



Side Event Guidelines

1. The proposed side event is expected to relate to UNFF goals and objectives and to be relevant to the UNFF process.
2. UNFF side events are open to all participants of UNFF sessions. If the proposed event is aimed for an exclusive, closed audience, organizers 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.
4. Organizations interested in requesting a Side Event time slot should do so using the UNFF 7 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.
5. The side event requests should be submitted by no later than **Friday 2 March 2007**. Requests received after this deadline will not be considered.
6. The UNFF secretariat enters requests received into a "Side event list". Once the side events deadline for submission of requests has passed and events are confirmed, this list is finalized and made available on the UNFF website.
7. 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.
8. 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.
9. Side event organizers are responsible for making arrangements for grounds passes for the individuals they invite as lecturers, presenters, or speakers for their event. Last minute requests to the UNFF secretariat for guest or visitor passes will not be entertained.
10. Room allocations for side events are made once written confirmation is received from event organizers. The UNFF secretariat reserves the right to modify room allocation even after confirmations have been sent. This change is sometimes necessary due to other meetings that have priority over side events.
11. Inter- governmental meetings always have first priority for use of UN meeting rooms. 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 will attempt to reschedule the cancelled event in an alternate room or on another date as far as possible.
12. Side event organizers can request the following equipment and services for their event: projectors (laptop-to-screen projector, slide projector, overhead projector, and video), 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). Most of these services and equipment have costs associated with them which event organizers must be prepared to cover. Equipment requests can be made using the attached Side Events Request Form.



United Nations Forum on Forests

Seventh Session, 16-27 April 2007

13. Organizers who wish to bring their own equipment 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.
14. Interpretation services are not available for side events. Organizers should plan to hold their event in English.
15. Organizers require use of 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 additional costs that need to be covered by the side event organizer. Please note, many rooms within the UN are equipped with wireless internet connections.
16. 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.
17. Distribution of printed materials not directly related to the UNFF objectives is not permitted during a side event. The UNFF secretariat will authorize removal of materials judged to be inappropriate. Sale of goods or materials at side events is strictly prohibited.
18. Displays and exhibitions are allowed if organized through the proper channels through the UNFF secretariat. Side event organizers are advised not to set up displays or posters on meeting room walls to avoid removal and loss of their materials.
19. Food or drinks are not allowed in UN meeting rooms. Activities that involve food or drinks, such as receptions, are only allowed in the areas designated for this purpose.
20. Publicizing the side event is the responsibility of the event organizers. The Secretariat includes listings of side events in the program of activities which is circulated to participants on the first day of the session.

For further information please contact:

UNFF Secretariat
One UN Plaza, DC1-1245
New York, N.Y. 10017, USA

Fax: + 1 (917) 367 3186
E-mail: unff@un.org