

2016 Meeting Convened Under the Auspices of ECOSOC

New York, 11 - 20 July 2016

**Guidelines for Organizers of Side Events**

1. Accredited and registered entities interested in organising a side event during the 2016 Meeting of the High Level Political Forum on Sustainable Development convened under the auspices of ECOSOC must submit a proposal using the attached Side Event Request Form. The proposal should provide a detailed description of the side event, including its thematic focus, speakers/presenters and its potential contribution to the Forum. All completed and signed forms must reach the Secretariat before **1** **June** 2016 through the following link: [**sustainabledevelopment.un.org/contact**](https://sustainabledevelopment.un.org/account.php?menu=1727)
2. Proposed side events should be closely related to the work of the High-level Political Forum on Sustainable Development and should have main focus on its theme for the 2016 meeting under the auspices of ECOSOC “Ensuring that no one is left behind”.
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. Organizers of closed events or by invitation only events aiming for an exclusive audience are kindly advised to obtain alternative locations. It is the responsibility of the organizers to make their own arrangements for issuing of UN ground passes, including for individuals, invited as speakers or guests.
6. 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.
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 agenda of the 2016 Meeting of the High Level Political Forum on Sustainable Development convened under the auspices of ECOSOC 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.
10. The sale of printed materials or any goods on UN grounds during the side events or at any other time is strictly prohibited.
11. 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.
12. 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.
13. All queries related to side events should be addressed to [**sustainabledevelopment.un.org/contact**](https://sustainabledevelopment.un.org/account.php?menu=1727)

Attachment: Side Event Request Form



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**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 Meeting of HLPF on the theme “Ensuring that no one is left behind” | | | | | | | | | | | | | | | | | | | | |
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| **Preferred date / time** (Please indicate more than one option) | | | | | | | | | | | | | | | | | | | | |
| **Priority** | | | | **Date** | | | | | | | | | **Time** | | | | | | | |
| **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 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:** | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | |
| (Name of the Organization) | | | | | | | | | | | | | | | | | | | | |
| ***Signed by:*** | | | | | | | | | |  | | | | | | | | | | |
| (Please print full name and title below the line) | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | |  | | | | | | | | | | |
| **Please Indicate below the name and contact details in New York of the person in charge of 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 1 June 2016.**