



Guidelines for Organizers of Side Events

- Side events sponsored by Member States, UN system and other Inter-Governmental Organizations as well as Major Groups and other stake holders, will be organized daily at the UN Headquarters in New York, in the margins of the official meetings of the Ocean Conference.
- Any accredited and registered entity interested in organising a side event must submit a proposal using the online side event request form and provide a detailed description of the proposed event, including its thematic focus, speakers/presenters and its potential contribution. Completed forms must reach the Secretariat through <https://sustainabledevelopment.un.org/contact> by 31 March 2017.
- The proposed side event should be closely related to the overarching theme of the Conference “Our oceans, our future: partnering for the implementation of Sustainable Development Goal 14”. The side event should constitute a potential contribution to the outcome of the Ocean Conference.
- In order to ensure that as many organizers can be involved as possible, side event proposals should be based on collaborative partnering and involve several co-organizers.
- One of the co-organizers of the proposed side event should be designated as a lead organizer. A co-organizer cannot be designated as a lead organizer of more than one side event.
- The Secretariat will prepare a comprehensive programme of side events and daily updates to be posted on the Ocean Conference website <https://oceanconference.un.org/>
- Publicizing a side event is the responsibility of its organizers. The Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events. Organizers are encouraged to refrain or extremely limit the amount of information materials including flyers, brochures and publications.
- Side events are open to all accredited and registered participants to the Ocean Conference. Organizers of closed events or invitation only events aiming for an exclusive audience are advised to obtain alternative locations.
- The Secretariat will make every effort to accommodate all eligible requests for side events. However, due to the high level of demand expected for side events during the Conference, it might not be

possible to accommodate all requests at the UN Headquarters. Organizers proposing events that are of a more technical nature or that are not directly related to the above criteria are kindly requested to seek venues in New York outside the UNHQ Complex.

General UN Rules Governing Side Events

- All entities proposing a side event must be accredited and registered to the Conference. For more information please click here: <https://oceanconference.org/logistics>
- Side event organizers can request equipment and services needed for their event, specified in the online request form. There might be charges for the related services which the event organizers must be prepared to cover.
- Organizers should plan to hold their event in English or make their own interpretation arrangements as interpretation services are not available for side events.
- The sale of printed materials or any goods on UN grounds during the side events or at any other time is strictly prohibited.
- Side event organizers are advised not to set up displays or put up posters on meeting room walls during a side event or at any other time to avoid removal and eventual loss of their materials.
- Food and beverage are strictly prohibited in the UN meeting rooms. Activities that involve food or beverage, such as receptions and cocktails, are allowed only in the designated areas and must be arranged directly with the UN catering service. The Secretariat will not facilitate such arrangements.
- It is the responsibility of the side event organizers to make their own arrangements regarding ground passes, including for individuals, invited as speakers or guests.

Attachment: Request Form



Side Event Request Form

PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.

Name of requesting organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Title of the Side Event (Please attach a separate page with a detailed description, including all organizing partners, the thematic focus, speakers and potential contribution to the Ocean Conference)

Preferred dates and times (Please indicate more than one option)

Priority	Date	Time Slot					
		9:00 - 10:30-	11:00 – 12:30	13:15 – 14:30	15:00 - 16:30	17:00 – 18:30	18:15 – 19:30
First							
Second							
Third							

Room capacity (please choose one) :

30-60 persons..... 50-100 persons..... 100-300 persons...

Equipment and services (please note – laptops are not provided)

Projector for PowerPoint presentation

Projector for video playback (please provide format)

Room screen

Sound (in room microphones)

Any charges for services related to the side event will be covered by:

(Sponsoring Organization)

Signed by: _____

(Name and title)

Please Indicate below the name and contact details in New York of the organizer or a representative.

Please send through <https://sustainabledevelopment.un.org/contact>
by 31 March 2017