1. The proposed side event should relate to items on the agenda of the UNFF19 session as contained in [Provisional Agenda and Annotations (E/CN.18/2024/1)](https://www.un.org/esa/forests/forum/index.html)
2. UNFF side events are held in-person during the lunch break scheduled 13:15-14:30 and are open to all UNFF participants. If the proposed event is aimed for an exclusive, closed audience, organizers are advised to seek alternative locations outside United Nations premises.
3. UNFF Member States, Intergovernmental Organizations (IGOs), non-governmental organizations, and UNFF accredited Major Groups can request organizing side events during UNFF19. 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 [www.un.org/development/desa/dspd/civil-society/ecosoc-status.html](http://www.un.org/development/desa/dspd/civil-society/ecosoc-status.html)
4. Organizations interested in requesting a side event time slot should do so using the attached UNFF19 Side Events Request Form. The UNFF secretariat will make an effort to schedule each event on the preferred date and time, although given the number of event requests this is not always possible. In the event that the preferred date/time is not available, the UNFF secretariat will consult with the organizer to identify a suitable alternative slot.
5. Side event requests should be submitted via email by **Thursday,** **29 February 2024** to the UNFF19 Side Event Focal Point, Ms. Nadine Souto (nadine.souto@un.org), with copy to Ms. Njeri Kariuki (kariuki@un.org) at the UNFF Secretariate. Requests received after the deadline will not be considered.
6. Due to space and time limitations, there are a limited number of side event slots available during the session. If the numbers of requests received exceeds the total number of available slots, the UNFF secretariat will select events on the basis of their potential contribution to the UNFF session, 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. The UNFF secretariat will review the requests for side events and inform respective organizers if their requests have been accepted after the side event application deadline. Room allocation for side events will be confirmed once the event organizers provide written acceptance of the assigned date slot. The UNFF secretariat reserves the right to modify room allocation, even after sending the confirmations. This change is sometimes necessary due to other meetings that have priority over side events.
8. Side event organizers can request audio-visual, videoconference and catering services for their event. These service requirements should be indicated using the attached Side Event Request Form. The United Nations is not responsible for such costs and does not provide interpretation services for side events.
9. Event organizers may expect to cover additional costs related to mandatory security arrangements based on the UN protocol.
10. As part of the UN’s commitment to climate neutrality, we strongly encourage the side events to be paperless or paper smart. Nevertheless, if the organizers decide otherwise, any printed materials distributed during the side event should be removed from the room by the organizers after conclusion of their side event.
11. Sale of goods or materials at side events is strictly prohibited. The UNFF secretariat will authorize removal of materials judged to be inappropriate.
12. The provisional list of side events will be made available on the UNFF website. Publicizing the side event is the responsibility of the event organizers. For further information please contact: Ms. Nadine Souto, UNFF19 Side Event Focal Point, nadine.souto@un.org

**Submission Deadline: 29 February 2024**

|  |  |
| --- | --- |
| Requesting Organization: |       |
| Contact Person:  |       |
| Address:  |       |
| Telephone:  |       |
| Fax: |       |
| Email: |       |
| NYC Contact Person (if available): |       |
| NYC Contact Telephone: |       |
| NYC Contact Email |       |
| **Title of the Event** (Please attach a description of the event (including thematic focus and speakers/presenters) to this form or submit as a separate document):  |
|       |
| **What UNFF19 agenda item is this event most relevant to, and how?**  |
|       |

**Preferred dates (6-10 May 2024)**:

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

**Request a room that can accommodate a total of (please choose one):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Less than 50 persons | [ ]  | 50-100 persons | [ ]  | Over 100 persons |

**Equipment and audio services requested:**

**Audio and Recording Services**

|  |  |
| --- | --- |
| [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Table microphones or wireless microphonesLectern with Microphone Meeting recorded (Audio/Video)Audio playback from CD, portable devices or client laptop**Projection Services:**Computer projection with client laptop (Note: organizers need to bring their own laptops)DVD/blue-ray playbackDisplay of Communication Access Real-time “Captioning” to screens (IMAG) Alternate video source to screensDigital nameplatesVideoconference connection (connection with other area) |
| URL to more detailed information (optional) |       |

(URL will be added to the provisional list of side events made available on the UNFF website. This information can be submitted at the latest **by 29 March**).

|  |  |
| --- | --- |
| Other equipment/services (please specify) |       |

**Reference** Basic equipment and services available in each type of conference room

|  |  |
| --- | --- |
| **Medium/Large Conference Rooms (<200)** | **Small Conference Rooms (<50)** |
| * Computer presentation using client laptop
* Table microphone / Wireless microphone
* Audio CD/ video recording
* Audio and video play back from CD/DVD
* Digital nameplates turn on
* Cameras displayed on screens
* Lectern with microphone
* Videoconference
 | * Computer presentation using client laptop
* Table microphone / Wireless microphone
* Audio CD recording
* Audio playback from CD, portable devices or laptops
 |

**I have read and understood the Side Event Guidelines. The costs related to use of the above requested equipment and services will be covered by:**

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

Please email the signed form to:

UNFF19 Side Event Focal Point, Ms. Nadine Souto, nadine.souto@un.org

with copy to Ms. Njeri Kariuki, kariuki@un.org at the UNFF Secretariat.