

**United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development**

**PREPARATORY MEETING, NEW YORK, 15 – 16 FEBRUARY 2017**

**Guidelines for Organizers of Side Events**

1. The proposed side event should be closely related to the overarching theme of the Conference “Our oceans, our future: partnering for the implementation of Sustainable Development Goal 14”.
2. The Conference Secretariat will post a programme of confirmed side events on its website. 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
3. Side events will be held on 14, 15 and 16 February 2017 and will be open to all participants in the Preparatory Meeting. Organizers of closed events or by invitation only events aiming for an exclusive audience are advised to obtain alternative locations.
4. All entities proposing a side event must be accredited and duly registered. For more information please use the following link <https://sustainabledevelopment.un.org/topics/oceans/SDG14Conference/registration>
5. Official meetings always have first priority over other events or meetings. Side events may have to be cancelled at the last minute if Member States urgently need 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 Preparatory Meeting agenda 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 Conference agenda can be distributed during a side event or at any other time during the Preparatory Meeting. The Conference 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 beverages are strictly prohibited in the UN meeting rooms. Activities, 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. It is the responsibility of accredited and registered side event organizers to make their own arrangements for issuing of UN ground passes, including for individuals, invited as speakers or guests.
14. Any accredited and registered entity interested in organising a side event at the Preparatory Meeting 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 Preparatory Meeting. Completed forms must reach the Secretariat through the following link <https://sustainabledevelopment.un.org/contact> by 15 January 2017.

Attachment: request form

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for sustainable development**

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**Side Event Request Form**

**PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.**

Name of requesting organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Title of the Side Event** (Please attach one page with a detailed description, including all organizing partners, the thematic focus, speakers and potential contribution to the Conference)

**Preferred dates and times** (Please indicate more than one option)

Priority	Date: 14, 15 or 16 February	Time Slot	
		1:15-2:30 pm	6:15-7:30 pm
First			
Second			
Third			

**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 )

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

Please send through <https://sustainabledevelopment.un.org/contact>  
by 15 January 2017