



SECOND MEETING

New York, 30 June - 8 July 2014,

Guidelines for Organizers of Side Events

1. Any accredited and registered entity interested in organising a side event during the Second Meeting of HLPF must submit a proposal using the attached Side Event Request Form and provide a detailed description of the proposed event, including its thematic focus, speakers/presenters and its potential contribution to the Forum. All completed and signed forms must be e-mailed to the Secretariat by 15 May 2014.
2. Proposed side events should be closely related to the work of the High-level Political Forum (HLPF) and focus on the main theme of its second meeting “Achieving the MDGs and charting the way for an ambitious post-2015 development agenda including the SDGs”
3. The Secretariat will post a programme of approved side events on the Sustainable Development knowledge platform. The Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events. Publicizing a side event is the responsibility of its organizers
4. Side events are open to all participants. Organizers of closed events or by invitation only events aiming for an exclusive audience are advised to obtain alternative locations
5. Inter-governmental meetings have first priority over other events or meetings. Side events may have to be cancelled at the last minute if an urgent inter-governmental meeting needs to use the conference room where the side event was already scheduled to take place.
6. Side event organizers can request equipment and services for their event, specified in the attached request form. There will be charges for the use of such equipment and related services which the event organizers must be prepared to cover.
7. Organizers should plan to hold their event in English or make their own interpretation arrangements as interpretation services are not available for side events.

8. Printed materials related to the agenda of the Second Meeting of HLPF may be distributed during the side event and during the official meetings by using the tables or other such facilities that will be available outside the meeting rooms.
9. Only printed materials that are directly related to the agenda can be distributed during a side event or at any other time during the Second Meeting of HLPF. The Secretariat reserves the right to remove materials judged to be inappropriate.
10. The sale of printed materials or any goods on UN grounds during the side events or at any other time is strictly prohibited.
11. Side event organizers are advised not to set up displays or put up posters on meeting room walls during a side event or at any other time during the official meeting to avoid removal and loss of their materials.
12. Food and drinks are strictly prohibited in the UN meeting rooms. Activities that involve food or drinks, such as receptions and cocktails, are allowed only in the designated areas outside the UN conference rooms and must be arranged directly with the UN Catering Service. The Secretariat will not facilitate such arrangements.
13. All queries related to side events should be addressed to <http://sustainabledevelopment.un.org/contact>.

Attachment: Side Event Request Form



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Side Event Request Form

PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.

Name of requesting organization: _____

Contact Person: _____

Address: _____

Telephone: _____ E-mail: _____

Title of the Side Event (Please attach a separate sheet with a detailed description, including all organizing partners, the thematic focus, speakers and potential contribution to the Second Meeting of HLPF)

Preferred date / time (Please indicate more than one option)

Priority	Date	Time
		1:15-2:30 pm
First		
Second		

Room capacity (please choose one)

30-50 persons

50-100 persons

100-500 persons

Equipment and services (please note – laptops are not provided)

Projector for PowerPoint presentation

Projector for video playback (please provide format)

Room screen

Sound (in room microphones)

The costs related to the use of the above equipment and services will be covered by:

(Name of the Organization)

Signed by: _____

(Please print full name and title below the signature line)

Please Indicate below the name and contact details in New York of the organizer in charge of the side event!

Please e-mail to <http://sustainabledevelopment.un.org/contact> by 15 May 2014.