GUIDELINES FOR SIDE EVENTS
DURING THE ECOSOC YOUTH FORUM 2020
1-2 April 2020
United Nations Headquarters, New York

As part of the programme of the ECOSOC Youth Forum (1-2 April 2020), Member States and UN entities are invited to organize, (co-)chair and (co-)sponsor side events related to the theme of the Forum, "SDG Generation: Shaping the Decade Ahead". The side events should take place outside of the formal programme of the ECOSOC Youth Forum. Please bear in mind that all side events scheduled before 9 am and after 6 pm should be notified to the planning unit of UN Security. There will be overtime cost associated with side events. Official access to UN Headquarters is at 9 am during weekdays. Organizations must bear ALL costs incurred for technical services, equipment and security provided.

Participation: Any Member States, UN entity or accredited entity interested in organizing a side event related to the ECOSOC Youth Forum need to make all necessary arrangements directly with the Meetings Management Section of the United Nations Department for General Assembly and Conference Management (tel. +1 (212) 963-8114). Organizers are encouraged to make efforts to coordinate and co-organize events that address similar themes. Side events can be organized by Member States, UN entities, intergovernmental organizations, NGOs and youth organizations in consultative status with ECOSOC. Other organizations that are not in consultative status with ECOSOC will need to have a co-sponsor (Member States or UN entities) to organize their side events.

Once you secure a room, please inform Paul Simon (simonp@un.org), Melody Cruz (cruz@un.org) so that your event could be added to the programme of side events that will be posted at: https://www.un.org/ecosoc/en/node/25553399

Publicizing and actively promoting the events would be the responsibility of the organizers.

Room requests: Inter-governmental meetings have first priority over other events or meetings. Organizers are strongly discouraged to hold side events in parallel to the formal sessions of the ECOSOC Youth Forum, namely 10:00 am to 1:00 pm and 3:00 pm to 6:00 pm. Side events may have to be cancelled at the last minute if an urgent inter-governmental meeting needs to use the conference room where the side event was already scheduled to take place.

Equipment: Side event organizers, that are requesting rooms in the United Nations premises, can also request equipment and services for their event. There will be charges for the use of such equipment and related services which the side event organizers must be prepared to cover. Side-event organizers should bring their own laptop computers with appropriate adapters (VGA or HDMI cables) for Power Point presentations and other audio/visual
media. To make such arrangements, please contact the Broadcast and Conference Support Section (tel. (212) 963-9485).

**Interpretation:** Organizers should plan to hold their event in English or make their own interpretation arrangements as interpretation services are not available for side events. To make such arrangements, please contact the Meetings Management Section (tel. (212) 963-8114).

**Rules:** The sale of printed materials, or any goods on UN grounds during the side events or at any other time is strictly prohibited. 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 official meeting to avoid removal and loss of their materials. Programmes of side events should not include any performances and/or screenings that would cause disturbance to other meetings in adjacent conference rooms.

Food and drinks are strictly prohibited in the UN meeting rooms. Activities that involve food or drinks, such as receptions and cocktails, are allowed only in the designated areas outside the UN conference rooms and must be arranged directly with the UN Catering Service (www.culinartgroup.com or Catering-Services@un.org). The Secretariat will not facilitate such arrangements.

**Event Summaries:** Side event organizers are requested to submit a concept note and a short summary of their side events (maximum two pages) to provide a synopsis of their events (description, outcomes, commitments and/or policy recommendations). Concept note should be submitted no later than 13 March 2020 to simonp@un.org; cruz@un.org. Summaries should also be submitted to simonp@un.org; cruz@un.org within one week of the completion of the side event (8 April 2020) for posting on the website.

**How to get the most from your side-event:**

- Partner with Governments, UN agencies and civil society organizations.
- Provide detailed information about your side-event on your website and send us the link for us to post on our website.
- Network with other NGOs and delegates and invite them to attend your event.
- After your event, send us a short summary to include on our website.

**Additional information:**

- No items are to be sold on the premises of the United Nations.
- No luggage is permitted on the United Nations premises.
- No items are to be affixed to any walls, doors or painted surfaces by any means.
- The United Nations will not be responsible for damage to or theft of personal items.
- Cooperation with the UN Security Service and other Secretariat staff is highly required.
- When materials are brought into or removed from the United Nations, measures must be taken to ensure that the floors, walls, door frames of the area are not damaged.