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**First Multi-Stakeholder Forum on Science, Technology and Innovative**

 **New York, 6-7 June 2016**

**Guidelines for Organizers of Side Events**

Side events will be organized on the margins of the first multi-stakeholder forum on science, technology and innovation for the sustainable development goals (STI Forum), to be held on 6-7 June 2016 in New York.

1. **Theme**

Proposed side events should be closely related to the proposed theme of the First Multi-Stakeholder Forum on Science, Technology and Innovation (STI Forum), *“Realizing the potential of science, technology and innovation for all to achieve the sustainable development goals”,* with a focus on reaching those left behind, and directly address at least one of its guiding questions:

1) Why are science, technology and innovation essential for the achievement of the Sustainable Development Goals? Please provide one or more concrete examples that, in your experience, best exemplify this.

2) What are the main opportunities and challenges – at policy, organisational and individual levels - for maximizing the contribution of science, technology and innovation to the achievement of the Sustainable Development Goals?

3) What are the key elements that countries and international organizations may need to take into account in formulating action plans and/or roadmaps for science, technology and innovation for the Sustainable Development Goals?

4) How can we deploy existing knowledge and new, innovative solutions and technologies and make them more readily available to those who need them?

5) What would be success criteria for the STI Forum in the coming years? What questions should the STI Forum focus on?

1. **Basic criteria for consideration**
* Any accredited and registered entity interested in organising a side event on United Nations premises during the Forum can submit a proposal, but each organizer cannot be involved in more than one side event.
* Priority will be given to side events involving multiple organizing partners in order to allow the participation of as many organizations as possible.
* Given limited room availability on UN premises, organizers are encouraged to partner with UN missions to host side events.
* Organizers should plan to hold their event in English or make their own interpretation arrangements for side events.
* Side events must be open to all participants. Organizers of closed events or by invitation only events aiming for an exclusive audience are kindly advised to obtain alternative locations.
* Side events should incorporate or focus on concrete success stories and examples of innovations, solutions and technologies applied that support the implementation of one or more SDGs.
* Organisers are encouraged to make the events as interactive as possible, including by allocating sufficient time for interaction with the audience.
1. **Responsibility of organizers**
* Inter-governmental meetings have first 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.
* Publicizing a side event is the responsibility of its organizers. The Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events.
* It is the responsibility of the organizers to make their own arrangements regarding United Nations ground passes for individuals, invited as speakers or guests.
* Organizers can request equipment and services for their event. Charges will apply, all of which should be borne by the organizers. It is requested that payments be made no later than 24 hours before the commencement of the respective side event.
* The configuration of the rooms cannot be altered and the organizers are requested to remove all their materials after the conclusion of side events to avoid interrupting official meetings.
* Only printed materials that are directly related to the agenda can be distributed during a side event or at any other time during the STI Forum. The Secretariat reserves the right to remove materials deemed inappropriate. The sale of printed materials or any goods on UN grounds during the 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 meeting room walls during a side event or at any other time during the official meeting to avoid removal and loss of their materials.
* Food and drinks are strictly prohibited in the UN meeting rooms. Activities that involve food or drinks, such as receptions and cocktails, are allowed 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.
1. **Submission**

Please complete and sign the attached Side Event Request Form, providing a detailed description of the proposed event, including its sponsors, thematic focus, speakers/presenters and its potential contribution to the Forum. Completed and signed forms should be submitted to the Secretariat of the STI Forum before **30 April 2016**, through the following link:[**sustainabledevelopment.un.org/contact**](https://sustainabledevelopment.un.org/account.php?menu=1727), with the subject **“STI Forum Side Event Application”**.

A programme of approved side events will be posted on the Sustainable Development Knowledge Platform by 5 May 2016.

1. **Questions**

All queries related to side events should be addressed to **sustainabledevelopment.un.org/contact**

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 **New York, 6-7 June 2016**

**Side Event Request Form**

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| **PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.** |
| Name of requesting organization: |  |
| Contact person: |  |
| Address: |  |
|  |  |
| Telephone: |  |  |  | E-mail: |  |
| **Title of the Side Event** (Please attach a detailed description, including all organizing partners, thematic focus, speakers and potential contribution to the STI Forum)  |
|  |
|  |
| **Preferred date / time** (Please indicate more than one option) |
| **Priority** | **Date** | **Time** |
| **6 June 2016** | **7 June 2016** |  **1:15-2:30 PM** | **6:15 – 7:30 PM** |
| **First** |  |  |  |
| **Second** |  |  |  |
| **Third** |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Room capacity** (please choose one) |
| 30-50 persons    |  |  | 50-1000 persons    |  |  | 100-500 persons    |  |  |
| **Equipment and services (**please note – laptops are not provided) |
| Projector for Power Point 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 of a New York- based contact point for the side event!** |
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 **Please send completed form through** [**sustainabledevelopment.un.org/contact**](https://sustainabledevelopment.un.org/account.php?menu=1727) **before 30 April 2016 with the subject: STI Forum Side Event Application.**