



## **Global SDG7 Conference**

A global preparatory meeting in support of the review of SDG7  
at the 2018 UN High Level Political Forum

**BANGKOK, 21 – 23 FEBRUARY 2018**

### **Guidelines for Organizers of Side Events**

**21 FEBRUARY 2018**

1. The proposed side event should be closely related to the overarching theme of the Conference “Energy in the 2030 Agenda for Sustainable Development”.
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 21 February 2018 at the United Nations Conference Center, Bangkok, UN ESCAP.
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/EnergyConference/sideevents>
5. Side event organizers can request equipment and services for their event, specified in the request form. There will be charges for the use of such equipment and related services which the event organizers must be prepared to cover.
6. Organizers should plan to hold their event in English or make their own interpretation arrangements as interpretation services are not available for side events.
7. Only printed materials that are directly related to the Conference agenda can be distributed during a side event. The Conference Secretariat reserves the right to remove materials judged to be inappropriate.
8. The sale of printed materials, or any goods during the side events or at any other time is strictly prohibited.
9. Any accredited and registered entity interested in organising a side event must submit a proposal using the online 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 Conference. Completed forms must reach the Secretariat through the following link <https://sustainabledevelopment.un.org/EnergyConference/sideevents> by 31 December 2017.