1. Side events will be held virtually and exclusively from 1:30pm to 2:45pm (New York Time and Date) during the sixteenth session of the Forum (UNFF16) from 26-30 April 2021.
2. The proposed side event should relate to agenda items of the UNFF16 session, as contained in the Provisional Agenda and Annotations, contained in document (E/CN.18/2021/2). This document is available on the UNFF website at <https://www.un.org/esa/forests/forum/index.html>
3. UNFF Member States, Intergovernmental Organizations (IGOs), non-governmental organizations, and UNFF accredited Major Groups can request organizing side events during UNFF16. Side event organizers that are non-governmental or intergovernmental organizations must be **accredited** to the United Nations. More information about the accreditation and the list of accredited entities are available at <https://www.un.org/development/desa/dspd/civil-society/ecosoc-status.html>
4. Countries and organizations, interested in requesting a UNFF16 side event time slot, should complete and submit the attached UNFF16 Side Events Request Form via email by **Monday 22** **March 2021** to the UNFF16 Side Events Focal Point, Ms. Yan Lang ([yan.lang@un.org](mailto:yan.lang@un.org)), with copy to Ms. Njeri Kariuki ([kariuki@un.org](mailto:kariuki@un.org)). Requests received after the deadline will not be considered.
5. The UNFF Secretariat will review the requests for the side events and inform respective organizers if their requests have been accepted. The UNFF Secretariat will make efforts to place each event in the date requested by the organizers. In the event of unavailability of the requested date, the UNFF Secretariat will consult with the organizer(s) to identify a suitable alternative day.
6. There are limited number of side event time slots available during UNFF sessions (each day a maximum of three side events). If the numbers of requests received exceeds the total number of available slots, the UNFF Secretariat will select events based on their direct relevance to the UNFF16 thematic priorities, taking into account geographical balance, and balance in coverage of the agenda issues. To the extent possible the UNFF Secretariat will consult with the side event organizers to combine events that are on similar topics.
7. Event organizers will receive written confirmation of the status of their request shortly after the submission deadline has passed. The date for side events is confirmed once written acceptance of an assigned date slot is received from the event organizers. The UNFF Secretariat reserves the right to modify time allocation even after the initial confirmation. This change is sometimes necessary to allow convening of other meetings that have priority over the side events.
8. The provisional list of side events will be made available on the UNFF website by 31 March 2021.
9. The side events should be open to all UNFF participants. Organizers of events will be responsible for all technical arrangements and IT related issues, including arranging the virtual platform to host their events, meeting invitations, liaising with participants for registration and technical issues during the event. Publicizing the side event is the responsibility of the event organizers. The UNFF Secretariat will be responsible for sharing the UNFF16 side-event schedule with the UNFF participants and posting it on the UNFF website.
10. The event organizers should provide a weblink of their side event, containing event registration and other relevant information, with the UNFF Secretariat by **9 April 2021**. This weblink will be included in the UNFF16 side event schedule for participants to register their attendance directly with the event organizers.
11. For further information please contact Ms. Yan Lang, UNFF16 Side Events Focal Point, [yan.lang@un.org](mailto:yan.lang@un.org)

**Submission Deadline: 22 March 2021**

|  |  |  |
| --- | --- | --- |
| Requesting Organization: |  | |
| Contact Person: |  | |
| Address: |  | |
| Telephone: |  | |
| Email: |  | |
| **Title of the Event** (Please attach a description of the event to this form or submit as a separate document): | |
| [     ] | |
| **What UNFF16 agenda item is this event most relevant to, and how?** | |
| [     ] | |
| **Event webpage and relevant web links: (Event registration information must be provided in the event webpage. The link of the event webpage can be provided before 9 April 2021)\*** | |
| [     ] | |

\* Web links will be added to the provisional list of side events published on the UNFF website.

**Preferred dates (26-30 April 2021)**:

|  |  |
| --- | --- |
| **Priority** | **Date** |
| **First** |  |
| **Second** |  |
| **Third** |  |

**Acknowledgement:**

**I have read and understand the Side Event Guidelines. I understand the organizers of the side events will be responsible for all IT related issues of the event, such as arranging the virtual platform to host their events, meeting invitations, liaising with participants for registration and technical issues during the event, etc.**

|  |  |
| --- | --- |
| **Name of Organization** |  |
| **Signed by:** |  |
| Please print full name and title below signature line |  |

**Please email the signed form to**: UNFF16 Side Events Focal Point, Ms. Yan Lang, [yan.lang@un.org](mailto:yan.lang@un.org), with copy to Ms. Njeri Kariuki [kariuki@un.org](mailto:kariuki@un.org)