

Summit of the Future Action Days

20-21 September 2024

Frequently Asked Questions (as of September 9)

Contents

Overview of events	2
What is the Summit of the Future Action Days (20-21 September)?	2
What is the programme for the Summit of the Future Action Days?	2
Attendance and participation	2
Who can participate in the Summit of the Future Action Days?	2
I missed the registration deadline, what should I do?	2
Do I have to pay to attend the Summit of the Future Action Days?	2
Are funds available for stakeholders to participate at the Summit of the Future Action Days and the Summit of the Future?	2
Can I receive an invitation letter from the UN to support a visa request?	2
How can I pick up my Special Events Ticket (SET) to access the UNHQ?	3
Side events	3
Will there be side events during the Summit of the Future Action Days?.....	3
How can I attend a side event during the Summit of the Future Action Days?	3
Who can organize a side event during the Summit of the Future Action Days?	3
What is the format of the side events?.....	3
How can I apply to organize a side event?.....	3
How will I find out if my side event has been selected?	3
Are there costs related to organizing side events inside the UNHQ?	3
Will my side event be promoted?	3
What are the responsibilities of the Summit of the Future Action Days Secretariat with regards to the Summit of the Future Action Days side events?	4
As organizer of a side event during the Summit of the Future Action Days, what are my responsibilities?	4
Who can I contact with questions about a side event?	4

Overview of events

What is the Summit of the Future Action Days (20-21 September)?

The Summit of the Future Action Days will bring together representatives from Member States, civil society, private sector, academia, local and regional authorities, creative communities, youth, and many more. Everyone will be present, included and engaged during the Action Days. These stakeholders have all played a key role in shaping the Pact for the Future and will be critical to its implementation. Their participation, contributions and catalytic mobilization will be essential to the success of the Summit of the Future and its follow-up.

What is the programme for the Summit of the Future Action Days?

The programme is available on the website and is regularly updated: [Action Days - SOF | United Nations](#).

Attendance and participation

Who can participate in the Summit of the Future Action Days?

The Summit of the Future Action Days will be open to all interested stakeholders and representatives of organizations whose work has been relevant in shaping and/or to the implementation of the Pact for the Future.

To attend in person, participants must have either a valid UN grounds pass or have registered for a Special Events Ticket issued by the United Nations to enter the United Nations Headquarters during the Summit of the Future Action Days. Registration **closed** on 6 September. There will be no onsite registration.

I missed the registration deadline, what should I do?

Interested participants who missed the registration deadline will be able to follow the proceedings via UN Webcast or engage with the off-site and virtual side events organized in connection with the Action Days.

Do I have to pay to attend the Summit of the Future Action Days?

The United Nations does not charge fees for participation in Conferences and events. If you are aware of possible scams, please email sotfactiondays@un.org.

Are funds available for stakeholders to participate at the Summit of the Future Action Days and the Summit of the Future?

Registered stakeholders are responsible for their own travel and accommodation costs.

Can I receive an invitation letter from the UN to support a visa request?

Participants are responsible for all necessary arrangements related to their in-person participation, including travel, visa and others, as appropriate. The Secretariat will unfortunately not be able to support individual visa requests or liaise with the host country on visa issues.

How can I pick up my Special Events Ticket (SET) to access the UNHQ?

Information about how to pick up SETs will be shared with registered participants closer to the event.

Side events

Will there be side events during the Summit of the Future Action Days?

In parallel to the main programme, a limited number of high-level side events, organized by UN Member States, UN entities, relevant International Organizations and stakeholder networks working in partnership and identified through an open call.

How can I attend a side event during the Summit of the Future Action Days?

Participants of the Summit of the Future Action Days will be able to attend side events held during the Summit of the Future Action Days. There will be no separate registration process set up for side events.

Who can organize a side event during the Summit of the Future Action Days?

The period for proposals inside the UN Headquarters **closed** on Friday 19 July. The Secretariat received nearly 200 proposals and selected approximately 55 events.

What is the format of the side events?

There are three formats for side events: on-site at UN Headquarters, off-site in New York City, and virtual across the globe. Please, check [the website](#) for details.

How can I apply to organize a side event?

The period for proposals **closed** on 19 July for events inside the UN Headquarters and on 23 August for off-site and virtual side events.

How will I find out if my side event has been selected?

The Secretariat has reviewed all submissions and notified organizers whose events have been approved. Approved side events will be included in the side event programme on the Summit of the Future Action Days [website](#).

Are there costs related to organizing side events inside the UNHQ?

Side event organizers are responsible for ALL costs related to the side events inside the UN Headquarters. In addition, all arrangements for travel, including visas, accommodation, and transportation, of speakers and participants are the responsibility of the side event organizers.

Will my side event be promoted?

The Summit of the Future Action Days Secretariat will include all selected side events in the official schedule of events for the Summit of the Future Action Days. Organizers are responsible for promoting their events through the relevant channels, including on social media.

What are the responsibilities of the Summit of the Future Action Days Secretariat with regards to the Summit of the Future Action Days side events?

The Secretariat has identified a number of selected side events, based on the criteria laid out in the guidelines while also ensuring regional and thematic balance. The Secretariat will assign a meeting room and a timeslot for each approved side event. The Summit of the Future Action Days Secretariat is not responsible for selecting and inviting speakers and participants, time management of the events, the costs of the events, promoting the events, and preparing final summaries.

As organizer of a side event during the Summit of the Future Action Days, what are my responsibilities?

The side-event co-organizers' responsibilities 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”, interpretation, checking registration status of speakers and moderation of the entire session/event, including strict time management and note taking.

For in person side events organized outside the UN Headquarters, side event organizers are responsible for arranging the event location and must bear all related costs and manage related logistics. For virtual side events, organizers are responsible for identifying and setting up the virtual platform to host the side event and setting up a dedicated registration. Side event organizers are responsible for promoting their events through their respective online and social media channels.

Who can I contact with questions about a side event?

Please review the guidelines for the organization of side events on the website. For further information or questions, please contact sotfactiondays@un.org with [Side Events] in the subject. Due to the high number of messages, only those addressing themes not covered in the guidelines or these FAQs will be answered.