1) **Audio-Visual Technical Facilities and Services included:**

*Each session room will be provided with the following AV equipment:*

- 1 table stage microphones
- 1 podium microphone
- 1 stand-up microphone for Q&A
- 1 LCD data projector
- 1 screen (size according to the room dimension)
- 1 laptop computer

**Services included:**

- A technical assistant to provide support for any AV issues.
- Your side event will be listed in the programme as part of the XV World Forestry Congress official programme and published on the official website as soon as it is confirmed.
- Access to the XV World Forestry Congress Submissions Site to upload presentations for transmittal through the central AV system. This must be done at least 36 hours before the presentation is scheduled to take place.

**Services not included:**

*Should you require additional services for your side event, these may be requested directly from the XV World Forestry Congress Professional Conference Organizer (PCO) by submitting the required forms.*

*Contact details are provided at the end of this document.*

- Extra AV equipment – for example: video recording of your session.
- Banners/promotional material for inside the room.
- Dedicated staff for support with participants.
- Catering services.
- Interpretation services.
- Organizers should bring nametags of speakers and moderators.

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1 Please note that this information is subject to change and/or revision.
2) Important details to consider when organizing your side event:

- Due to current COVID-19 restrictions, some basic services may be unavailable.
- Please note that all catering services need to be booked in advance and confirmed directly with the PCO. You must inform your catering plans one month in advance to logistics@wfc2021korea.org to facilitate the logistics, cleaning, etc.
- The preparation of invitations, programmes or agendas etc. is the responsibility of the organizer(s).
- If your side event will have simultaneous interpretation, kindly provide the presentation material beforehand to the interpreters, in accordance with the instructions of the PCO.

B. SCHEDULE

THE STIPULATED TIME FOR YOUR SIDE EVENT MUST BE RESPECTED!

It is the responsibility of the moderators and event organizers to ensure that the side event commences and concludes on time. Side event rooms will be available at least one hour before the start of the sessions. If you requested interpretation, kindly ensure that the on-site contact is in the room to liaise with the interpreters at least 30 minutes in advance.

D. SERVICE PROVIDERS CONTACT

Interpretation/Catering/Audio-visual equipment – logistics@wfc2021korea.org