

**UN COMMISSION ON SUSTAINABLE DEVELOPMENT**  
**17th Session, New York, 4 - 15 May 2009**

**Guidelines for Organizers of Side Events**

1. The proposed side event should be directly related to the goals and objectives of the Commission on Sustainable Development (CSD) and should reflect an approach to sustainable development that integrates its economic, social and environmental dimensions.
2. Every effort should be made to align the proposed event with the main thrust of the agenda of the 17<sup>th</sup> session of CSD.
3. In order to ensure that as many organizations can be involved as possible, side event proposals should involve several organizing partners. Preference will be given to events that are organized jointly by non-governmental, governmental, and inter-governmental partners.
4. Each side event organizer can be involved in no more than two side events at a session of CSD.
5. The CSD Secretariat Side Events Team will post on the web site of the Commission on Sustainable Development a schedule of approved side events for its 17<sup>th</sup> session and will provide an update on a daily basis to be included in CSD Today newsletter.
6. 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.
7. Side events are open to all CSD participants. Organizers of closed events or events aiming for an exclusive audience are advised to obtain alternative locations outside the conference rooms of the United Nations Headquarters.
8. 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 are accredited automatically.
9. Intergovernmental meetings have priority over other events or meetings. Scheduled side event may be cancelled at the last moment if the conference room is needed to accommodate an urgent inter-governmental meeting.
10. Side event organizers can request equipment and services for their event including: sound, microphones, projectors and projection screens.

11. 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.
12. Interpretation services will not be available for side events.
13. As side events take place in the conference rooms where the official meetings of CSD are conducted, the configuration of the rooms cannot be altered and the organizers are requested to remove all their materials after the conclusion of the side event.
14. Printed materials that are directly related to the agenda of the 17<sup>th</sup> session of CSD may be distributed 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.
15. The sale of printed materials or any other items inside or outside the UN conference rooms during the side events, or at any other time, is strictly prohibited.
16. 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 the meeting.
17. Eating and drinking inside the conference rooms is prohibited. Activities that involve food or drinks, such as receptions and cocktails, are allowed only in the designated areas and must be arranged directly with the UN Catering Services, telephone: +1 212 963 7098. The Side Events Team will not facilitate such arrangements.
18. 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 17<sup>th</sup> session of CSD must submit a request using the [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.

All completed and signed forms must be e-mailed to [dsd@un.org](mailto:dsd@un.org) to the attention of the Side Events Team or faxed to +1 917 367 2341, *before 30 March 2009*.