



ECOSOC
Partnership
Forum

2025

5 FEBRUARY 2025 | UNITED NATIONS HEADQUARTERS NEW YORK

Side Events Guidelines

As of 31 October 2024

Background

The [2025 ECOSOC Partnership Forum](#) will be held on 5 February 2025 at the UN Headquarters in New York under the theme, *“Advancing sustainable, inclusive, science- and evidence-based solutions for the 2030 Agenda for Sustainable Development and its Sustainable Development Goals for leaving no one behind”*. The Forum will place a special emphasis on the Sustainable Development Goals (SDGs) that will be reviewed at the 2025 high-level political forum on sustainable development (HLPF), namely Goal 3 (Good Health and Well-being); Goal 5 (Gender Equality); Goal 8 (Decent Work and Economic Growth); Goal 14 (Life Below Water); and Goal 17 (Partnerships for the Goals).

In accordance with resolution [75/290A](#), the 2025 ECOSOC Partnership Forum will focus on exchanging new ideas, expectations and priorities for the work ahead for ECOSOC and the HLPF on the aforementioned theme. Furthermore, the Forum will highlight and discuss forward-looking actions by governments and other stakeholders through innovative partnerships that aim to mobilize commitments and actions to advance the 2030 Agenda and address new challenges.

In parallel to the main programme, **a limited number of high-level side events** could be organized by UN Member States, UN entities, relevant International Organizations and stakeholder networks. Side events should serve as platforms to **showcase multi-stakeholder partnerships and forward-looking initiatives** by governments, UN entities and IGOs, and other stakeholders, especially in connection with the theme and SDGs under review at the 2025 HLPF. The goal is to highlight innovative partnerships that mobilize commitments and actions to advance the 2030 Agenda and address emerging challenges.

Eligibility

Side events may be organized by **UN Member States, UN entities, relevant International Organizations and stakeholder networks.**

Member States, UN entities, relevant International Organizations and stakeholder networks are encouraged to organize side events in partnership. Please read the [Criteria section](#) for more detailed information.

Format

There will be three categories of side events: **1) in-person at the UNHQ, 2) off-site in-person across New York City and 3) virtual.**

- **In-person side events at UNHQ** will be held only on 5 February 2025 from 13:15 to 14:30 PM, coinciding with the lunch break of [the official sessions of the 2025 ECOSOC Partnership Forum](#). Due to the limited availability of conference rooms in the UN Headquarters building, the Secretariat expects up to five (5) in-person side events to be held in person at the UNHQ.
- **Virtual and off-site side events** across New York City can be organized on 4 and 5 February 2025, with no designated timeslot. The Secretariat strongly encourages side event organizers to not schedule side events during the timing of the official sessions of the 2025 ECOSOC Partnership Forum on 5 February. Please find the latest programme of the official sessions [here](#). Event timing, location and all logistics involved are at the discretion of the organizers.
- Side event organizers are encouraged to host virtual side events at times that accommodate various time zones to engage a global audience.

Criteria for Selection

In view of the large number of requests anticipated and taking into consideration the very limited space and time allocated for the side events, the following principles will be applied by the Secretariat when conducting the selection:

- Preference will be given to side events organized in partnership, including:
 - At least **two UN Member States**;
 - At least **one UN entity and/or relevant Intergovernmental Organization** and;
 - At least **one recognized stakeholder network, CSO/NGO, Major Group or stakeholder constituency.**
- Side events must be closely aligned with the theme of the 2025 ECOSOC Partnership Forum.
- Side events should showcase examples of multi-stakeholder partnerships, creating an early opportunity in the ECOSOC cycle to engage Member States and all other

stakeholders. This will foster ongoing dialogue and explore ways to promote accountable, results-oriented partnerships.

- Side events should highlight the Sustainable Development Goals under review at this year's HLPF: SDGs 3, 5, 8, 14, and 17.
- Side events should ensure gender and geographic balance and strive for meaningful participation of stakeholders.
- **In-person side events at the UNHQ** must be organized by an organization with a valid Business Partner (BP) number or Umoja Coding Block for UN entities.
 - The valid BP number is required to issue an invoice for the costs of the side event (or Umoja Coding Block for UN entities). All Permanent Missions, UN entities and organizations that have paid for a side event at the UNHQ before should have a valid BP number.
 - Without a valid BP number, the side event cannot be scheduled. Please remember that all costs for side events must be borne by side event organizers.

Application process for Side Events

- To submit a proposal for:
 - **In-person side event to be held inside the UNHQ:** [here](#).
 - The deadline to submit in-person side events to be held inside the UNHQ is **6 December 2024**.
 - **Virtual and off-site side events across NYC:** [here](#).
 - The deadline to submit virtual and off-site side events applications is **8 January 2025**.
- Only one organization should submit the application for any jointly organized side event.
- All submissions via Google Forms must be in English. While virtual and off-site side events can be held in languages other than English, in-person side events at UN Headquarters should be conducted in English.
- For **in-person side events to be held at UNHQ:**
 - Each entity may submit only one application as the lead organizer. Co-organizing multiple side events is permitted, but an entity cannot serve as the lead organizer for more than one event.
 - Applications must be submitted by an entity with a valid Business Partner (BP) number or Umoja Coding Block for UN entities.
 - Member States applying for a side event at UNHQ should apply through their Permanent Missions in New York.

Selection process for Side Events

- The Secretariat will identify a limited number of selected side events, based on the above-mentioned criteria while ensuring regional and thematic balance. Only organizers of approved applications will be notified directly by email. Please refer to the timeline below for the specific dates.
- To accommodate more side event proposals, the Secretariat may contact side event organizers to explore merging proposals that share similar themes and address common features.
- Once selected side event organizers have been informed, they have to submit requested information to confirm their continued interest in holding a side event at the 2025 ECOSOC Partnership Forum. Please refer to the timeline below.
- Selected side events will be included in the official schedule of events for the 2025 ECOSOC Partnership Forum that will be posted on [the website](#).

Responsibilities for Side Events organizers

- Regardless of format and location, side event organizers must be responsible for all costs and liabilities related to hosting their side events.
- For **in-person side events at UNHQ**, it is the responsibility of the organizers to ensure that all organizers, speakers, attendees and support staff who do not have a valid UN Grounds Pass are duly registered for a Special Events Ticket (SET) to attend the ECOSOC Partnership Forum. No SETs will be arranged for individual side events, and organizers should not establish separate registration processes. The Secretariat will not be able to accommodate participants after registration deadlines. All participants must follow the general registration process for the Partnership Forum. More information about stakeholder participation will be made available on the [2025 ECOSOC Partnership Forum website](#) in due course.
- The side event 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”, checking registration status of speakers and moderation of the entire event, including strict time management and note taking.
- Side event organizers are responsible for promoting their events through their respective online and social media channels.
- It is strongly recommended that each side event has its own 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 2025 ECOSOC Partnership Forum 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.

- 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.
- 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.
- For **off-site 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.

Timeline

Date	
6 November 2024	Launch open call for side events 1) in-person inside the UNHQ, 2) off-site and 3) virtual
6 December 2024	Deadline to submit applications for in-person inside the UNHQ side events
Week of 23 December 2024	Final decisions announced by UN Secretariat on selected in-person inside the UNHQ side events
8 January 2025	Deadline to submit applications for off-site and virtual side events*
Week of 13 January 2025	Final decisions announced by UN Secretariat on selected virtual and off-site side events
13 January 2025	Deadline for selected in-person inside the UNHQ side event organizers to submit requested information to be added to the side events programme
20 January 2025	Deadline for selected virtual and off-site side event organizers to submit requested information to be added to the side events programme
5 February 2025	2025 ECOSOC Partnership Forum

*Please note that for **virtual and off-site side events**, the Secretariat will make efforts to approve proposals on a rolling basis, allowing organizers to secure locations or virtual platforms sooner to support their planning.

Further information

Please visit the 2025 ECOSOC Partnership Forum for additional information and access to all background documentation: <https://sdgs.un.org/2025ECOSOCPartnershipForum>.

For further information regarding side events, please contact dsdg@un.org with [Side Events – 2025 ECOSOC Partnership Forum] in the subject.