

Guidelines
for Organizers of Side Events during the Inter-governmental
Preparatory Meeting of the 13th Session of the UN Commission on
Sustainable Development

28 February - 4 March 2005

1. The proposed side event should be directly related to the goals and objectives of the Commission on Sustainable Development 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 events with the main thrust of the agenda of the Inter-governmental Preparatory Meeting.
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 only one side event at each session of the Commission on Sustainable Development and its Inter-governmental Preparatory Meeting
5. The Secretariat will distribute copies of the consolidated programme on the first day of the meeting to inform participants about the session and related events. The Secretariat will also provide a daily leaflet containing the most up-to-date list of events and meetings taking place that day. The Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events; publicizing a side event is the responsibility of its organizers
6. Side events are open to all participants. Organizers of closed events or events aiming for an exclusive audience are advised to obtain alternative locations.
7. Non-governmental representatives proposing a side event must be accredited with the Commission for Sustainable Development. Organizations that are already in consultative status with ECOSOC are automatically accredited.
8. Inter-governmental meetings always have priority over other events or meetings. Side events may have to be cancelled at the last minute if an inter-governmental meeting needs to use the room where the side event was scheduled to take place. In these cases, the Secretariat will attempt to reschedule the cancelled event to another location or another date.
9. Side event organizers can request equipment and services for their event including: projectors (slide, video, overhead or laptop-to-screen), microphones (standing microphones or use of the sound system in the conference rooms), projection screens, sound recording (based on availability of recording equipment in the room).

10. Organizers should plan to hold their event in English as interpretation services are not available for side events.

11. Printed materials may be distributed by using the tables or other such facilities that will be available outside the meeting rooms. Since side events take place in the rooms where the official meetings are conducted, organizers are requested to remove all their materials when leaving the rooms after their side event.

12. Only printed materials that are directly related to the agenda of the Inter-governmental Preparatory Meeting of the Commission for Sustainable Development can be distributed during a side event or at any other time at the session. The Secretariat reserves its right to remove materials judged to be inappropriate.

13. The sale of printed materials (or any other items) at the UN premises during the side events or at any other time is strictly prohibited.

14. Displays and exhibitions can only be organized through the Secretariat. 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 meeting to avoid removal and loss of their materials.

15. Food and drinks are prohibited in the conference rooms of the UN. Activities that involve food or drinks, such as receptions, are allowed only in the designated areas and must be arranged directly with the UN Catering Services, tel: (+1-212) 963 7098. The Secretariat will not facilitate these arrangements.

16. The side event organizers should make their own arrangements regarding UN ground passes for individuals, invited as speakers or guests to the event.

17. The charges for the use of the conference rooms and the equipment should be covered by the organizers in advance to their side event.

Submission of Proposals

How to submit a side event proposal

Accredited organizations interested in organising a side event at the Inter-governmental Preparatory Meeting must submit a proposal using the Side Event Request Form and attach a detailed description of the proposed event, including its thematic focus, speakers/presenters and its potential contribution to the Inter-governmental Preparatory Meeting. All completed forms must be faxed to the Side Events Team (+1-212) 963 4260.

Deadlines for submission of proposals:

Proposals for side events at the Inter-governmental Preparatory Meeting (New York, 28-4 March 2005) must be submitted by 8 February 2005.