

## PRI in Person 2025: Side event guidelines

Organisations wishing to run a side event at PRI in Person 2025 should first consider the following points:

### SCHEDULING

- Side events may not take place during the core conference hours, i.e.:
  - Tuesday, 4 November between 12:30-22:00 BRT\*
  - Wednesday, 5 November between 09:30-18:45 BRT\*
  - Thursday, 6 November between 09:30-16:15 BRT\*
- **\* Please note the above timings are provisional and subject to change, up to and including the day(s) of the event. PRI does not accept any liability for schedule clashes.**
- You must allow sufficient travel time between the end of your event and the start of the PRI in Person conference so that delegates can get to the Anhembi Convention Centre in good time to be seated. Similarly, for events held on Wednesday or Thursday evening, you must allow sufficient travel time between the end of the PRI in Person conference and the start of your event. Please factor in traffic when finalizing event times, which is likely to be heavy across this week.
- The PRI will not promote any evening event on Tuesday, 4 November. Any such event would clash with the main conference networking reception.
- The PRI will be hosting the Global Asset Owner Forum on Monday, 3 November for PRI asset owner signatories. We will promote external side events on 3 November but please note PRI's asset owner signatories may not be available.

### PROMOTION OF SIDE EVENTS

- The PRI will be pleased to include your event on the official side events page of the PRI in Person conference website and app, provided it meets the side event guidelines and is open for registration. Invitation only events will not be included on the side events page.
- The PRI will direct delegates to the official side event page through our promotional channels. We regret that we are unable to undertake any specific marketing for your side event, apart from listing it on the side event page. This includes directly mailing registered PRI in Person delegates on your behalf.
- The PRI reserves the right to refuse to promote any event that it deems offensive, discriminatory or defamatory to us or our signatories.
- Side event organisers are not permitted to use PRI's logo on their event materials.
- You must inform us when registration for your side event closes so that we can update our website and conference app.

#### PRI Association

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Company no: 7207947  
T: +44(0) 20 3714 3220  
W: [www.unpri.org](http://www.unpri.org)  
E: [info@unpri.org](mailto:info@unpri.org)

- If you cancel your event, it is your responsibility to notify us so that we can remove the listing from the site.

## REGISTRATION AND DELEGATE LISTS

- PRI in Person registrants will have access to a list of confirmed delegates (who have opted into the networking function) via the Meet Your Peers page of the conference website. Please log in to your booking to access this page. The PRI cannot share a list nor any contact details of registered delegates with side event organisers
- You are responsible for managing the registration process for your side event, including recording registrations and sending out joining information emails containing the necessary details your participants need in advance of the event.

## SIDE EVENT VENUE LOGISTICS

- Please contact us at [events@unpri.org](mailto:events@unpri.org) if you are interested in space at the event venue. We are working through space allocation for PRI and sponsor led activity, remaining availability will be confirmed from **7 July**. We can add you to a waiting list if you would like to register interest for this.
- The [Holiday Inn](#) hotel, adjacent to the Anhembi Convention Centre, has several event spaces available for hire. For more information, you can contact the Holiday Inn at [artur.lazzarin@holidayanhembi.com.br](mailto:artur.lazzarin@holidayanhembi.com.br).
- The PRI is unable to provide venue space, furniture or audio visual equipment unless you have hired one of the rooms at the Anhembi Convention Centre, through the PRI.
- The PRI is unable to provide catering, registration or staffing assistance for your side event.
- You are responsible for fulfilling any contractual terms you enter into with venues for your side event.
- We will keep details of all side events on the conference registration desk so we can direct your attendees. Please ensure you provide us with comprehensive event location details so that we can assist you in this regard.

## REGISTERING YOUR EVENT

- **Once your event is confirmed, please complete the [side event submission form here](#).** This applies to all side events, including invite-only events, so that we have full sight of activity around the conference and can help to direct delegates onsite. We recommend you do so as early as possible, to maximise visibility to prospective attendees. If you have any questions, please contact [events@unpri.org](mailto:events@unpri.org).
- The deadline for submissions is **Friday, 17 October 2025**. Any side-events we are notified of after this date will not be included on the event app or website.