



**Guidance Note for Organizers of Side Events During the  
Durban Review Conference**  
**20-24 April 2009**  
**Geneva, Switzerland**

- In order to facilitate broad participation of Governments, United Nations entities, inter-governmental organizations, national human rights institutions, civil society and other organizations accredited to the Durban Review Conference, meeting rooms will be made available for side events during the Conference. Events shall be held daily from 0900h-1800h from 20-24 April 2009 at the Palais des Nations in Geneva.
- Organizers of side events are invited to submit their request to the Conference Secretariat through the appropriate inscription form with all the relevant information **no later than 14 April 2009**. The inscription form for side events will be posted on the Durban Review Conference web site at [www.un.org/durbanreview2009/updates](http://www.un.org/durbanreview2009/updates).
- Keeping in mind the goals and objectives of the Durban Review Conference, side events should focus on the Durban Declaration and Programme of Action. They should provide an opportunity to review progress made in the combat against racism, racial discrimination, xenophobia and related intolerance and the actual implementation of the Durban Declaration and Programme of Action at the national, regional and international levels since 2001, as well as the sharing of best practices.
- The Conference Secretariat will review all requests for side events to ensure the broadest participation of stakeholders and a diverse range of themes and issues relating to the Durban Declaration and Programme of Action. Should the request be confirmed, the Conference Secretariat shall be in contact with the organizers concerning the next steps to take including possible time slots, rooms and services available.
- Organizers should undertake to respect and adhere to the United Nations principles, as well as established rules and procedures while organizing a side event in United Nations premises in the context of the Conference. The organizers also commit to undertake activities in full conformity with the letter and spirit of the Durban Declaration and Programme of Action, and with the principles outlined in Economic and Social Council resolution 1996/31 on the consultative relationship between the United Nations and non-governmental organizations.

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- When organizing side events, organizers are encouraged to coordinate their efforts to avoid duplication of events. Where duplicate requests are received, the Secretariat shall endeavour to ensure a coordination of efforts and to encourage the co-sponsorship of events. Where there is clear duplication, the Secretariat reserves the right to facilitate the holding of the event to that which is most closely associated to the Durban Declaration and Programme of Action.
- Please note that the OHCHR will also host side events relating to the Durban Declaration and Programme of Action. Information on these side events will be posted on the Durban Review Conference website at: [www.un.org/durbanreview2009/updates](http://www.un.org/durbanreview2009/updates).
- It is important to note that organizers must ensure that their participants are part of those entities which are accredited to the Durban Review Conference. Participants shall receive their badges in the same manner as other persons accredited to the Durban Review Conference.
- Side events shall be held in conference rooms at the Palais des Nations in Geneva. Rooms are equipped with 5 or 6 booths for interpretation. Organizers have to arrange their own interpretation teams and advise the Secretariat of this in advance through the inscription form.
- The distribution of background material is only allowed in the room where the event takes place and not outside. All material distributed must bear the stamp of the organization sponsoring the event. Offensive materials shall not be permitted.
- Conference rooms have the following capacity: 300; 300; and 250. Organizers are kindly invited to bear in mind the capacity of available conference rooms when planning side events.
- There is no provision for office space for organizers at the Conference site.
- Organizers are encouraged to hold receptions in hotels or venues outside the conference site and to arrange that directly with the venue in question. The Conference Secretariat is not in a position to facilitate the holding of such receptions