

# **MAURITIUS INTERNATIONAL MEETING ON SMALL ISLAND DEVELOPING COUNTRIES (MIM)**

## **GUIDELINES FOR ORGANIZERS OF SIDE EVENTS AT PORT LOUIS CONVENTION CENTRE**

1. The proposed side event should be directly and explicitly relevant to the MIM's goals and objectives and should reflect an approach to the sustainable development of SIDS that integrates the social, environmental and economic dimensions.
2. Every effort should be made to align proposed events with the main thrust of the MIM agenda, and events should preferably focus on follow-up activities and commitments in regard to the negotiated outcomes.
3. In order to ensure that as many organizations can be involved as possible, individual side events requests should involve several organizers.
4. Because of the expected high level demand for side events at the MIM, it will not be possible to accommodate all requests for UN-facilitated side events in the Port Louis Convention Centre. Organizations proposing side events that are not directly related to the above criteria are encouraged to seek venues outside the Convention Centre.
6. The Secretariat will distribute copies of the preliminary programme of meetings and activities prior to the start of MIM and the final programme on the first day of the MIM to inform participants about the session and the related events. Publicizing an event is the responsibility of its organizers; the Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events.
7. Side events are open to all MIM participants. Organizers aiming for invitation only events and/or for exclusive audiences need to make other arrangements.

### ***General United Nations Rules Governing Side Event Activities***

8. Non-governmental representatives proposing a side event must be accredited with the MIM. Organizations that are already in consultative status with ECOSOC or CSD are automatically accredited with the MIM (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 for available equipment and services for their event like projectors, 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). 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. Only printed materials that are directly related to the MIM agenda can be distributed during a side event or at any other time at the MIM. The Secretariat, however, will have the authority to remove materials that in its judgement is deemed to be inappropriate to the situation. The materials may be distributed during the side event by using tables or other such facilities that will be available outside the meeting rooms. Since the side events take place in the rooms where the official meetings are conducted, organizers are requested to be responsible about distribution of printed materials and ensure that after the end of the events the rooms are left in the same condition as found by organizers.

13. There is no scope for displays and exhibitions in Port Louis 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.

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. 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 Port Louis Convention Centre must submit a formal request 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 MIM. All completed forms must be signed and faxed to the UN Side Events Team: 212 963 4260.

### *Deadlines for submission of proposals:*

Proposals must be submitted by **31 October 2004**.

The Secretariat will confirm the approved side events by 15 November 2004.

Note: As a result of heightened security during the High Level segment of the MIM (13 and 14 January 2005), the arrangement of side events during these dates is likely to be logistically difficult and subject to change/cancellation at short notice.

All side events queries with referral to MIM in the subject line should be addressed to the OHRLLS Coordinator for the MIM at [pradhano@un.org](mailto:pradhano@un.org), as well as to [DSD@UN.ORG](mailto:DSD@UN.ORG).