

UN COMMISSION ON SUSTAINABLE DEVELOPMENT
19th Session, New York, 2 - 13 May 2011

Guidelines for Organizers of Side Events

1. Proposed side event should be directly related to the main themes of the 19th session of the Commission on Sustainable Development (CSD-19) and should reflect an approach to sustainable development that integrates its economic, social and environmental dimensions.
2. Side event proposals should involve several organizing partners in order to ensure the participation of as many organizations as possible. Preference will be given to events that are organized jointly by non-governmental, governmental, and inter-governmental partners.
3. Each side event organizer can be involved in no more than one side event at CSD -19.
4. The DSD Side Events Team will post on the web site of the Commission on Sustainable Development a programme of approved side events for its 19th session and will provide an update on a daily basis to be included in CSD-19 Today newsletter.
5. Publicizing a side event is the responsibility of its organizers. The Side Events Team will not produce fliers, distribute notices, or run other publicity efforts for side events.
6. Side events are open to all CSD-19 participants. Organizers of closed events or events aiming for an exclusive audience are advised to obtain alternative locations outside the UN Headquarters conference rooms.
7. Major groups' representatives proposing a side event must be accredited and pre-registered with the Commission on Sustainable Development. Organizations that are already in consultative status with the UN Economic and Social Council will be accredited automatically.
8. Official meetings or other inter-governmental consultations have priority over side events. A scheduled side event may be cancelled at the last moment without prior notice if the conference room is needed to accommodate an urgent inter-governmental meeting.
9. Side event organizers can request equipment and services for their event, including sound, projectors, screens.

10. Charges will be applied for the use of the conference rooms and the equipment. The charges should be covered by the organizers no later than 24 hours before the commencement of the respective side event.
11. Interpretation services are not available for side events.
12. The configuration of the rooms cannot be altered and the organizers are requested to remove all their materials after the conclusion of their activities as side events take place in the conference rooms where the official meetings of CSD-19 are conducted.
13. Printed materials that are directly related to the agenda of CSD-19 may be distributed by organizers during a side event or at any other time by using the tables or other such facilities that will be available outside the conference rooms.
14. Sale of printed materials or any other items inside or outside UN conference rooms during side events, or at any other time, is strictly prohibited.
15. Side event organizers are not allowed to set up displays or put up posters on conference room walls during a side event or at any other time during UN meetings.
16. Consuming food and beverages inside UN conference rooms is prohibited. Activities that involve food or beverages, such as receptions and cocktails, are allowed only in the designated areas and must be arranged directly with the UN Catering Services. DSD Side Events Team will not facilitate such arrangements.
17. It is the responsibility of the side event organizers to make their own arrangements regarding United Nations 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 CSD organizing partners.

Submission of Requests

Accredited organizations interested in organising a side event at the 18th session of CSD must submit a request using the enclosed [Side Event Request Form](#) and attach a detailed description of the requested event, including all organizing partners, thematic focus, speakers/presenters and its potential contribution to CSD-19.

All completed and signed forms must be e-mailed to dsd@un.org to the attention of the DSD Side Events Team or faxed to +1 917 367 2341, before **1 April 2011**.