



2018 Meeting Convened Under the Auspices of ECOSOC
New York, 9 - 18 July 2018

Guidelines for Organizers of Side Events

1. Member States, UN system and other intergovernmental organizations, Major Groups and other accredited stakeholders interested in organising a side event during the 2018 Meeting of the High Level Political Forum on Sustainable Development must submit a request using the following link :
<https://sustainabledevelopment.un.org/hlpf/2018/sideevents>
2. The request should provide a brief description of the side event, including its thematic focus, speakers/presenters and its potential contribution to the Forum.
The deadline for submitting the requests is **30 April 2018**.
3. Requested side events should be closely related to the work of the High-level Political Forum on Sustainable Development and should focus on its theme for 2018 “Transformation towards sustainable and resilient societies”. You may include the SDGs under discussion this year (6, 7, 11, 12 and 15).
4. Side events to be held at UNHQ should be 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. In view of the limited number of conference rooms allocated for side events during HLPF 2018 and in order to ensure that as many organizers can be involved as possible, side event requests should be based on collaborative partnering and involve several organizers.
6. One of the organizers of the requested side event should be designated as the lead organizer and focal point through which all correspondence will go to. An organizer can be designated as a lead organizer of only one side event to be held during HLPF 2018.

7. A side event organizer can request only one side event during the 2018 Meeting of HLPF convened under the auspices of ECOSOC.
8. Organizers are also encouraged to consider holding HLPF-related side events at alternative locations in close proximity to the UN Headquarters and subsequently inform the Secretariat of their arrangements. Those side events will still feature prominently in the HLPF 2018 calendar of events.
9. The Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events. Publicizing a side event is the sole responsibility of its organizers.
10. It is the responsibility of the organizers of side events to be held at UNHQ to make their own arrangements for issuing of UN ground passes, including for individuals, invited as speakers or guests.
11. Official inter-governmental meetings have 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.
12. Broadcast and Conference Support Section of the UN Department of Management will introduce charges for the use of technical equipment and related meeting facilities which the side event organizers must be prepared to cover.
13. Interpretation services are not available for side events. Organizers should plan to hold their event in English or make their own arrangements for simultaneous interpretation in other languages.
14. The sale of printed materials or any goods on UN grounds during the side events or at any other time is strictly prohibited.
15. 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.
16. Food and drinks are strictly prohibited in the UN meeting rooms. Organizers of side events that may involve food or drinks, should make their own arrangements.

17. All requests for side events received within the deadline of 30 April will be automatically acknowledged by the system. The Secretariat will review the requests and get back to the organizers after the deadline for submission.
18. Queries related to side events should be addressed to the contact form: <https://sustainabledevelopment.un.org/contact/> . Please type "Side Events HLPF 2018" in the subject line.