



JOHANNESBURG SUMMIT 2002

WORLD SUMMIT ON SUSTAINABLE DEVELOPMENT | JOHANNESBURG, SOUTH AFRICA | 26 AUG – 4 SEPT 2002

GUIDELINES FOR ORGANIZERS OF SIDE EVENTS AT SANDTON CONVENTION CENTRE

1. The proposed side event should be directly and explicitly relevant to the Summit's goals and objectives and should reflect an approach to sustainable development that integrates the social, environmental and economic dimensions.
2. Every effort should be made to align proposed events with the main thrust of the Summit agenda and the events should preferably focus on follow up activities and commitments in regard to the negotiated outcomes (type 1 outcomes) or new partnerships or initiatives (type 2 outcomes).
3. In order to ensure that as many organizations can be involved as possible, side event proposals should be based on partnerships and involve several organizers. Preference will be given to events that reflect partnerships between governmental, non-governmental and inter-governmental actors.
4. Because of the expected high level demand for side events at the Summit it will not be possible to accommodate all requests for UN facilitated side events in the Sandton Convention Centre. Organisations proposing side events that are of a more technical nature or that are not directly related to the above criteria are encouraged to seek venues outside of the Sandton Centre, including through the South African organising company (JOWSCO – www.joburgsummit2002.com). Because requests for side events in Sandton Centre are likely to exceed the capacity of the Center and Secretariat to facilitate such events, potential event organizers are strongly urged to consider whether the certainty of securing an alternative venue might better meet their needs.
6. The Secretariat will distribute copies of the preliminary program prior to the Summit and the final program on the first day of the Summit to inform participants about the session and associated 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
7. Side events are open to all participants. Organizers of invitation only events or events aiming for an exclusive audience will be subject to other arrangements.

General UN Rules Governing Side Event Activities

8. Non-governmental representatives proposing a side event must be accredited with the Summit. Organizations that are already in consultative status with ECOSOC or CSD are automatically accredited with the Summit (for more information on pre-registration and accreditation of major groups and for copies of the relevant application forms, [click here](#)).
9. Inter-governmental meetings always have first 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.
10. Side event organizers can request equipment and services for their event including: projectors (laptop computers themselves cannot be provided), microphones (or use of the sound system in the meeting rooms), projection screens, sound recording of the event (based on availability of recording equipment in the room), and internet connections. There will be a charge for the use of such equipment that the event organizers must be prepared to cover.
11. Interpretation services are not available for side events.
12. Printed materials related to the Summit agenda may be distributed during the side event and during the meetings by using the tables or other such facilities that will be available just outside the meeting rooms. Since the rooms where side events take place are also where the official meetings are conducted, organizers are requested to be responsible about material distribution and ensure that the rooms are left in the same state after their side event as they found them.
13. Only printed materials that are directly related to the Summit agenda can be distributed during a side event or at any other time at the Summit. The Secretariat will remove materials judged to be inappropriate.
14. The sale of printed materials (or any other goods) on UN grounds during the side events or at any other time is strictly prohibited.
15. There is no scope for displays and exhibitions in Sandton Convention Centre. 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.
16. Food and drinks are prohibited in the meeting rooms of the UN compound.

SUBMISSION OF PROPOSALS

How to submit a side event proposal

Anyone interested in organising a side event at the Summit must submit their 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 Summit. All completed forms must be faxed to (+1-212) 963 4260.

Deadlines for submission of proposals:

Proposals must be submitted by 20 June 2002.

The Secretariat will confirm the approved side events by 30 June 2002.

Note: As a result of heightened security during the Heads of State and Government segment of the Summit (2-4 September), the arrangement of side events during these dates is likely to be logistically difficult and subject to change/cancellation at short notice.

All queries related to side events should be addressed to: wssdsideevents@un.org .