



Pacific Innovation Forum on Climate and the Environment (PIFCE) Side Event and Workshop Guidelines

Collaboration: We urge participants to consider collaborating with other organizations to lead side events.

Format and Structure

Duration: Must be under 45 minutes long for **side events**.
Must be under 75 minutes long for **workshops**.

Session Design: Indicate what kind of session the side event will be. We encourage hosts to pose engaging events that are more interactive such as panel or roundtable discussions, hands-on workshops, demonstrations or other types of sessions where participants are able to interact and for your innovation solution to be well showcased

Logistics and Resources

Venue: The PIFCE Secretariat will provide a standard venue setup, including microphones, a basic audio system, one projector, one screen, seating, online connection and, where applicable, basic equipment for online streaming. Should any additional equipment, materials, or technical requirements be needed, the responsibility will lie with the side event or workshop organisers.

Logistics and Coordination: Side event or workshop organisers are responsible for coordinating with speakers, managing session logistics, and facilitating the session during the event. Make sure that all speakers are registered in the Forum.

Materials: Side event or workshop organizers are required to provide their own materials, knowledge products and awareness materials for dissemination. The organisers encourage consideration of paperless and plastic free promotional materials.

Promotion and Communications: Side events and workshops information will be included in the official Forum agenda. However, any additional publicity, promotion, or marketing activities beyond this listing are the sole responsibility of the event organizers. Organizers are encouraged to develop their own communication materials and outreach strategies to maximize visibility and participation.

Participant Engagement

Target Audience: Identify who should attend your event and tailor content accordingly. Communicate this clearly in promotional materials.





Pacific Representation: Ensure meaningful participation from Pacific Island communities, indigenous groups, and local stakeholders. Their voices and perspectives should be central, not peripheral.

Accessibility: Make events accessible to people with disabilities.

Communications: Side events and workshops should be led in English.

Content and Communication

Promotion: Provide a clear, concise description (150-200 words) highlighting objectives, format, and expected outcomes. Include speaker bios and any prerequisites for participation.

Inclusive Participation: Create space for diverse voices, particularly youth, women, and traditionally underrepresented groups in environment and climate discussions.

Reporting and Evaluation

To ensure continuous learning and improvements, the event organizers will be required to provide a brief report to the event organizers. A report template will be provided for the side event organizers, but keep in mind that you will need to report:

- Number of participants who attended your event
- A brief report summarizing outcomes including key discussions, recommendations, or commitments arising from your event.
- Participant feedback to assess effectiveness and identify lessons for future events.
- Any additional key outcomes such as collaborations developed, commitments made or critical issues raised.

Deadline for Submissions:

Proposals for hosting Side Events and Workshops should be submitted before **24 April 2026**

Contact and Support

Should you have any questions, please contact pifce2026@gmail.com for any questions.

[Click here to complete the EOI form to propose Side Event, Workshop, participate in the Pitch Competition, host an Interactive Booth.](#)

