

**INTERGOVERNMENTAL NEGOTIATIONS
ON THE POST-2015 DEVELOPMENT AGENDA
NEW YORK, 20 –24 JULY, 27 - 31 JULY 2015**

Guidelines for Organizers of Side Events

- Any accredited and registered entity interested in organising a side event 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 Intergovernmental Negotiations on the Post-2015 Development Agenda.
- Completed and signed side event request forms must be sent to sustainabledevelopment.un.org/contact no later than 10 July 2015.
- Secretariat will post a programme of approved side events on its website but will not produce fliers, distribute notices, or run other publicity efforts for side events. Publicizing a side event is the responsibility of its organizers.
- Side events are open to all participants in the session. Organizers of closed events or by invitation only events aiming for an exclusive audience are advised to obtain alternative locations.
- Official meetings always have 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 a side event was already scheduled to take place.
- 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.

- Organizers should plan to hold their event in English or make their own interpretation arrangements. Interpretation services are not available for side events.
- Printed materials directly related to the Intergovernmental Negotiations on the Post-2015 Development Agenda may be distributed during the side event by using the tables or other such facilities available in the conference rooms. Secretariat reserves the right to remove materials judged to be inappropriate.
- Sale of printed materials or any goods on UN grounds during side events or at any other time is strictly prohibited.
- Side event organizers are advised not to set up displays or put up posters on conference room walls during a side event or at any other time during the negotiations to avoid removal and loss of their materials.
- Food and beverages are strictly prohibited in the UN conference 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. Secretariat will not facilitate such arrangements.
- 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.

Attachment: side event 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: _____ E-mail: _____

Title of the Side Event (Please attach one page with a detailed description of proposed event, including all organizing partners, thematic focus, speakers and potential contribution to the Post- 2015 negotiations.)

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

Priority	Date	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 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 send the completed form through sustainabledevelopment.un.org/contact before 10 July 2015.