
CPD58 SIDE EVENT GUIDELINES

Background

The fifty-eighth session of the Commission on Population and Development (CPD58) will be held from 7 to 11 April 2025 at UN Headquarters in New York under the theme, *“Ensuring healthy lives and promoting well-being for all at all ages.”*

Side events, or activities organized outside the formal programme of CPD58, provide an opportunity for participants in the session to discuss issues related to the special theme and to present relevant initiatives. A calendar of side events will be made available on the CPD58 website.

Please note that the application process for side events has changed this year. Please read all instructions carefully.

Eligibility

Side events may be organized by **Member States, Observer States, Observers, UN entities and NGOs in consultative status with ECOSOC.**

Member States, UN entities, relevant intergovernmental organizations and NGOs are encouraged to organize side events in partnership. Please read the Criteria for selection for more detailed information.

Format

There will be three categories of side events, including those held: **(1) in person within UNHQ, (2) off site and in person around New York City, and (3) online or virtually.**

- **In-person side events** within UNHQ can be held from 7 to 11 April 2025 between 13.15 and 14.30, coinciding with the daily lunch break between morning and afternoon meetings.
- **Off-site and virtual side events** can be organized from 7 to 11 April 2025 with no designated timeslot. The Secretariat discourages the scheduling of side events during official meeting times (between 10.00 and 13.00, and between 15.00 and 18.00, from Monday to Friday). An event’s timing, location and logistics are at the discretion of the organizers. For virtual side events, organizers are encouraged to select times that accommodate participation across multiple time zones to engage a global audience.

Criteria for selection

In view of the large number of requests anticipated and taking into consideration the limited space and time available during the session, the following principles will be applied by the Secretariat when selecting side events and allocating space:

- For in-person side events within UNHQ, preference will be given to events organized in partnerships that include:
 - At least **one UN Member State**;
 - At least **one UN entity or other relevant intergovernmental organization**; and
 - At least **one ECOSOC-accredited NGO**.
- For off-site and virtual side events, the selection criteria will be more flexible. While partnering with others is encouraged, it is not a strict requirement.
- All side events must be closely aligned with the special theme of CPD58.
- **In-person side events within UNHQ** must be convened by an organization with a valid Business Partner (BP) number or Umoja Coding Block for UN entities.
 - A valid BP number or Umoja Coding Block is required to issue an invoice for the costs of the side event. All permanent missions, UN entities and organizations that have previously paid to convene a side event at UNHQ should already have a valid BP number.
 - A side event cannot be scheduled without a valid BP number or Umoja Coding Block. Please remember that all costs of the event must be borne by the organizers.

Application process

- To submit a proposal for an:
 - In-person side event within UNHQ, please submit [here](#).
 - The deadline for submission is **23 February 2025**.
 - Off-site or virtual side event, please submit [here](#).
 - The deadline for submission is **5 March 2025**.
- Only one organization should submit an application for a jointly organized event.
- Organizers should plan to hold their event in English or else make arrangements for simultaneous interpretation.
- For in-person side events to be held at UNHQ:
- Applications must be submitted by an entity with a valid Business Partner (BP) number or Umoja Coding Block for UN entities.
- Member States seeking to convene an in-person side event within UNHQ should apply through their permanent missions in New York.

Selection process

- The Secretariat will select events for inclusion in the official list of side events based on the criteria mentioned above. The organizers of the selected events will be notified directly by email. Please refer to the [Timeline](#) below for the relevant dates.
- Once the organizers of the selected side events have been informed, they will need to submit some additional information to confirm their continued interest in hosting the event.

Responsibilities of organizers

- Regardless of format and location, side event organizers must be responsible for all costs and liabilities related to hosting their events.
- **In-person side events** at UN Headquarters may be hosted only by Member States, intergovernmental organizations or United Nations system entities. NGOs in consultative status with ECOSOC may be co-sponsors.
- Organizers of **in-person side events** at UNHQ in New York are reminded of their roles and responsibilities per [ST/AI/2019/4](#) on the use of Headquarters space for meetings, conferences, events and exhibits.
- For **in-person side events** at UNHQ, it is the responsibility of the organizers to ensure that the names and details of all organizers, speakers and attendees who do not have a valid UN Grounds Pass are shared with the Secretariat well in advance of the event.
- For **in-person side events** at UNHQ, in case the event needs to be cancelled, notice must be sent via email addressed to cpd@un.org **at least 48 hours in advance**, or else the organizers will be liable for any costs related to the event.
- For **virtual side events**, organizers are responsible for identifying and setting up the virtual platform to host the event and a dedicated system for the registration of participants.
- For **off-site side events** outside UN Headquarters, side event organizers are responsible for securing the event location and must bear all related costs and manage all logistics.
- The general responsibilities of side event organizers include – but are not limited to – the invitation and travel arrangements for speakers including visa and security clearance, as needed; the oversight of the “run of show”, checking registration status of speakers and moderation of the entire event, including strict time management.
- Side event organizers are responsible for promoting their events through their respective online and social media channels.
- It is strongly recommended that each side event has its own webpage where interested participants can find more information regarding the event. Side event organizers are encouraged to upload concept notes, agendas, speakers and other resources relevant to their events. **The CPD58 calendar of side events will only publish the titles, organizing**

partners and webpage link for each event. It is the responsibility of side event organizers to provide additional information on their own webpages.

- Organizers should provide a one-page summary of key recommendations and messages within one week of completion of the event to the UN Secretariat.

Timeline

Date	
14 January 2025	Call for side events to be held: (1) in person within UNHQ, (2) off site around New York City and (3) online or virtually.
23 February 2025	Deadline to submit applications for in-person side events within UNHQ
5 March 2025	Deadline to submit applications for off-site and virtual side events
Week of 10 March 2025	Announcement by the UN Secretariat on the selection of in-person events within UNHQ, cost estimates for meeting services and deadlines for confirmation of service requests
Week of 17 March 2025	Announcement by the UN Secretariat on the selection of off-site and virtual side events
20 March 2025	Deadline for the organizers of selected in-person events within UNHQ to submit information for inclusion in the CPD58 calendar of side events
24 March 2025	Deadline for the organizers of selected off-site and virtual side events to submit information for inclusion in the CPD58 calendar of side events
7 April 2025	Start of CPD58

Further information

Please visit the [CPD58 website](#) for additional information and access to all background documentation.

For further information regarding side events, please contact cpd@un.org and be sure to include [Side Events – CPD58] in the subject line.