



4TH INTERNATIONAL
CONFERENCE ON
**Small Island
Developing States**
27-30 MAY, 2024
ST. JOHN'S, ANTIGUA AND BARBUDA

Guidelines and FAQ

for Side Events during SIDS4 Conference

[Updated 25 January 2024]

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1. What are side events?

- Side events are intended to provide additional spaces and opportunities for all registered participants to collaborate and share knowledge and solutions to accelerate the implementation of sustainable development objectives in SIDS. These events will provide a platform to discuss critical issues, share best practices, and foster international cooperation.

- Side events should be designed to encourage active participation, exchange of ideas, and collaborative action plans. Side events should strive to create an inclusive environment where diverse voices from SIDS can be heard and valued.

2. Who can apply to host a side event?

- Member States, Intergovernmental Organizations (IGOs), UN entities and all other accredited stakeholders can apply to organize a side event.
- Information regarding accreditation and participation of relevant categories is available here.

3. What are the themes for side events?

- Side events should be closely related to the main theme of the SIDS4 Conference: “Charting the course toward resilient prosperity”, and/or any of the five themes of the Interactive Dialogues.
- Information on the themes can be found on the Programme page.

4. What is the format of side events?

- Side events can be hosted (1) in-person at the Conference venue (American University of Antigua); (2) in-person offsite in other locations in Antigua; or (3) virtually.
- Side events held inside the Conference venue may only be held in-person (no hybrid participation) and will be only accessible to registered participants of SIDS4.
- Side events will be held in parallel with the official sessions of the Conference, except during the opening session on 27 May 2024 (morning) and the closing session on 30 May 2024 (afternoon). A detailed side events schedule will be posted on the Conference website in due course.
- Side events must not exceed 90 minutes in duration.
- No interpretation services are available for onsite side events due to limited capacity. For offsite or virtual side events, organizers may arrange interpretation at their own cost.
- Participation at side events held inside the Conference venue, including of speakers, moderators, organizers and attendees, is restricted to duly registered participants of the SIDS4 Conference who are in possession of a valid Conference badge issued by the United Nations only.
- In case space is not available within the Conference venue, side event organizers are encouraged to find an alternative location in Antigua, or to organize the event virtually.

5. How can I apply for a side event?

- All interested organizations should submit applications for side events during the open call for proposals from 26 January - 8 March 2024.
- Please note that Member States should apply through their Permanent Mission in New York.
- Completed side event application forms can be submitted to the Conference Secretariat as follows:
 - In-person side event held inside the Conference venue (AUA): [onsite application form](#).
 - In-person side event held offsite in an alternative location in Antigua & Barbuda: [offsite application form](#)
 - Virtual side event: [virtual application form](#)
- Deadline for submission of applications is **8 March 2024**. Applications received after the deadline will not be considered.

6. What are the criteria for selection of a side event?

- In view of the anticipated large number of requests and taking into consideration the limited space and time available for side events, the following principles will be applied by the Secretariat when conducting the selection of side events:
- [Side events can be organized by UN Member States, Intergovernmental Organizations \(IGOs\), UN entities, and other accredited stakeholder organizations.](#)
- Priority will be given to events that are organized by Member States and those organized in partnership by several networks/organizations. All interested parties are strongly encouraged to partner with others to organize a side event and thereby increasing the chances of being included in the official side event programme.
- Priority will also be given to proposals that demonstrate a multi-stakeholder, multi-sectoral, multi-country, inclusive, gender-balanced and intergenerational approach. Organizers are encouraged to incorporate these elements when planning and designing the programme of the event.
- Proposed side events should be closely related to the five themes of the Interactive Dialogues (themes are available [here](#)).
- Applications for in-person onsite side events should be limited to ONE per entity . Organizers can host multiple side events as co-organizers.
- Only one organization should submit the application for the proposed joint side event. Duplicative proposals will not be considered.

7. How does the selection process work?

- The Secretariat will review the submissions and will prepare a list of recommended side events based on the above-mentioned criteria.
- Only side events that have been approved through this application process will be included in the side event programme to be made available on the official Conference website.
- The Conference Secretariat will review all submissions and notify the organizers whose side events have been approved.
- Due to the projected large number of applications, only organizers whose side events have been approved will be contacted by the Secretariat.

8. How will side events be promoted?

- The Conference Secretariat will promote the full schedule of side events (in-person onsite, in-person offsite, and virtual) that will be made available on the Conference website: <https://sdgs.un.org/conferences/sids2024/programme/side-events>
- The Secretariat will not produce flyers, distribute notices, or run other publicity efforts for individual side events. Publicizing a side event is the responsibility of the organizers.

9. Can my organization apply for both an in-person and a virtual side event?

- Yes, it is possible to apply for both an in-person and a virtual side event, it is up to the organizers to choose a format.
- However, due to space limitations, please note that organizations can submit only ONE application to host an in-person side event inside the Conference venue. If more than one application is submitted by one organization for onsite in-person side event, only the first application will be considered.

10. What are the responsibilities for an organizer of a side event?

IMPORTANT! Charging participants money in participation of ANY side events (both in-person and virtual) is STRICTLY PROHIBITED.

In-person side events (inside the Conference venue-AUA)

- In view of space limitations inside the Conference venue, priority will be given to events that have multiple co-organizers.

- All side events hosted inside the Conference venue should be open to all participants in possession of a valid access badge issued by UN Security, subject to room capacity.
- Organizers of closed events or by-invitation-only events aiming for an exclusive audience are advised to obtain alternative locations outside the Conference venue.
- It is the responsibility of the organizers of side events to ensure that all organizers, speakers, attendees and supporting staff are duly registered to attend the SIDS4 Conference. The Secretariat will not be able to accommodate participants after registration deadlines.
- No hybrid events are allowed inside the Conference venue.
- All events should strive to be paper-free to minimize the environmental impact of the Conference. Likewise, no single use plastics or other containers should be brought on-site or be made available to participants. The Secretariat reserves the right to remove any printed materials and single-use plastic items found in the meeting rooms.
- The sale of printed materials or any goods inside the venue is strictly prohibited.
- Side event organizers are advised not to set up displays or put posters on meeting room walls during a side event or at any other time during the Conference to avoid removal and loss of their materials.
- Food and drinks are strictly prohibited in the side event meeting rooms.
- The number of participants allowed in the meeting rooms onsite Conference venue is subject to room capacity under guidance of UN Security.
- There are no costs for side events organized within the Conference venue.
- Organizers should provide a one-page summary of the key recommendations and messages within one week of the completion of the side event to the UN Secretariat.

In-person side events (outside Conference Venue, across Antigua and Barbuda)

- Side event organizers are responsible for securing the event location and must bear ALL costs incurred.
- Organizers should provide a one-page summary of the key recommendations and messages within one week of the completion of the side event to the UN Secretariat.

Virtual side events

- Side event organizers are responsible for choosing and hosting their virtual event platform (there is no preferred virtual platform) and must bear ALL costs incurred, including as they relate to platform use, technical support required, interpretation (if applicable) as well as publicizing and actively promoting their respective side events.
- Organizers will be responsible for registration and follow up with participants.
- Virtual side events should be open to all interested stakeholders.
- Organizers should provide a one-page summary of the key recommendations and messages within one week of the completion of the side event to the UN Secretariat.

11. Who can I contact about side events?

- Please make sure that you have read carefully all the points listed above before reaching out.
- If you still have questions, please contact sids4@un.org indicating [Side Events] in the subject. Due to the large number of inquiries, the Secretariat will not be able to answer any question that have already been explained in this FAQ.