

CSD-11 PARTNERSHIPS FAIR –INFORMATION NOTE

April 29 to May 8, 2003

(10:00 am -1:00 pm and 3:00 pm - 6:00 pm in Conference Room B
and at select times in the Dag Hammarskjold Library Auditorium)

Purpose - The Partnerships Fair will provide a venue at CSD11 for existing and potential new partners of WSSD Partnerships to network, create synergies between partnerships, identify new partners and/or funding and learn from each other's experiences – good and bad.

Partners will also have the opportunity to launch new partnerships, update other CSD participants on progress with existing partnerships, and present ideas on the follow-up process within CSD.

General structure - The Partnerships Fair (PF) will be a parallel activity to the official discussions at the CSD. Partners will have the opportunity to discuss their specific partnerships through panel discussions and presentations. In addition, there will be several moderated discussions and, at certain times, the PF room will be available as an Open Forum for networking and match-making between partners and potential partners. A number of general "how-to" sessions have also been scheduled.

Session structure -

- Partnership presentations (40 mins per partnership) - In every session, speakers are expected present information pertaining to their specific WSSD partnership, implementing mechanisms and action plans. There will also be an opportunity for exchanging lessons learned, networking, attracting new partners and/or funding, etc.
- General moderated discussion (40 mins) – Moderators are expected to summarize key ideas that have been discussed in the preceding sessions and direct the discussion to focus on general issues such as:
 - Requirements for successful partnerships
 - How to facilitate information exchange and match-making
 - How to ensure a multi-stakeholder approach
 - Successes and challenges
 - Scope for the development of new or extended partnerships for sustainable development
- Open Forum sessions (40– 90 mins) – The PF room will be open for partners to network, match-make and mingle during these sessions.
- "How-to" sessions (90 mins) – Partners with first-hand experience of established partnerships will highlight challenges and lessons learned and then open up the floor for discussion.

Programme - the full schedule for the Partnerships Fair has been posted on DSD's website (www.un.org/esa/sustdev/) and hard copies will be available to all those attending CSD11, updated as necessary on a daily basis.

Informational materials - There will be limited space available inside the PF room for the distribution of informational materials relating to partnerships. Due to space restrictions, we would ask that you bring along only small quantities at any one time and replenish your stocks each day. The CSD Secretariat cannot accept deliveries of any materials for others, so you will need to bring along all such materials in person. **There will not be room for posters or displays.**

Equipment - The following will be available in the room as requested by event organisers:

- Laptop-to-Screen Projection Unit (note: laptops will not be provided)
- Foldable Screen
- Overhead Projector
- Video Projector
- Slide Projector
- VCR/with TV monitor

Room Capacity - The maximum seating capacity for Conference Room B is around **50 persons**.

Access to the Partnerships Fair - Please note that, in order to gain access to the building, **all participants for every event at CSD11, including the Partnerships Fair, will need to be pre-registered in advance to attend the Session**, either as part of a government delegation or as a representative of an inter-governmental organisation or an accredited major group organisation. All Partnerships Fair activities must be open to anyone attending CSD11; events cannot be "by invitation only". If you would like to invite someone in particular to attend your event, please be sure that these persons will have UN security clearance for accessing the building at that time.

Contact information of PF Participants - Contact information will be collected from participants and speakers on a voluntary basis, and this information will be made available to PF event organizers by the PF Team as soon as possible after CSD11. Individual event organizers are also welcome to circulate their own sign-in sheets for their events.