



EXHIBITOR PRE-DEPARTURE GUIDE

This document contains the latest updates on the IUCN Congress Exhibition. The current version addresses all information and requirements for the running of the Exhibition onsite. The information may be updated prior to the event.

This link will always lead to the latest information:
<https://nextcloud.kit-react.de/s/ZTcXDGnKH8nGCo5>

The [Exhibitor Portal](#) also contains all essential documents and information for the Exhibition.

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SUSTAINABILITY

IUCN aims to make the 2025 World Conservation Congress a leading example of sustainable event management. The Congress will follow a dedicated [Sustainability Policy](#) aligned with the ISO 20121:2024 standard, a globally recognized framework for sustainable events. Building on past successes in Hawaii (2016) and Marseille (2021), IUCN is committed to advancing its sustainability practices even further.

All exhibitors including event organisers are required to review the [Sustainability Guide](#) thoroughly and ensure that its recommendations are fully implemented onsite. Active participation in this process is essential, as it directly contributes to the IUCN Congress 2025 achieving ISO 20121:2024 certification for sustainable event management.

THE VENUE

Located in the heart of Abu Dhabi, the [Abu Dhabi National Exhibition Centre \(ADNEC\)](#) is the first and largest event centre in the region to be powered by clean energy. A multi-award-winning venue boasting 153,678 square meters of outstanding facilities, ADNEC is the largest exhibition venue in the Middle East. Since opening in 2005, ADNEC has successfully hosted numerous events and proudly maintains a customer satisfaction score of 94.7%.

ADNEC Centre Abu Dhabi
Khaleej Al Arabi Street
P.O. Box 5546
Abu Dhabi, United Arab Emirates

The IUCN Congress will use the full venue for creating a spacious, dynamic and engaging environment for the event.

Please note the following dates for the Congress components:

- The Exhibition will be held from 9 to 13 October in Halls 8–9–10
- The Forum will take place from 9 to 12 October mainly in halls 3, 4 and in the Conference hall.
- The IUCN Member's Assembly will meet from 13 to 15 October with a first sitting on 9 October, in halls 5–6.



THE EXHIBITION

The Exhibition hall, located in Halls 8-9-10, is designed to be a dynamic, prestigious, open and impactful area of over 14,000 m² offering visitors close to 2,000 events, workshops, presentations, pitches, thematic sessions, receptions, social events and art exhibits.

The Exhibition, including the pavilion events and central stages, will be fully in-person. The exhibition will be open to both registered Congress participants and the general public (free of charge but registration required), allowing exhibitors to showcase their research, innovations and other work to a broad audience.

The exhibition hall will accommodate more than 130 small booths and medium and large pavilions as well as 4 central stages, which will attract a large number of Congress participants into the Halls 8-9-10.

There will also be a catering area, networking zones and a helpdesk at the entrance of the Exhibition halls to assist the visitors and registered Congress participants with any questions they may have. A specific helpdesk dedicated to exhibitors will be located in hall 10 to support exhibitors with queries and additional orders they may have.

YOUR BOOTH OR PAVILION

Refer to the documents below to see what is included in your booth:

- [6m2 Technical Guide](#)
- [60m2 Technical Guide](#)
- [150m2 Technical Guide](#)

The exhibition floorplan and exhibitors list is available at [this link](#).

EXHIBITOR SUPPORT SERVICES

1. Assistance between now and Congress

- Logistics of your booth or pavilion: [Exhibitor Portal](#)* and/or K.I.T. Group congress.exhibition@iucn-events.org
- Registration and accommodation: K.I.T. Group congress.registration@iucn-events.org
- For questions about stand building and design/graphics: K.I.T. Group congress.exhibition@iucn-events.org
- Scheduling your events, please contact the Forum and Partnership teams at eventpartnerships@iucn.org

* The [Exhibitor Portal](#) is where you can find information and order forms for catering, booth cleaning, shipping and material handling, and where you can order items and services: furniture, screens, lead scanner, digital totems, live streaming, interpretation. Always log in with the account that placed the booth/pavilion order.

30 September is the final day to order rental items (furniture, screens, digital totems, lead scanners)! After this date, orders can only be placed in person onsite (from 8 October) and will be subject to a 50% surcharge. Immediate credit card payment will be requested. We strongly encourage you to place your orders in advance!

Health & Safety measures onsite or about the Congress in general: [Congress website](#) Exhibitors will be informed soon of health and safety measures.

2. Exhibitor assistance onsite

Should you have any questions or require any assistance onsite, please visit the **Exhibitor Helpdesk**, which will be located at the top of Hall 10 (next to the Central Stage Conservation Action). The Exhibitor Helpdesk is open at the times during which exhibitors have access to the Exhibition hall including during move-in and move-out hours.

EXHIBITION OPENING HOURS

From October 8 to 13, the Exhibition hall is only accessible with a congress badge.

	Dates	Access to exhibitors	Access to General Public	Access to registered participants
Move-in for all exhibitors	Wednesday, 8 October	14:00 – 21:00*	No access	No access
<i>Exhibition final cleaning</i>	<i>Before 08:00 on Thursday 9 October</i>			
Move-in for all exhibitors	Thursday, 9 October	08:00 – 12:00**	No access	No access
Regular opening hours	Thursday, 9 October	12:00 – 20:00	No access	13:00 – 19:00
Regular opening hours	Friday, 10 October	09:30 – 21:30	10:30 – 13:00	10:30 – 21:00
Regular opening hours	Saturday, 11 October	09:30 – 21:30	10:30 – 13:00	10:30 – 21:00
Regular opening hours	Sunday, 12 October	09:30 – 21:30	10:30 – 13:00	10:30 – 21:00
Regular opening hours	Monday, 13 October	08:00 – 18:00	08:30 – 18:00	08:30 – 18:00
Light dismantling / packing/empties (for all exhibitors)	Monday, 13 October	18:00 – 21:00	No access	No access

All hours are subject to change at the discretion of the Organisers.

* The Registration closes at 19:00 on 8 October, so make sure to pick up your badge before 19:00, otherwise you will not get access to the Exhibition between 19:00 and 21:00.

** On the morning of 9 October:

- The exhibition hall will be cleaned by 08:00. Exhibitors must ensure that any final booth setup does not generate waste (e.g. boxes), as it won't be collected before the Exhibition opening.
- before the Exhibition opening, the Exhibition will be temporarily closed due to the visit of His Excellency. The timing of the closure is beyond our control and may last approximately 45 minutes to 1 hour.

MOVE-IN & MOVE-OUT

1. Move-in of exhibitors and stand handover

Exhibitors are asked to set up their booths on 8 October between 14:00 and 21:00. While setup will also be possible on 9 October from 08:00 to 12:00, the hall will already have been cleaned and no waste may be generated during this time. In addition, exhibitors should note that the hall will need to be

vacated on 9 October before 13:00 for approximately 45 minutes during a visit by His Highness, at a time that cannot be specified in advance.

Materials booked through the Exhibitor Portal, graphics, and items shipped through DHL will be ready when you arrive on 8 September for setup. If your materials are not on your booth/pavilion, please visit the Exhibitor Help desk in hall 10.

Pavilions owners will be contacted for a pavilion equipment handover.

2. Move-out and dismantling

The exhibitor should remove their belongings and any material that they brought, or that a third party sub-contracted by them brought for the exhibition stand, on **13 October between 18:00 and 21:00**.

On Monday, 13 September, DHL will deliver boxes and packaging as of 18:30 to your stand and pick up any items for shipping by 21:00.

ATTENTION: All equipment ordered via Exhibitor Portal or provided via IUCN needs to be returned in full without damage or loss. Please ensure before you leave that all equipment is correctly left at the stand, nothing is damaged or missing. If you have headsets and receivers, please ensure that you count them regularly and make sure your participants return them to you. Any damage or loss will be charged in full to you.

Make sure to not leave any items behind at your stand after 13 October 21:00 that are not clearly labelled for shipping. Any waste should be separated into the respective bins.

REGISTRATION

1. Registration of exhibitors

Two types of badge enable exhibitors to access the Exhibition during move-in, exhibition days and move-out: "Exhibition access – Staff only" badges and "Full Congress" access badges.

"Exhibition access – Staff only" badges (for booth/pavilion staff):

- Exhibition hall during move-in, exhibition days and move-out, i.e. from 8 to 13 October
- Any areas accessible to the general public
- Access to all sessions online

Full Congress access:

- Exhibition hall during move-in, exhibition days and move-out, i.e. from 8 to 13 October
- Access to Exhibition, Forum and Members' Assembly
- Access to all sessions onsite and online

All Exhibitors must be registered to enter the Congress venue. Please make sure to register your booth/pavilion representatives as soon as possible by using the credentials provided by K.I.T. Group

to your booth/pavilion focal point. **Please do not register directly through the Congress website as the system will not recognise you as an exhibitor.**

If delegate registration is not completed before the Congress, exhibitors will be contacted onsite to confirm each delegate upon arrival, or delegates may need to pay upfront and seek reimbursement from exhibitors. To prevent delays onsite, prompt action is strongly encouraged.

Please note that all registrations for exhibitors will need to be screened by the local authorities for security reasons. The local authorities reserve the right to decline the participation of a person who does not pass the security screening. IUCN is not involved in this process and can therefore not be held liable for such decisions. It is the exhibitor's responsibility to replace any personnel that is rejected by the authorities through a new registration, if they wish.

The Registration team can be reached at: congress.registration@iucn-events.org

2. Registration of speakers

Speakers	Must be registered?
Speakers at a pavilion event or on a central stage event during official Exhibition opening hours	<p>Yes – for all events in the Exhibition taking place during official Exhibition opening hours.</p> <p>Speakers involved in a pavilion or central stage event may be allocated one of your complimentary “Full Congress access” badges. Please refer to the procedure communicated by K.I.T. Group.</p>
Speakers at a pavilion event or on a central stage event during general public Exhibition opening hours	<p>Yes – but the registration is free during those times.</p> <p>Speakers who only need to access pavilions for a specific event during general public opening hours, may be registered through the Registration procedure for Exhibitors communicated by K.I.T. Group. Category “Exhibition – Speaker access” must be used. These badges won't be taken out of exhibitor's complimentary badge allotment.</p> <p>If these speakers are also involved in Forum events or events during official Exhibition opening hours, they may be allocated one of exhibitors' complimentary “Full Congress access” badge or register through the standard Congress registration process.</p>
Remote speakers	<p><u>In exceptional cases</u> where a speaker cannot attend an Exhibition even in person, they must register as a virtual participant. For those joining only for a specific session and not seeking full access to all virtual content (300+</p>

	hybrid/virtual sessions), a 40 USD one-day "Virtual-only speaker" registration fee is available via the Congress website .
Speakers of a Forum event	Yes

For exhibitors, additional "Exhibition access – Staff only" badges may be purchased at 190\$. If you exceed your allotment, you will be invoiced automatically. For any questions, please contact congress.registration@iucn-events.org

For more information on the Registration procedure for exhibitors, please refer to the [communication](#) sent by K.I.T. Group.

3. Speaker permit

Anyone with an official speaking role, whether onsite or remote, at any Congress event in the UAE, including speakers and hosts¹, must apply for a **speaker permit** from the UAE authorities.

Permit costs are covered by IUCN. Speakers and hosts must **first register to the Congress** before they can be added to your Pavilion Events and apply for a Speaker permit via the virtual Congress programme platform. Moderators are not required to apply for a speaker permit; however, they will receive an invitation to update their profile (full process described below).

IMPORTANT – Without a valid speaker permit:

- i. The speakers and hosts **cannot be included in the official Congress programme**
- ii. Their participation **will not be displayed on the event page** or in the speaker list
- iii. Speakers are **not allowed to deliver their presentation**
- iv. **Event will be suspended, and administrative penalties will be imposed** in accordance with the legislation and regulations in force

To ensure timely delivery of the mandatory UAE Speaker Permit, it is essential that all speakers and hosts apply for the permit immediately after being added to your Pavilion Event and accepting the speaking engagement. Given the high volume of applications being processed for the IUCN Congress, over 2,000 speakers onsite, delays in submission may result in speakers not receiving their permits on time.

- **Deadlines:** We strongly recommend that confirmed speakers are added to the online platform by the end of August and by 9 September at the latest.

For more information please refer to the [Speaker participation guidance note](#).

¹ These are the roles available for pavilion events on online programme platform, which require a Speaker permit:

Hosts/MCs: Responsible for welcoming guests, introducing segments, and keeping the flow engaging.

Moderator: Responsible for facilitating discussions, ensuring balanced participation, keeping time, and maintaining focus.

4. Badge collection

Registered exhibitors and booth/pavilion representatives will be able to collect their badge and lanyard at the registration desk located in Hall 1 from 8 October, 08:00 to 19:00. Please follow the Registration team's instructions received by email regarding access and documents to bring with you.

The registration area will be located after the main entrance Hall 1 and after the health pass and security checks.

Exhibitors and booth/pavilion representatives will be required to wear their badge visibly at all times whilst in the exhibition hall and when accessing other areas of the Congress.

5. Congress opening ceremony and welcome reception

The opening ceremony of the Congress will take place on 9 October from 09:00 to 11:00 in ICC hall and is accessible to registered participants (and thus to individuals in possession of an exhibitor badge).

In addition, the livestream will also be publicly available to registered participants on the streaming platform accessible via the Congress website.

Details on the Opening ceremony will be published in the [online programme](#).

The Welcome Reception will take place at the Marina Hall from 19:00 to 21:00. All registered participants and exhibitors are welcome to attend.

SHIPPING & STORAGE

1. Shipping orders before Congress

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor for the event. As such, they are the exclusive provider of handling, storage, and customs clearance services. Below, you will find details about the services they offer, along with important guidance on how to dispatch shipments to the event.

To ensure smooth operations, a strict unloading schedule will be enforced. All goods must be delivered to or collected from stands within an allocated time slot. In case of direct delivery, exhibitors and stand builders are required to apply to DHL in advance to secure their unloading slots. Delays will occur for anyone attempting to deliver without a timeslot. Do not ship freight directly to the venue. Freight shipped prior to this date may be refused by the facility and could be charged a redirected fee by your freight carrier.

In addition, please note that the carbon footprint related to the freight will be calculated and added

to your shipping costs in order to mitigate the emissions. A maximum shipment of material will be allowed as per the table below:

- Large Pavilion (150m²): 70kg
- Medium Pavilion (60m²): 45kg
- Small booth (24m²): 32kg
- Small booth (18m²): 24kg
- Small booth (12m²): 16kg
- Smallbooth(6m²):8kg

[Click here for the Shipping Guidelines, Tariff and Order Form](#)

Contact:

Lucy Ireland Lucy@dhl-exh.com

2. Storage onsite

All material will be stored in the booth/pavilion as no additional storage is available onsite. The medium and large pavilions have a storage space but the capacity is limited

FOOD & BEVERAGE

1. Receptions and catering orders

Should you wish to order catering for your booth, please fill in the [ADNEC catering order form](#) and send it to sales@capitalcatering.ae and narjis.triki@iucn.org. Please keep the price increase deadlines outlined in the form in mind.

For: 6m², 12m², 18m², 24m² and 36m² booth owners

! Please remember that you are not permitted to organise events (e.g. receptions or social gatherings) at your booth. Catering at your booth should be limited to a small number of people, such as your booth staff and visitors.

🗑 If you order a coffee machine, please inform us at congress.exhibition@iucn-events.org, as we will need to increase the power supply accordingly.

For: 60m² and 150m² pavilion owners

Proposals to hold social events (e.g. receptions) scheduled on a pavilion **must be submitted on the online Congress programme platform** in order for these events to be published in the official programme. The Event Focal Point or event co-organiser of a pavilion must use the value "Reception" or "Social Event" for events of this nature.

☑ If you order a coffee machine, please inform us at congress.exhibition@iucn-events.org, as we will need to increase the power supply accordingly.

🍷 IMPORTANT NOTE ON ALCOHOLIC BEVERAGE AT THE CONGRESS:

Alcohol orders are subject to approval by the relevant authorities. The consumption of alcohol in Abu Dhabi is strictly regulated. If you choose to serve alcohol at your pavilion, it is your responsibility to ensure that both its service and consumption comply with local regulations and respect cultural sensitivities:

- Receptions with alcoholic beverages will only be allowed in the Exhibition between 19h00 and 21h00.
- The serving and consumption of alcohol is permitted only within the designated networking space of the pavilion, with the **curtains closed** (refer to p3 of [60m2 Technical Guide](#) and [150m2 Technical Guide](#)). This space is limited in size, order accordingly!
- Guests are not permitted to carry alcoholic drinks outside of the networking space delimited by curtains.
- It is the pavilion owner's responsibility to ensure the curtains remain properly shut at all times and that no one leaves the networking space with a drink.
- At the end of the reception, all remaining alcohol, including unopened bottles, will be taken away.

2. Additional reception areas

Planning to hold a reception or networking event onsite? Elevate your event by making use of our dedicated Reception Zone in the heart of the Exhibition. Two spacious areas of 100m² each, for up to 180–200 guests in total.

Rental costs are:

- 2'600 USD (one room / one hour)
- 2'300USD (per room / per hour (when the two rooms are booked or when one room is booked for more than one hour))

To book a space and for catering options, reach out to congresslogistics@iucn.org

3. Individual consumption onsite

For individual consumption, exhibitors are encouraged to discover and support restaurateurs and food trucks who are committed to the Congress with an offer:

- Organic/Local/Seasonal: seasonal products, local and/or organic products.
- Sustainable: compostable/reusable tableware, no plastic bottles
- Anti-waste: donation of unsold food to associations, recycling of organic waste
- Vegetarian: a minimum of one vegetarian offer.

These restaurateurs/food trucks will be located:

- In the restauration area of Hall 10, composed by food trucks
- In the food court located in Hall 7



**no
outside
food or
drink**

In line with our local regulations and internal policies, please note that it is strictly forbidden to bring in any food or hospitality services from outside the venue. This includes but not limited to the below:

- Coffee machines
- Gahwa services
- External catering services
- Pre-packed instant meals
- Delivery meals
- Samples of food and beverages
- Non-Halal products and derivatives

As the exclusive caterer on the premises, we are committed to providing you the best quality food and service and we have a dedicated team ready to support your requests.

Please contact us on **+971 54 308 7003** or **sales@capitalcatering.ae** to place your orders in advance with our dedicated catering team. Our services included a wide range of hospitality experiences and exquisite cuisines for your convenience.

4. Water stations

A complimentary water bottle will be provided to all registered Congress participants. Exhibitors are strongly encouraged to ask their teams to bring water bottles or to use the reusable cups offered at the catering points and the water fountains, which will be available throughout the venue for free, quick and easy refills. We strongly discourage the use of single-use plastic bags and bottles – these will not be available for purchase at the venue.

ELECTRICITY

1. Power outlets

All exhibitors will have a predefined number of sockets per stand, represented by this symbol  on the technical description of your booth/pavilion:

- [6m2 Technical Guide](#)
- [60m2 Technical Guide](#)
- [150m2 Technical Guide](#)

2. Energy consumption

Exhibitors are kindly requested to be economical in the use of energy and to turn off the lights, equipment and multi-plug sockets when not in use. Exhibitors should only use essential lighting and electrical equipment for the specific stand and for what is electronically vital.

3. United Arab Emirates (UAE) plugs

Power outlets provided with your booth/pavilion will be **UAE plugs (Type G 220V)**, see comparison below:



Please visit [United Arab Emirates – Power Plugs & Sockets: Travel Adapter Needed?](#) for more information.

WASTE SORTING

Exhibitors are responsible for bringing their waste to the recycling stations. No individual bins are allowed in the stands. All exhibitors are required to sort their waste generated during the Congress according to the defined instructions and in one of the sorting points provided for this purpose throughout the ADNEC and in the Exhibition Hall. If you are not clear on what to throw in which bin, please do not hesitate to ask the Exhibitor Helpdesk.

Always consider reuse or donation options before throwing away an object or material.

Available waste sorting bins in Hall 8–9–10:

- Organic waste (including compostable tableware)
- Plastics / Cans / Paper
- Other waste

CLEANING SERVICES

During Congress, cleaning services will be provided for the common areas in the Exhibition hall (restauration areas, aisles, rest rooms) only.

It is your responsibility to maintain your booth or pavilion in a clean condition at all times. If you have ordered [booth cleaning services](#) of your stand during the Congress, such cleaning will be operated after official opening hours.

AV & IT

1. Internet access

The venue, including the Exhibition, will be equipped with free Wi-Fi.

Wired and dedicated internet access can be booked through K.I.T. Group at congress.exhibition@iucn-events.org.

2. AV, IT and sound equipment

On 60m² and 150m², a screen is provided in the presentation area. It is connected to a laptop, on which presentations should be uploaded with a USB stick. This laptop is connected to sound mixers for the silent presentation system. Each pavilion owner will receive a preset quantity of smartphones and headsets: together they form the receivers. See more information below.

To display content on the screens that the Exhibitor ordered in addition to the provided screen, please plug a USB stick directly into the screen.

On pavilions, TV screens will have their mute function activated. **The audio must not be used and no sound system can be used to play loud sounds.** Sound or music will be permitted under specific conditions (see below) during receptions held between 19:00 and 21:00 (from 17:30 on Sunday).

Pavilion owners who want to play music, videos or sound during their reception(s), for pavilion owners, will be able to do so but sound must not go beyond 93 dB(A) decibel. This will ensure a comfortable experience for all attendees in the Exhibition and helps you stay compliant with noise regulations.

At any time, IUCN and its supporting partners reserve the right to interrupt or terminate any event or activity that may cause disruption or discomfort to others.

3. Silent sound system

Smartphones and headsets will be provided (30 devices for medium pavilions and 60 for large pavilions). **They must be used for all events on pavilions.** All smartphones and headsets will need to be returned in full. You are liable for any equipment lost or damaged, so please make sure that you regularly count the smartphones and headsets to ensure everything is returned.

Three microphones connected to the silent sound system will be provided on all pavilions. It is not possible to add microphones.

4. Interpretation and livestreaming

If you ordered AI interpretation and/or livestreaming services are not provided with the pavilion package. These services can be purchased (for full Congress duration only) on the [Exhibitor Portal](#) (“Items and Services for hire” section). Event recording may also be purchased.

For events on central stages, these services will be provided at no extra cost to the exhibitors. Human remote interpretation will be provided for events on central stages, except on Sunday, 12 October, after the Forum closing ceremony and on Monday, 13 October (AI interpretation).

Session recordings are available on the Congress virtual platform and cannot be shared.

5. Lead retrieval Service

We offer 2 options for you to collect participants’ data (name, organisation, address, email address) by scanning their badge:

- an iOS app to download on your own Apple device (iPhone or iPad). Order until September 9 on the [Exhibitor Portal](#).
- a scanner (device). The scanner can be ordered on the [Exhibitor Portal](#) until **September 30**.

Both options allow you to add notes to a lead and a rating. You will have access to a dedicated portal where you can see and export the leads collected in real time.

If you ordered a scanner please pick it up on 9 October from the Exhibitor Help Desk before 13:00. If you ordered the app, you will receive the download and login instructions the week before the congress.

Each scanner(s) lost or not returned will be charged EUR 400.

6. Events on central stages

Medium and large pavilion owners are allocated one slot of **40 minutes, including Q&As**, on one of the four central stages in the Exhibition. **Timing must be strictly adhered to, as there are other events prior to and/or after.**

The stages are equipped as follows:

- Stage with ramp in the middle
- 6 seats on stage, 2 low coffee tables
- 150/100 seats depending on the area (see below)
- Stage light
- LED screen
- 2 PTZ cameras per Central Stage with operator
- Sound: 2 foldback speakers on stage, 6 handheld microphones on stage, 1 handheld mic for audience with stand
- Sound and Camera mix Recording
- 2 comfort screens on floor

- IR headsets for simultaneous interpretation in 3 languages only EN FR ES
- AV technicians

All Central stages are connected to the Speaker Preview Centre. Presentations must be uploaded there at least 24 hours prior to the presentation.



The four central stages have been each allocated a name, broadly aligned with the [Congress Themes](#). These will be:

1. Conservation action (capacity: 100 pax)
2. Nature-Climate-People Nexus (capacity: 150 pax)
3. Transition to Nature-Positive (capacity: 100 pax)
4. Disruptive Innovation and Technology (capacity: 100 pax)

While events on each stage are not strictly limited to the corresponding themes, IUCN will make every effort to feature as many theme-relevant events as possible on the appropriate stage.

TRANSPORTATION & HOUSING

1. Transport / Getting to / Getting around Abu Dhabi

All Congress registered participants will be able to collect a **Hafilat card**, pre-loaded for the week of the Congress, upon arrival at **Zayed International Airport**. The dedicated kiosk will be located inside the airport, just after the arrivals exit.

We strongly encourage the use of **public transportation** in Abu Dhabi (bus). When this is not possible, participants are invited to use our partner **GD+** to book their transfer from the airport to their hotel. In line with our commitment to sustainability, we aim to reduce the number of individual journeys by proposing **shared transfers** with other participants whenever possible. Should this apply to you, the agency will inform you directly.

An additional **Hafilat card kiosk** will also be available in **Hall 1 at ADNEC**. This service, offered by the UAE Government, will allow participants to collect their transportation card if they did not do so at the airport, and to recharge it if needed.

For those choosing to travel by car, please note that **paid parking** is available at ADNEC.

Practical information to help you plan your trip using **sustainable mobility** will be available soon on the **Congress website**. An **information desk** will also be available at the airport to assist participants upon arrival.

2. Accommodation

The Congress housing process is handled by K.I.T. Group. They offer a variety of hotels in different categories, locations and prices at negotiated rates. Exhibitors are encouraged to stay in a hotel committed to a responsible approach, within walking distance of the Congress and/or well served by public transport.

More information on how to book accommodation can be found on the [Congress website](#) or by directly contacting the housing agency via email at congress.hotels@iucn-events.org.

PROMOTING YOUR EXHIBITION BOOTH/PAVILION AND EVENTS

1. Communication material onsite

Exhibitors, along with the organising teams and service providers, play a key role in engaging the general public. They help raise awareness of biodiversity issues and are expected to lead by example by following eco-friendly practices and adhering to the sustainable guidelines established for a responsible Congress. Their booth/pavilion operations and events must be conducted in a sustainable manner.

Portable / Pop-up backwalls can be brought to the venue on 8-9 October but cannot be fixed to the booth/pavilion walls (it must stand on its own) and must remain within the stand structure.

Roll-up banners are allowed within the stand structure, but they must be produced in a sustainable manner.

Visitor giveaways (“goodies”) and single-used plastic items of all forms are strongly discouraged, as they often fail to meet acceptable sustainability standards. Should exhibitors choose to offer gifts, these must be locally and ethically sourced, and produced and designed to be useful and reusable (and in line with the IUCN [Congress Sustainability Policy](#)).

For sustainability reasons, no promotional bags will be provided by IUCN to participants. These are considered goodies, and therefore also strongly discouraged for exhibitors.



Distribution of paper / brochures / presentations / documents etc. **is strictly prohibited at Congress.**

The Organiser reserves the right to request to the Exhibitor, a proof of the materials for approval and/or to remove promotional materials at its own discretion.

Shared and digital media should be preferred. Otherwise, consultation copies may be used in strict compliance with the Congress Sustainability Policy.

The Congress website or your own websites shall be referred to for information that can be found there and/or downloaded. Use QR codes to facilitate these references.

2. Communication kit for exhibitors

Here you will find a [dedicated portal of Communications Assets for IUCN World Conservation Congress 2025 Exhibitors](#). To download material, use your email address and this access code: IUCNWCC2025External.

In this folder you will find IUCN Congress 2025 logos in multiple formats, a PowerPoint template to use for your session presentations and screensavers, and InDesign templates for social media cards.

Please make sure to respect the IUCN Congress 2025 brand guide and naming conventions when creating all your material.

You can access promotional material that is ready to share on your social media channels on our [Trello board](#).

3. Communications

Share the #IUCNcongress on social media

As a Congress participant, please share conservation content from the Congress on your social media channels by using the hashtag #IUCNcongress.

You can follow and interact with IUCN accounts on the following channels:

- <https://www.facebook.com/iucn.org/>
- https://www.instagram.com/iucn_congress
- <https://www.linkedin.com/company/iucn>
- <https://x.com/IUCN/>
- <https://www.tiktok.com/@iucnofficial>
- You can find videos, photos, and other promotional material for you to use on the **[IUCN Congress 2025 digital toolkit on Trello](#)**.

4. Media, film and photography

If you are a member of the press, please visit <https://iucncongress2025.org/press> for detailed information.

General delegates and participants who are not part of the official accredited media, are welcome to use their smartphones and personal cameras:

- **General Photography and Videography:** Attendees are generally permitted to take photographs and videos for personal use on social media and non-commercial use.
- **Respect for Privacy:** It is crucial to respect the privacy of other attendees, speakers, and staff. Always ask for permission before taking close-up photos or videos of individuals. Be mindful of not disrupting sessions or events with your equipment.
- **Prohibited Items:** Large-size photography and videography equipment and accessories, including cameras with detachable lenses, tripods, flash devices, and lighting equipment.

Official photographers/videographers **based in UAE** must go to the Media Registration Desk to be able to use their equipment in the venue.

Official photographers/videographers **from abroad** must register with the UAE Media Council for customs clearance. Procedure and invitation letter are available [here](#).

5. Promotion through the Congress virtual platform

Access the official [Congress virtual platform](#). Log in with your IUCN Account linked to the email used during registration. We encourage you to explore and become familiar with the platform before the official start of the Congress.

Exhibition tab: All exhibitors will be featured on the Congress virtual platform. Booths and pavilions will be promoted with their booth name, number, location, brief description, logo, website, as provided on the [Exhibitor Portal](#). Exhibitors will be able to make any changes to the content directly on the platform. In addition, pavilion owners will be able to add information related to their pavilion events. Each pavilion page will be linked to its events on the online programme. All exhibitors will be able to add content, links to websites, videos, social media, etc.

The list of events hosted at pavilions and on central stages, will also be available in the [Official Programme](#), on the Congress website and mobile app.

Map tab : the full Exhibition map is available in this tab. By clicking on each booth, you will be able to see the details of each exhibitor.

How to upload booth/pavilion content on the Congress virtual platform

First check what is the current information displayed on the [Congress virtual platform](#), then [log in to the backend of the platform](#) and follow the instructions to update the data and upload content. You will be required to add an image to each content. If you don't have an image at hand, you may use our [sample image](#).

6. Promotion through the Mobile app

All exhibitors will also be featured on the Congress mobile app. Booths and pavilions will be promoted with their booth name, number, location, brief description, logo, website, as provided on the [Exhibitor Portal](#).

How to access the app

Scan the QR code below to install the Congress Mobile App on your device. For the full experience, you will need to register with your IUCN account. Through the app, you can:



- Access the full programme and speaker list
- Explore the venue and exhibition map
- Follow live sessions and interact with panels via Slido
- Search for and connect with other participants
- Find key information, including emergency contacts and policies

7. Announcements at Congress

IUCN communications would like to amplify major announcements from Congress through Congress communications. With hundreds of sessions happening in such a short time, it is impossible for them to know about or cover everything important that happens at Congress but they will do their best.

If you have an event at your stand / on a central stage / in a hybrid room where you plan to make a major announcement, please make sure IUCN communications knows about it by emailing congresscomms@iucn.org.

Please make note of any specific VIPs or other special aspects of the event that may make for a unique photo opportunity as well as the substance of the announcement. IUCN communications cannot promise that they will be able to cover your event, but this form will get it on their radar so they can work it into the Congress communications mix as appropriate. For any questions on this process, do not hesitate to contact the IUCN Communications team at congresscomms@iucn.org.

HOSTING EVENTS IN THE EXHIBITION

The Exhibition hall will allow medium and large pavilions to design and schedule a range of different events. Please refer to the [Guidelines for organising events in the Exhibition](#) and to the [available slots](#).

The Exhibition will also feature 4 central stages. Medium and large pavilion owners are allocated one slot of 40 minutes on one of the four central stages in the Exhibition. Each stage will be connected to the Speaker Preview Room. Please refer to the [Speaker Preview Room](#) section for more information.

The four central stages have been each allocated a name, broadly aligned with the [Congress Themes](#). These will be:

1. Conservation action
2. Nature–Climate–People Nexus
3. Transition to Nature–Positive
4. Disruptive Innovation and Technology

While events on each stage are not strictly limited to the corresponding themes, IUCN will make every effort to feature as many theme–relevant events as possible on the appropriate stage.

To ensure the overall coherence of the official Congress Programme, scheduling of events on Central stages will be determined by the IUCN Congress Forum / Event partnership team. The team will do its best to accommodate scheduling conflicts but cannot accept specific requests. Once announced to exhibitors and partners, **the allocation of slots will be deemed final**.

Pavilion and central stage events must focus on the sustainability and/or conservation dimensions of your work. Pavilion and central stage events should be aligned with at least one of the five [Congress themes](#). While exhibitors are free to propose events on other conservation and biodiversity–related topics, they should strive to ensure thematic alignment when designing an event.

In designing events, exhibitors should pay particular attention to gender mainstreaming and to engaging the next generation of leaders. As a reminder, pavilion and central stages may not be used to promote or sell products and/or services.

1. Speaker Preview Room

All presentations, which will take place on Central Stages, **will go through the Speaker Preview System**. Therefore, please make sure that the speakers are registered to the Congress as explained in the [the the Section "Registration of speakers / presenters"](#) and upload their presentation at the Speaker Preview Room (or on the online programme platform).

Presentations on pavillions must not be uploased at the Speaker Preview Room but directly on the laptop provided on pavilions.

For your presentations, we recommend to use the templates available in the [Communications kit for exhibitors](#).

The Speaker Preview Room is located above the Atrium and will be signposted accordingly.

Make sure that your speakers go to the Speaker Preview Room 24 hours before their session with a USB stick containing their slides. We recommend that speakers upload their presentation 2 hours maximum before the start of the event to avoid any delays.

When programming your event in the online Programme, please make sure to add the contact details and order of speakers in each event details. This will ensure a smooth process with the Speaker Preview Room.

2. Coordination of pavilion and central stage events

The Forum team coordinate the overall content of the Forum, both in the Forum halls proper, and in the exhibition hall, with a view to developing a vibrant and inclusive Programme for the entire period (9-13 October). The Forum team, together with the Event Partnership team, may suggest amendments to ensure that events scheduled by exhibitors align with the Forum objectives, Congress themes, and/or Forum selection criteria. The Forum team reserves the right to cancel events from the programme in case of persistent misalignment.

The team can be reached at congressforum@iucn.org.

3. Remote speakers participation

The congress is a face-to-face event; however, remote speakers can be accommodated in a limited capacity. Zoom will be installed on the laptop connected to the presentation screen provided with the pavilion packages. Exhibitors are responsible for providing the Zoom link and logging into their Zoom account onsite. Once connected, the remote speaker will be visible and audible to the pavilion audience. This service is free of charge. **Please note, however, that the remote speaker will not be able to see or hear the audience. The chat function can be used for Q&A.**

If an exhibitor chooses to connect a remote speaker for an event on their pavilion, using their own equipment **without:**

- registering them (40\$/per day)
- obtaining a speaker permit
- informing congress.exhibition@iucn-events.org that Zoom should be installed on the presentation laptop
- taking care of sending the Zoom invitation to the remote speaker

They must:

- Take **full responsibility** for organising and managing the technical setup
- Acknowledge that IUCN is **not liable** for any technical issues **or non-compliance with UAE regulations listed above**
- Understand that such presentations and speaker details **will not be included in the official Congress programme**
- Be aware of the **technical limitations**

4. Live activity at pavilions

If you intend to host a live performance at your pavilion, including but not limited to playing music, dancing, singing or a music show, live painting, or any other artistic or entertainment activity, you are required to provide advance notice.

This requirement also applies to activities involving individuals who present and use art as a medium to communicate ideas, thoughts, feelings, and worldviews, and who perform or are skilled in the techniques of the fine arts, including painting, sculpture, illustration.

Notification must include the date, time, and type of activity, and should be submitted to eventpartnerships@iucn.org **as early as possible. Advance notification is mandatory to allow sufficient time to obtain the required permits from the UAE authorities.**

RULES & REGULATIONS

1. Rules of conduct for events

Exhibition events must not block aisles or obstruct and/or interfere with the movement of people on the exhibition floor, and must not impair the safety and security procedures and/or the flow of participants at any point.

Exhibition events should be conducted with respect for neighbouring stands, ensuring that noise is kept to a minimum. IUCN reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued. Please refer to section [Silent sound system](#) and [AV, IT and sound equipment](#).

2. Rules of conduct for exhibitors

Booths and pavilions may not be used to sell products and/or services. It is forbidden to conduct financial transactions onsite.

3. Zero single-use plastic

Zero single-use plastic: Do not bring or use plastic items that are intended to be used and then thrown away (plastic bags, plastic cups, plastic packaging, straws, etc.).

4. United Arab Emirates (UAE) labour law

The exhibitor shall comply with the UAE Labour Law for all personnel working at the stand during Congress – this applies but is not limited to, the exhibitor's own staff and contracted temporary personnel and/or volunteers.

5. Anti-harassment policy and gender strategy

IUCN strives to provide a professional, respectful and harassment-free event experience for everyone. The Congress will celebrate the diversity of all participants, exhibitors and staff, and IUCN

expects every participant and exhibitor to conduct her/himself in a professional, respectful and responsible manner at all times and to comply with the [IUCN Anti-harassment Policy, including bullying and sexual harassment, for IUCN events](#).

In accordance with the [Gender Mainstreaming Strategy for IUCN events](#), contributions to the IUCN World Conservation Congress are expected to place a heavy emphasis on equal opportunities given to, and active engagement of, women and men in the design and execution of all events.

Promote gender equality through your stand and stand events and do make sure that all personnel at your stand including hired hosts/hostesses are familiar with and adhere to the Anti-harassment policy and procedure for IUCN events.

Make sure that the speakers and participants at your stand event respect the principles outlined in that policy. Please report any violations to that policy by contacting iucneventsethicsline@iucn.org, calling +41-22-9990349 or by contacting an IUCN staff person.

Exhibitors are encouraged to integrate in all communication materials implemented:

- The gender mix of speakers
- The diversity of origin of the speakers
- Non-generic communication of messages
- The size of fonts adapted to visually impaired people (cf. AFNOR standard)
- Integration of subtitles for video communications for the hearing impaired

6. Visuals and copyrighted material

The exhibitor is responsible for obtaining all necessary licenses and permits to use visuals or other copyrighted material. The exhibitor is liable for and indemnifies IUCN and its affiliates and their respective directors, officers, agents and employees, against all loss, cost, claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by the exhibitor, exhibitor's agent or employees of any patent, image copyright, trademark or trade secret rights or privileges, whether during the exhibition, or supplied to IUCN for inclusion in the website, in the mobile app or other online or related print material.

7. Safety and security

The exhibitor is responsible for taking all appropriate and necessary measures to safeguard their goods, materials, equipment and displays at all times. Valuables (including valuables rented via the Exhibitor Portal) must not be left unattended in the exhibition hall at any time.

The Organisers, K.I.T. Group and the venue accept no liability for loss or damage to property belongings or personal injury, either before, during or security, the Congress. Exhibitors are therefore advised to have adequate insurance to cover personal injuries and any loss or damage to their property and rented equipment. During the set-up, dismantling, and while the exhibition is closed, there will be general security, but the security guards are not assigned to a specific booth. Exhibitors should keep valuables in a safe place. Security and protection of individual booths and hospitality suites is the sole responsibility of exhibitors and hospitality suite holders.

The exhibitor shall observe the fire regulations to ensure the safety of all Congress participants. Fire regulations require that all display materials be flameproof. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. Demonstration of charcoal, wood, paper, or liquid fuel burning equipment is prohibited. The exhibitor shall comply with the applicable laws, ordinances and regulations pertaining to health, fire, prevention, and public safety (while participating in the Congress. Information on items that will be prohibited at the Congress premises will be published on the Congress website.

8. Insurance

Exhibitors are required to ensure that they are adequately covered with Public Liability Insurance in respect to personal injury to persons, or property damage. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition booth. The general liability insurance of your company should cover the employees working at the Congress during set up and dismantling as well as exhibition hours at the Congress venue (this includes the exhibiting company AND third-party company if you are employing one for your booth). This insurance should cover any damage caused by the employees to the building or equipment in the building, to rental material/equipment or to people of a third party.

An extension of your existing liability insurance can be created by your insurance company to indicate:

- ▶ Company name
- ▶ Liability coverage details of the insurance. Please refer to our Terms & Conditions: 9.6 The organiser shall not be liable for any loss, damage or depreciation of the items brought in by the sponsor/exhibitor, except in the case of intent or gross negligence.

The sponsor/exhibitor is liable for all damage caused by him or by third parties associated with him or contracted by him during the set-up, dismantling and operating times. The sponsor/exhibitor is therefore obliged to take out and provide evidence of appropriate business liability insurance for the entire duration of the event with the following minimum limits:

- a. 10,000,000 euros for personal injury,
- b. 10,000,000 euros for property damage and
- c. 10,000,000 euros for financial losses.

The organiser is entitled to present the proof of insurance at the request of a third party (e.g. the event venue). Entitlement to participate in the event without proof of the required insurance is excluded.

- ▶ Location of the Congress
- ▶ Name and dates of the Congress

9. Languages

The official languages of the IUCN World Conservation Congress are English, French and Spanish.

10. Payment

Full payment for the stand and any ordered equipment is required before the first day of congress, 9 October. If invoices are not paid in full within the prescribed time, build-up of the stand and/or delivery of any ordered equipment or services will be denied without any compensation. Onsite orders will require immediate credit card payment to be delivered.

11. Participant's Guide

Additional information regarding preparations for your travel and onsite (eg. Local transportation, health and safety, security, dress code and much more) is available in the Congress [Participant's Guide](#) on the Congress website.