

Summit of the Future Action Days

Guidance Note for Side Event Organizers

As of 18 September 2024

Congratulations, you have been selected to host a side event during the Summit of the Future Action Days (20-21 September) at the UN Headquarters!

General information for side event organizers

- Side events will be organized by coalitions of Member States, Intergovernmental Organizations (IGOs), UN entities and other stakeholders in connection with the Action Days to be held in New York City from 20-21 September 2024. Side events were selected through an open call for applications that closed on 19 July 2024.
- **All organizers, panelists, speakers, and participants of side events inside the UN Headquarters must be in possession of a valid UN Grounds Pass or Special Events Ticket (SET) that will be issued by the United Nations through the regular registration process for the Action Days** (for details please visit [link](#)). **REGISTRATION CLOSES ON 6 SEPTEMBER 2024.** Please note that there will be no special passes issued for side events only, late registrations cannot be accommodated and there will be no on-site registration.
- Side event organizers are fully responsible to check that speakers and panelists either have a valid UN ground pass (for UNHQ in New York) or have submitted a request for a SET (deadline 6 September). **The registration of speakers and panelists is the full responsibility of the side event organizers.**
- Side Event organizers should **not set up parallel registration for individual events**. SETs will not be issued for separate side events.

Official side event programme inside the UN Headquarters

- The official side event programme for events held inside the UNHQ will be uploaded here in due time: <https://www.un.org/en/summit-of-the-future/action-days>
- Please note that the Secretariat accepts adjustments to the programme until **Monday 9 September, COB**. After this, no more edits can be made.
- All information on side events will be provided by the organizers. The United Nations Secretariat is not responsible for the content provided by the side event organizers or their partners - in this programme or in the respective events. The Secretariat reserves the right to delete any content from the programme (including webcast links) that is not aligned with the UN Charter or the principles and purposes of the Summit of the Future.

Format of Action Days side events

- Side events will be held **in-person** inside the UNHQ on Friday 20 (from 3 pm onwards) and Saturday 21 September.
- Side events will run in parallel with other segments of the Action Days. Please see the full programme here: <https://www.un.org/en/summit-of-the-future/action-days/>.
- Side events will have a maximum duration of **75 minutes**. It is the organizers' responsibility to adhere to this timeframe to avoid delays in the agenda of other side events.
- Side event organizers, moderators and speakers are asked to arrive outside their designated room 10 minutes before the start of the side event.

Participation

- **Please read this Logistics Note about entering the UNHQ [here](#). (new!)**
- **To enter the UN Headquarters**, all participants, as well as organizers, moderators and speakers must be either have a valid UN Grounds Pass for the UNHQ in New York or be duly registered to attend the Action Days. **REGISTRATION CLOSES ON 6 September 2024.**
- Side events hosted inside the UNHQ will be open to all participants attending the Action Days up to the capacity of the room. Organizers of closed events or by-invitation-only events aiming for an exclusive audience should obtain alternative locations.
- Save The Dates and regular updates on side events can be shared through the specific individual side event webpages.
- For protocol and security reasons, please notify the Secretariat as soon as possible if **any new Heads of State, Heads of Government, Ministers or First Ladies and Gentlemen are confirmed to attend your event**, and if this has not been flagged in early communications to the Secretariat. Please email sotfactiondays@un.org and do not forget to put your unique side event ID number in the subject of the email.

Costs of side event (updated prices!!)

- During regular meeting hours (10 am – 6 pm), the cost for a standard side event (75 minutes) is approximately as follows:

Mid-sized (CR5, 6, 7, 11, 12)	\$1,653.86
Large rooms (CR1, 2, 3)	\$2,157.72

- Note also that UN System partners (not utilizing UMOJA) will be charged an additional 7% for support costs. For third-party payers (for whom your organization has already established a business partner number) the support costs charge will be 13%.

- These costs include standard technical services (audio/microphones, projector/screen), use of interpretation booths (where available, not including interpreters) and a shared security fee.
 - There is no remote participation possible in the rooms.
 - The UN is not able to offer interpretation for side events.
- Webcast costs are not included. Webcast will incur extra costs (see section on Webcast).
- Kindly note that only the services requested will be provided, any changes in service requirements will likely incur additional costs.
- The rule of thumb is that any event that requires bringing in additional equipment, more technicians or Security officers, will have additional costs.
- A financial invoice will be sent to the contact's name, email and BP number provided by the side event organizer. The invoice will be sent by the United Nations Special Events Unit (SEU)
- Payment is expected in advance of meetings for services to be provided. SEU needs to receive confirmation of payment five business days prior to the day of the side event at the latest.
- By having your side event on the official side events programme during the Action Days, all side event organizers confirmed to completely bear the costs of the side event.
- For cancellations that occur close than three weeks to the event, side event organizers may be accountable for technical and security costs even if the event does not take place, because the hiring/assignment of staff and equipment will need to be finalized after that date.

Logistical details about side event rooms

- Side events will be held in different rooms inside the UN Headquarters. Please see the capacity of each conference room below:
 - Conference Room 1: 570 seats
 - Conference Room 2: 570 seats
 - Conference Room 3: 580seats
 - Conference Room 5: 115 seats
 - Conference Room 6: 120 seats
 - Conference Room 7: 110 seats
 - Conference Room 11: 130 seats
 - Conference Room 12: 130 seats
- Due to the short transition time between side events, **changes to the layout of the prescribed side event rooms are not possible**, including moving chairs etc.

- There will be no digital nameplates for side events. There will be one general hashtag for the Summit of the Future Action Days added to the digital nameplates during side events. The Secretariat encourages side event organizers to bring their own paper nameplates, if needed.
- Each event will have one technician in the room to help connect the audio.
- Hybrid side events with remote participation of speakers are not possible.
- Side event organizers should **bring their own laptop with HDMI** to connect to the in-room system. If the laptop has no HDMI connection, it is the responsibility of the organizer to bring the necessary hardware. There will be no connection cables available inside the UNHQ.
 - Regarding the display of PowerPoint and video presentations or pre-recorded video statements, clients must bring their own laptop to the meeting with the files already uploaded. If you are bringing a Mac, you must bring your own HDMI adapter/ dongle. BCSS will supply the HDMI cable for PC's. Please note that during the meeting, BCSS does not operate the laptop provided. It should be operated by someone from the organizing team, preferably the same person that will be there during setup.
- Organizers are responsible for ensuring that their equipment works and for setting it up. Please note, the computer will need to be set up **in English** for the designated staff to be able to assist, if needed.
- All catering services for side events are suspended during the Summit of the Future Action Days inside UNHQ. No exceptions will be made.
- Please note that there will be no printing services available at UNHQ for side event organizers.

Responsibilities of side event organizers

- It is the responsibility of side event's organizers to confirm that all proposed speakers, guests and supporting staff either have a valid UN Grounds pass to access the UNHQ in New York or are **duly registered to attend the Action Days through the [official registration channel](#)**. **No special registration will be conducted for side events participants/organizing partners. REGISTRATION CLOSING ON 6 September 2024.**
- The time allocated for any side event is **75 minutes**. It is the organizers' responsibility to adhere to this timeframe, to avoid delays in the agenda of other side events.
- Side event focal points will be the main receivers of all communications related to the production, coordination and organization of their side events.

- It is highly recommended that each side event has its **own event webpage** where interested participants can find more information regarding the event. Side event organizers are encouraged to upload concept notes, agendas, speakers and other resources relevant to their events. The official Summit of the Future Action Days side events programme will only publish the titles, organizing partners, one-line description, focal point and webpage link for each event. It is the responsibility of side event organizers to provide additional information on their own webpage.
- Side events must be conducted according to the information provided to the Secretariat (including title, description, time).
- Side events are encouraged to promote geographic and gender balance and, whenever possible, to include representatives from different sectors, including national governments, international organizations and other stakeholders.
- The official side event programme will be posted on the [Action Days website](#). The Secretariat will not produce flyers, distribute notices or run other publicity efforts, including social media outreach for side events. Publicizing a side event is the sole responsibility of its organizers.
- All side event organizers need to upload summaries of their events at their own side event's webpage, within one week after the Action Days. A template summary has been shared with all side event organizers.

Organizational arrangements

- Official inter-governmental meetings at the UNHQ have first priority over all other events or meetings. Although rare, the Secretariat reserves the right to cancel side events at the last minute if an urgent inter-governmental meeting needs to use the conference room where the side event was scheduled to take place.
- Charging fees for participation in the Action Days and its side events is strictly prohibited.
- All side events should strive to be paper-free to minimize the environmental impact of the Action Days. We encourage side event organizers to work with QR codes to promote the downloading of special reports etc.
- Likewise, no single use plastic bottles 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 by side event organizers inside the venue is strictly prohibited. All materials left behind at the end of the working day will be disposed of.



- Banners, pop-ups, etc. are permitted inside your event venue. When placing you must ensure that access / egress are not impeded in any way. Items are subject to security screening on entry. All items must be removed immediately following your event. Items left behind are subject to disposal.
- No food and beverages are permitted inside conference rooms and organizers should ensure this is communicated to the participants.
- Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings or demonstrations of any kind, including passive, is not allowed.
- All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and ST/AI/2019/5, entitled "Authority of United Nations Security Officers".

Questions

- For more general information about the Action Days, please visit our [website](#). A Frequently Asked Questions note with detailed information about the Action Days is available on the website too.
- For questions regarding side events, please contact sotfactiondays@un.org indicating **[Side Events]** and **your event ID number** in the subject.