the Brazil Pavilion's communications at COP31.

Acess the media kit here



5.6. Is there communication guidance on mentioning the official social media accounts of the MMA or the Brazil Pavilion?

It is recommended that proposing organizations mention the official profiles of **@MMEIOAMBIENTE**, **@COP30NOBRASIL**, and **@APEXBRASIL**, and use the hashtags **#PavilhãoBrasilCOP31** or **#BrazilPavilionCOP31** and **#AgendadeAção** or **#ActionAgenda** to facilitate the identification and promotion of publications about their activities at the Brazil Pavilion.

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