Logistical Note

**RewirEd Summit
8 December 2023**

**Connect Conference Centre (C3)
Green Zone
Expo City Dubai**

Event Details

The RewirEd Summit 2023 is a one-day event taking place on 8 December 2023, at the Connect Conference Centre (C3) in the Green Zone at Expo City, Dubai.

The programming includes an opening segment, breakout sessions running simultaneously throughout the day, and a closing segment. The opening and closing segments will be live-streamed from the main auditorium to the breakout rooms

The duration of each session will be 45 minutes, with a 15-minute break scheduled between sessions.

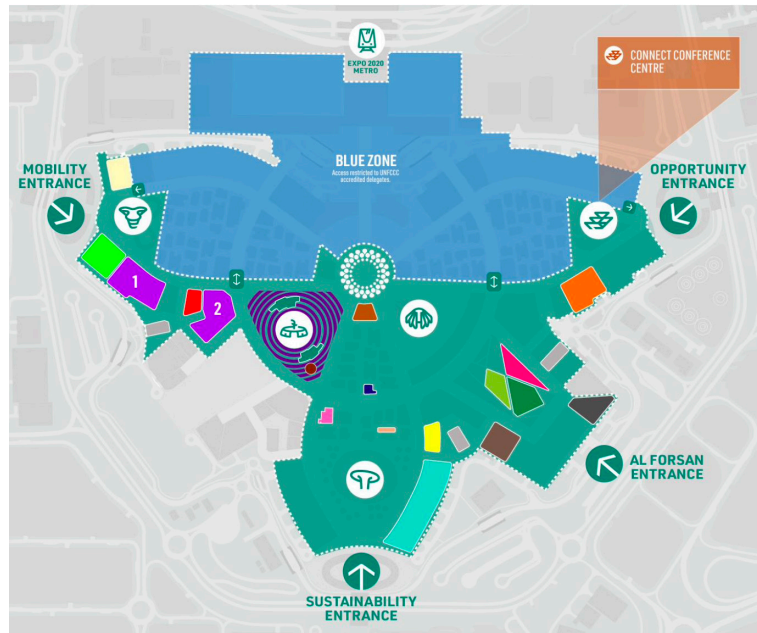The event programming is available on www.rewiredsummit.org

Venue Overview

Connect Conference Centre (C3) is located between Sunset and Sunrise Avenue at Expo City Dubai. It is directly opposite to the Opportunity Entrance welcome plaza area.

The best way to access the Green Zone is via the Opportunity Entrance. All guests will have to pass the Pass Security Access (PSA) area for screening. We recommend arriving at least 30 minutes ahead of time to avoid any delays. The walk time from the PSA check to the C3 conference is 5 minutes.

You can reach the green-zone via the following:
- **The Opportunity Gate:**
  - The exclusive entrance to the Green Zone is through the Opportunity Gate.
  - Free parking availability at the Opportunity Parking.

- **Access from the EXPO 2020 Dubai Metro Station/DEC:**
  - Visitors arriving at the metro station will need to take a bus to reach the Green Zone entrance.
  - The bus ride from the metro station to the Green Zone entrance is approximately 7-8 minutes.
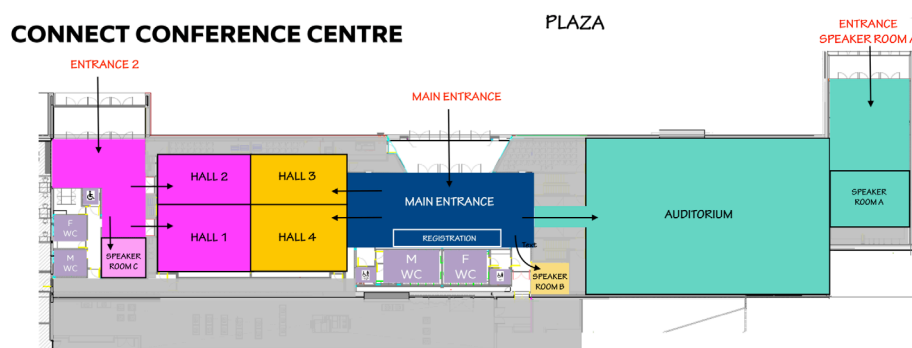
The Connect Conference Center can be accessed through The Main Entrance from the plaza. Registration is located in the main entrance lobby for all delegates and speakers.

The Auditorium, Halls 3 and 4 is accessible through the Main Entrance Lobby. Halls 1 and 2 is accessible through Entrance 2.

Once registration is completed, speakers are requested to make their way to the designated Speaker Ready Room no later than 30 minutes prior to the start of your session.

Speaker Ready Rooms are allocated as follows:
Speaker Room A – for all speakers in the Auditorium
Speaker Room B – for all speakers in Halls 3 and 4
Speaker Room C – for all speakers in Halls 1 and 2

Audience capacity is as follows:
- Auditorium: 470 pax
- Room 1 (10m x 5.5m): 48 pax
- Room 2 (10m x 5.5m): 48 pax
- Room 3 (10m x 9m= 90m2): 84 pax
- Room 4(10m x 9m= 90m2): 84 pax

The Auditorium and 4 breakout rooms, will each have a Wheelchair friendly platform that can accommodate up to 6 speakers + 1 moderator, equipped with either LED screens or projectors along with a sound system.

The seating in all rooms is theater/auditorium style.

There will be access to free WIFI at the venue. All session will be recorded and uploaded on RewirEd Summit YouTube channel after the end of the Summit.

F&B

Lunch will be served from **12:45** to **13:15** (30 minutes lunch break).

Food and beverages will be served in the Plaza, which is just outside the Connect Conference Centre (C3).

Food and beverage cannot be taken inside the venue, except for reusable water bottles.

Green Zone Pass and Accreditation

There are three different options to access the Green Zone:
- Green Zone Daily Pass (QR code for visitors and guests)
- Green Zone Accreditation
- Blue Zone Accreditation

Green Zone daily pass allows you to enter the zone from **9am to 10pm** on **8 December 2023**

Guests with a Green Zone day pass will not be permitted to enter the site before **9am** and after **10pm**

Green-Zone pass:
- Delegates attending RewirEd Summit will have to register on https://rewiredsummit.org/registration/
- After registration you will receive an email from COP28 with Green-Zone QR pass to be used for one day entry.

Note: Multiple-day pass is not available. For those who would like to visit COP28 on any other day will have to register though www.COP28.com to obtain a new QR pass.

Speaker Registration and Attendance

Below are the steps to be followed to receive the speaker's permit and registration to the Green Zone:

1 **Speaker Permit:**
   - Each speaker will receive a link from Dubai Cares to apply for speaker's permits.
   - Speakers that have more than one speaking session will have to fill out the speaker's permit for each session separately.

2 **Registration to the Green Zone**
   Once the speaker has completed the permit form, she/he will receive Green-zone pass from COP28 team via email including a scannable QR code which you will need to present on the day to access to the Green Zone.

Media, Photography and Videography

Partners and speakers can manage their own media, including content creators and filming crews, as well as photography and videography teams.

As filming equipment is listed as a prohibited item on the security list, media will have to carry a letter of exemption from COP28, allowing them to bring this equipment onto the site.

Any equipment brought on-site by these photography/videography crews will be subject to security checks, and any equipment requiring a radio frequency will need a Spectrum license and must be tagged and tested before being brought on-site (deadline for spectrum license submission is 13 November).

There will be a tagging and testing center located next to the Al Forsan entry to the Green Zone. Equipment should be taken to this location on the first day of arriving at COP28. Once tagged, this tag remains for the full two weeks, and you do not need to return to the tagging and testing center again.

If you are planning to bring a photography or videography crew, please alert your COP28 point of contact, and they will advise on the next steps, including how to obtain your Spectrum license and exemption letter.

If you require a media permit, please contact Makram Bou Kheir on
Makram.boukheir@dubaicares.ae

Logistics

Sessions:

RewirEd Summit 2023 will feature more than 30 sessions, curated by partners. If you are hosting a session at RewirEd Summit, please take note of the below:

- Dubai Cares will confirm with the organizing partner and speakers the room allocation and session time.
- Upon arrival, you will be escorted to the registration desk and then to the specific room where your session will be taking place to familiarize with the space. You will also be shown the dedicated speaker lounge/area and introduced to the Speaker Manager of the room.
- Speakers should arrive at the speaker lounge/area at least 1 hour prior to the session start time (for tech/mic).
- Session times are strict and must start and finish on time. A countdown clock can be seen from the stage.
- RewirEd Summit is a paperless summit.

Visual Content

If you are displaying a presentation during your session, speaker's presentation should be in PowerPoint, in 16:9 ratio, and using the RewirEd Summit 2023 Presentation template shared with you earlier.

All content and presentations should be sent to speakers@rewiredsummit.org on **30 November 2023.**

Speakers will be provided with a clicker to control the screen content during their sessions.

Travel

Detailed information will be provided soon.

Accomodation

Travel pack will be shared soon.

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We look forward to seeing you on December 8, 2023