

**ISLAND
VOICES**
**GLOBAL
CHOICES**

UN Conference on
Small Island
Developing States
Apia, Samoa | 2014

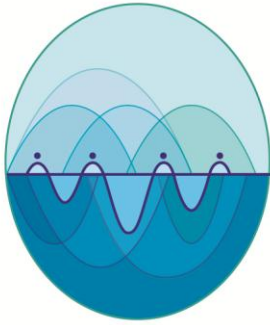
**FIRST MEETING OF THE PREPARATORY COMMITTEE
NEW YORK, 24 – 26 FEBRUARY 2014**

Guidelines for Organizers of Side Events

1. The proposed side event should be closely related to the overarching theme of the third International Conference on Small Island Developing States (SIDS) “The sustainable development of small island developing States through genuine and durable partnerships” and should reflect an integrated approach to sustainable development of SIDS.
2. Each organizer can be involved in only one side event during the First Meeting of the Preparatory Committee (Prepcom 1).
3. The SIDS Conference Secretariat will post a programme of approved 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
4. Side events are open to all Prepcom 1 participants. Organizers of closed events or by invitation only events aiming for an exclusive audience are advised to obtain alternative locations.
5. Non-governmental entities proposing a side event must be ECOSOC – accredited or were accredited to the World Summit on Sustainable Development, the International Meeting to Review the Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States, the high-level review meeting on the implementation of the Mauritius Strategy for the Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States and the United Nations Conference on Sustainable Development.
6. 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.

7. 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.
8. Organizers should plan to hold their event in English or make their own interpretation arrangements as interpretation services are not available for side events.
9. Printed materials related to the SIDS Conference 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.
10. Only printed materials that are directly related to the SIDS Conference agenda can be distributed during a side event or at any other time during Prepcom 1. The Conference Secretariat reserves the right to remove materials judged to be inappropriate.
11. The sale of printed materials, or any goods on UN grounds during the side events or at any other time is strictly prohibited.
12. 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.
13. Food and drinks 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.
14. It is the responsibility of the side event organizers to make their own arrangements for issuing of UN ground passes for individuals, invited as speakers or guests. Representatives of Governments can make arrangements through the respective Missions to the United Nations; representatives of Major Groups – through Major Groups organizing partners.
15. Any accredited entity interested in organising a side event at Prepcom 1 must submit their 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 SIDS Conference. Completed and signed forms must be e-mailed to dsd@un.org

Attachment: 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: _____ 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 SDS Conference)

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

Priority	Date	Time Slot	
		1:15-2:45 pm	6:15-7:45 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 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 DSD@UN.ORG before 31 January 2014