



2024 Ocean Decade Conference

Call for Satellite Events

GUIDANCE NOTE

Please read this document carefully before submitting your application for a Satellite Event [via this link](#).

The deadline for submission of Satellite Events is 23.59h CET, 30 October 2023.

1. Introduction to the 2024 Ocean Decade Conference

Hosted by Spain and co-organised with UNESCO's Intergovernmental Oceanographic Commission (IOC/UNESCO) in its role as the coordinating agency of the UN Decade of Ocean Science for Sustainable Development, the 2024 UN Ocean Decade Conference will take place on 10-12 April 2024 in the coastal city of Barcelona.

It will be a 3-day, in-person event co-led with a range of partners: Government of Catalonia and the Barcelona City Council through the Barcelona Capital Nàutica Foundation, and the Spanish National Ocean Decade Committee, which is led by the Ministry of Science and Innovation through the Spanish National Research Council (CSIC).

The conference will be a key moment for governments, leaders, maritime sectors, philanthropy, universities, private sector, NGOs and more, to take stock of the achievements of the first three years of the Ocean Decade and define a collective vision for the coming years. Participants will benefit from concrete examples and best practices in ocean science to deliver "the science we need for the ocean we want".

A key outcome of the 2024 UN Ocean Decade Conference will be the publication of a set of white papers related to the 10 Decade Challenges, that will identify future priorities for the Ocean Decade to generate the knowledge needed for science-based solutions related to global challenges, such as climate change, food security, biodiversity conservation, sustainable ocean economy, pollution and natural hazards.

Several related high-level national and international events will take place before and after the main Conference and there will also be scope for partners to propose and lead satellite events on the days before the main Conference and in the sidelines of the conference itself. This Guidance Note has been developed for partners wishing to propose Satellite Events.

2. What are Satellite Events?

To complement the formal Conference programme, a limited number of Satellite Events will be held prior to, and in the sidelines of, the Conference. Interested parties are now being invited to propose and organise Satellite Events associated with the 2024 Ocean Decade Conference.

Satellite Events are partner-led and partner-resourced events of a diverse type that are action-oriented and contribute in a tangible way to one or more of the following Conference outcomes, i.e.:

- i. Showcase and celebrate achievements of the Ocean Decade from 2021 to 2024.

- ii. Generate consensus on science – policy – society priorities for the Ocean Decade over the next 3 to 5 years through structured dialogue around white papers resulting from the Ocean Decade Vision 2030 process.
- iii. Create opportunities for networking to catalyse new partnerships and initiatives amongst diverse stakeholder groups and to bring new partners to the Ocean Decade.
- iv. Provide a global platform for announcements and commitments to support the solutions-oriented goals of the Ocean Decade.
- v. Prepare existing and future Ocean Decade partners and initiatives for a visible and meaningful role in the 2025 UN Ocean Conference and related events.
- vi. Highlight initiatives led by local partners relevant to the Ocean Decade, in particular in relation to activities related to the role of science in the sustainable ocean economy.
- vii. Raise visibility and awareness of the Ocean Decade and the role of ocean science in sustainable development amongst the general public in Barcelona, Catalonia and Spain.

Satellite Events can take diverse forms and may include, but are not limited to, the following types of events:

- Workshops
- Meetings of working groups or committees
- Training sessions
- Seminars or symposium
- Panels or dialogues
- Cultural events, e.g. cinema, theatre, concerts, etc.
- Networking events including lunches, dinners or receptions
- Exhibitions or artistic displays

Depending on where and when they take place Satellite Events can be fully open to the public, open to registered Conference participants or by invitation only (see below).

Satellite Events will typically be 90, 120 or 150 minutes long, although exceptions may be made in response to specific requests, or for exhibitions or displays that are proposed to take place over one or more days.

3. When and where will Satellite Events take place?

“On-site Satellite Events” will take place in designated meeting rooms at the [Conference venue](#) (Barcelona International Conference Centre) on the 10, 11 and 12 April 2024 during the lunch break of the Conference. [Click here for more information.](#)

“Off-site Satellite Events” will take place in one of the set of venues that have been pre-selected by the Conference organisers and can take place at any time during the 8 and 9 April 2024, or in the morning or evenings of the 10, 11 and 12 April 2024. Annex 1 provides an indicative list of venues for off-site Satellite Events. Additional details about off-site venues will be added to the Conference website as they become available.

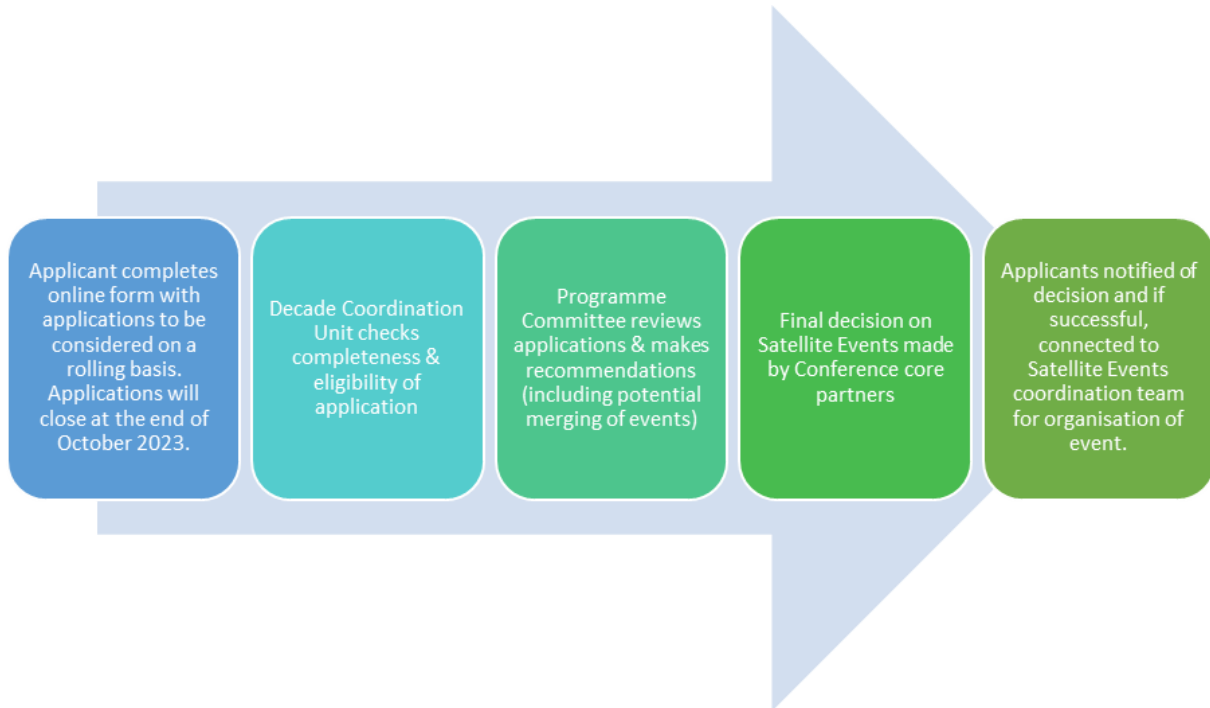
During the application process, organisers of Satellite Events can indicate preferences for a particular venue and time-slot for their Event. However, the final decision on location and time slot will be made during the evaluation process described below.

4. Who is eligible to apply for a Satellite Event?

Anyone is eligible to apply for a Satellite Event; however, Events proposed by more than one partner will typically be given priority. The previous and ongoing engagement of applicants and participants in the event with the Ocean Decade will be considered as one of the selection criterion for Satellite Events. In developing proposals for Satellite Events, applicants are encouraged to explore opportunities to include partners from under-represented groups including SIDS, LDCs and Early Career Ocean Professionals.

5. How will Satellite Events be selected?

The figure below illustrates the selection process for Satellite Events.



The following selection criteria will be used to evaluate and select the Satellite Events:

- i. Demonstrated contribution to the Conference outcomes (refer list above)
- ii. Demonstrated action and outcome-oriented focus of the event
- iii. Innovative nature of the event
- iv. Link to the Ocean Decade of the organiser(s) and/or participants
- v. Potential of the event to contribute to achieving the objectives of, or create synergies with, endorsed Ocean Decade Actions
- vi. Diversity, inclusivity and equity aspects including amongst organisers and the targeted participants

In their application, organisers will need to succinctly demonstrate how they meet the above criteria.

6. What is the process to apply for a Satellite Event?

To apply for a Satellite Event, applicants must complete all relevant sections of this form: <https://www.surveymonkey.com/r/satellite-events-2024>

Applications must be submitted before 23.59h CET on 30 October 2023.

Applications will be reviewed on a rolling basis and so applicants are encouraged to submit their applications as soon as possible!

7. Other important information on Satellite Events

Accessibility of Satellite Events

All on-site events will be open to attendance by any registered conference participant on a first come, first served basis. No parallel registration systems for on-site Satellite Events will be allowed.

Off-site Satellite Events can be designed to be either: (i) fully open to the public; (ii) open to any registered conference participant; or (iii) by invitation only. It will be the responsibility of the Event organiser to manage participants and access to these Events.

Branding

All Satellite Events will be branded as part of the Conference in accordance with branding guidelines that will be provided to organisers of confirmed Events.

Organisation and Planning of Satellite Events

Organisers of confirmed Satellite Events will have full responsibility for all aspects of the organisation and planning of their Events. Organisers of confirmed Satellite Events will be advised of the time and location of their Event and put in contact with the venue manager by the designated Satellite Event Coordinator. The Coordinator will also provide advice on branding, and track and monitor progress of the organisation of the event.

Costs

All costs of off-site Satellite Events will be borne by the organiser. There will be no cost for the use of the rooms at the [Conference venue](#) (International Barcelona Conference Centre) for on-site Satellite Events; however, all other costs of on-site Events at this venue will be borne by the organiser (e.g. catering or livestreaming). All contractual arrangements and payments will be organised directly between the Event organiser and the venue manager. Information on likely costs of the pre-identified venues will be added to the Conference website as they become available.

Reporting

All Satellite Events will need to provide two types of reports according to a model provided to organisers of confirmed Events:

- i. Immediately after the Satellite Event: 150-word report on priority outcomes that will be made publicly available and used to inform discussions in the Conference.
- ii. Within two weeks of the Event: 1-page report on the Event to inform the post-Conference report.

Annex 1: Indicative Venues Available for Off-Site Satellite Events

Applicants for Satellite Events can indicate if they have a preference for one of the below venues, but are reminded that the final decision will be taken by the Conference organisers. Applicants are kindly asked not to contact the venue managers about their Event until they have been notified that it has been selected as part of the Conference. More details on these venues and focal points contact details will be posted on the Conference website as they become available.

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