



Inter-regional Meeting for SIDS on the SAMOA Pathway Midterm
Review Samoa, 29 Oct- 1 Nov 2018

Guidelines for Organizers of Side Events

1. Accredited and registered entities interested in organising a side event during the 2018 Inter-regional Meeting for SIDS on the SAMOA Pathway Midterm Review must submit a proposal using the attached Side Event Request Form. The proposal should provide a detailed description of the side event, including its theme, speakers/ presenters and its potential contribution to the Meeting. All completed and signed forms must reach the Secretariat by **5 Oct 2018**.
2. Proposed side events should be closely related to the agenda of Inter-regional meeting for the Midterm Review of the Samoa Pathway.
3. The Secretariat will post a programme of approved side events on the UN Sustainable Development Knowledge Platform.
4. 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.
5. Side events are open to all participants of the meeting.
6. Side event organizers can request equipment and services for their event, specified in the attached request form. Should there be any charges for the use of such equipment and related services, the event organizers must be prepared to absorb these charges.
7. Organizers should plan to hold their event in English or make their own interpretation arrangements as interpretation services will not be available for side events.

8. Printed materials related to side events for the Inter-Regional Meeting for SIDS on the SAMOA Pathway Midterm Review may be distributed by using the tables or other such facilities that will be available outside the meeting rooms. The Secretariat reserves the right to remove materials deemed to be inappropriate.
9. The sale of printed materials or any goods during the side events or at any other time is strictly prohibited.
10. Side event organizers are advised that any posters put up on meeting room walls in the side event rooms should be removed at the end of each side event to avoid removal and loss of their materials.
11. Food and drinks are allowed in the meeting rooms. Activities that involve food or drinks, must be arranged directly with the local catering services. The Secretariat will not facilitate such arrangements or be responsible for any of the incurring costs related to catering.

Attachment: Side Event Request Form