

18th Session of the United Nations Committee of Experts on International Cooperation in Tax Matters

Guidelines for side event organizers

Side events will serve as a platform for knowledge sharing, mutual learning and networking. Stakeholders are encouraged to organize joint side events, allowing for presentation of diverse perspectives. Proposed side events should be closely related to the Tax Committee work. For reference, the provisional agenda for the 18th session is available [here](#).

Registration:

- Please register your side event by using the [request form](#) on Tax Committee website and submit the completed and signed request form no later than Friday, 29 March 2019 to taxcommittee@un.org.
- Registration does not guarantee a side event space and time. All requests will be reviewed and replied on 1 April 2019.
- All side event organizers and participants should register [online](#) to grant access to UNHQ and for security check. Organizers are responsible for ensuring registration for those participants who do not hold a UN badge. Online registration closes on 14 April 2019.
- For organizers requesting side event rooms through the Financing for Sustainable Development Office (FSDO) of the UN Department of Economic and Social Affairs (DESA), please note the following:
 - A very limited number of rooms will be allocated to DESA for side events during the 18th Session of the Committee. DESA will review all eligible requests from organizers and assign rooms subject to their availability.
 - Side event organizers are responsible for all logistical arrangements and related costs (that is, room, audio-visual services and equipment, security).
- Publicizing a side event beyond the Tax Committee website is the responsibility of its organizers. DESA will not produce fliers, distribute notices, or run other publicity efforts for side events.
- Interpretation services are not available for side events. Organizers should plan to hold their event in English or make their own interpretation arrangements.

Room use guidelines:

- Food and beverages are not permitted inside conference rooms, and any material brought into the room must be taken out by the event organizer.
- Rooms are to be used as-is; there should be no changes to the existing layout.
- There should be no performances or screening elements.
- Events cannot be of commercial nature and should be in line with the goals of the Organization.
- Side events must adjourn in a timely manner and the participants must vacate the room at the stipulated time (no exceptions). A delayed start time regardless of the reason (e.g. delayed ending of a meeting prior) does not permit an extension of the end time of your meeting. The audio feed for your meeting will be terminated promptly at the end of the stipulated time, and service providers will begin preparing the room for the meeting to follow (no exceptions).

For detailed information on the policies and procedures regarding the use of conference rooms, facilities and services at the United Nations Headquarters, please refer to document [ST/AI/416](#).