

## UNFF Fourth Session

### GUIDELINES FOR ORGANIZERS OF SIDE EVENTS AT UNFF 4

1. The proposed side events must be on topics directly related to the UNFF goals and objectives.
2. Side events must be open to all participants of the UNFF session. Events that aim for an exclusive audience are not permitted and organizers of such closed special events are advised to seek alternative locations outside the main UN building.
3. Side event organizers that are non-governmental or inter-governmental organizations must be accredited with the UN. Side event slot requests must be made using the *Side Events Request Form*. This form allows the requestors to indicate the title/description of their event, the preferred dates and times, and the size of room and equipment they would need for the event. The UNFF secretariat will make an effort to place each event in the most preferred date and time although given the number of events this is not always possible. In the event that the preferred date/time is not possible, the UNFF secretariat will consult with the organizer to identify a suitable slot.
4. The side event requests must be submitted by no later than Monday 22 March 2004. Requests received after this deadline will not be considered.
5. The UNFF secretariat enters side event requests into a “tentative list”. Given the constantly changing nature of this list, it is not made public until after the deadline to request side events has passed, the events are confirmed and the events list is final.
6. Due to space and time limits only one side event will be confirmed during a given lunch time or evening slot. In the event of more requests than the total number of available slots, the UNFF secretariat selects events on the basis of their potential contribution to the overall UNFF session, geographical balance, and balance in coverage of the agenda issues. To the extent possible the UNFF secretariat consults with the side event organizers to combine events that are on similar topics.
7. Each side event that is authorized to enter into the UNFF program is confirmed in writing after the deadline has passed but no later than two weeks before the start of the UNFF session. Organizers are strongly discouraged from insisting on obtaining confirmations before the deadline.
8. The side event organizers must make grounds pass arrangements for the individuals they invite as lecturers, presenters, or speakers of the event. Last minute requests to the UNFF secretariat for guest or visitor passes for invited speakers of a side event are strongly discouraged.
9. Exact room allocations for side events are made when events are confirmed in writing. The UNFF secretariat reserves the right to change the room allocation for an event even after confirmations have been sent. This change is sometimes necessary due to other meetings that have priority over side events.
10. Inter-governmental meetings always have first priority over side events. Side events may be cancelled at the last minute if an inter-governmental meeting needs to use the room where the side event was scheduled. In these cases, the UNFF secretariat makes an attempt to reschedule the cancelled event in another room or on another date so far as possible.
11. Side event organizers can request the following equipment and services for their event: projectors (slide, video, overhead or laptop-to-screen), microphones (standing mikes or use of the sound system in the meeting rooms), projection screens, and sound recording of the event (based on availability of a recording station in the room). As most of these services and equipment need to be set up or run by an engineer, their use implies costs that the organizers must be prepared to cover. Equipment requests can be made using the attached *Side Events Request Form*.
12. Organizers who wish to bring their own equipment (such as laptops or laptop-to-screen projectors) need to notify the UNFF secretariat at least one week before the start of the UNFF session so that the necessary arrangements can be made with UN Security. Last minute requests for this type of arrangement are highly discouraged.
13. Interpretation services are not available for side events. Organizers should plan to hold their event in English.
14. Organizers that wish to demonstrate Web sites using Internet connections during their side event should notify the UNFF secretariat at least one week prior to the start of the UNFF session so that the necessary connection can be arranged. This may also involve costs that need to be covered by the side event organizer.

15. Printed materials can be distributed during the side event and during the UNFF meetings by using the tables placed in the back of and just outside the meeting rooms. Since the meeting rooms where side events take place are also where the official UNFF meetings are conducted, organizers are requested to be responsible for material distribution and ensure that the rooms are left free of clutter after their side event.
16. Distribution of printed materials that are not directly related to the UNFF objectives is not permitted during a side event or at any other time at the UNFF meeting. The UNFF secretariat will authorize removal of materials judged to be inappropriate. Sale of printed materials or any other goods during the side events or at any other time is strictly prohibited.
17. Displays and exhibitions, unless organized through the proper channels through the UNFF secretariat, are not allowed. 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 UNFF to avoid removal and loss of their materials.
18. Food and drinks are strictly prohibited in the meeting rooms. Activities that involve food or drinks, such as receptions, are allowed only in the areas designated for this purpose. The UNFF secretariat will not facilitate these arrangements.
19. Publicizing a side event is the responsibility of its organizers. The UNFF secretariat will not produce fliers, distribute notices, or run other publicity efforts for individual side events. To inform participants about the UNFF session and its events, the secretariat distributes copies of the full program on the first day of the meeting.
20. For further information please contact:

UNFF secretariat  
Two UN Plaza, DC2-2280  
New York, N.Y. 10017  
Phone: +1 (917) 367-5492  
Fax: +1 (917) 367-3186  
E-mail: [unffsideevents@un.org](mailto:unffsideevents@un.org)

**PLEASE RETURN THIS FORM TO:**

**UNFF secretariat • 2 UN Plaza Rm. DC2-2284 • New York, NY 10017 • USA • Fax: + 1 917 367-3186**

**E-mail: [unffsideevents@un.org](mailto:unffsideevents@un.org)**

**Side Event Request Form**

Name of requesting Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Title of the Event** (Please attach a description.): \_\_\_\_\_

**What agenda item is this event most relevant to, and how?** \_\_\_\_\_

**Preferred dates:**

Priority	Date
First	
Second	

**Need a room that can accommodate a total of (please chose one):**

30-50 persons       50-100 persons       50-100 persons

**Equipment and services requested:**

- |   |   |
|---|---|
| <input type="checkbox"/> Slide Projector          | <input type="checkbox"/> Foldable Screen                  |
| <input type="checkbox"/> Overhead Projector       | <input type="checkbox"/> Laptop-to-Screen Projection Unit |
| <input type="checkbox"/> Video Projector          | <input type="checkbox"/> Sound (in room microphones)      |
| <input type="checkbox"/> (Or VCR/with TV monitor) | <input type="checkbox"/> Sound recording                  |
|   | <input type="checkbox"/> Internet connection              |

**Other** (please explain): \_\_\_\_\_

**I have read and understand the Side Event Guidelines. Further, the costs related to the use of the above equipment and services will be covered by:**

**Name of Organization** \_\_\_\_\_

**Signed by:** \_\_\_\_\_

Please print full name and title below signature line \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**

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**E-mail: [unffsideevents@un.org](mailto:unffsideevents@un.org)**