# UNGEGN 2021/2nd session

# Side Event Application

## **Background**

To enrich and complement the 2021 UNGEGN session and to give its members and other stakeholders an opportunity to highlight their work, share new topics and conduct workshops, UNGEGN will support the staging of virtual side events over three weeks leading up to the session, and as needed during the break each day between the morning and afternoon sessions (12:00 to 14:00).

UNGEGN national representatives, divisions, working groups and liaison international organizations are invited to submit side event proposals relevant to the work of UNGEGN and its 2021 provisional agenda.

## **Guidance**

The following are the general UNGEGN Side Events guidance:

1. Side Events must be relevant to the UNGEGN mandate and its programme of work.
2. Side Events should reflect the UNGEGN aims and objectives and include its stakeholder and partners.
3. Organizers of events will be responsible for all IT related issues, such as arranging the virtual platform to host their events, meeting invitations, liaising with participants for registration and technical issues during the event, etc.
4. UNSD, UNGEGN Secretariat will be responsible only for publicizing events on a calendar via the website.
5. The UNGEGN Secretariat will manage the calendar of side events to negate date and time conflicts.
6. Side Events should maximize interactivity with a minimum of 30%-50% of the total time allocated for interactivity with the audience. A maximum of 4 to 5 speakers including chairs is recommended.
7. In the event that two or more Side Event applications are received on a similar theme, the organizers may be asked to merge their proposals. UNGEGN stakeholders are requested to be flexible if this occurs.
8. Side Events are normally conducted in English, given that interpretation services will not be available.
9. Organizers of side events are required to prepare a concept note, to be submitted to the UNGEGN Secretariat for uploading to the side event calendar. The concept note should include at minimum the following:
   1. Title of event
   2. Proposed date and time
   3. Type of event: (open or closed)
   4. Duration of event
   5. Objective of the side event and expected outcomes
   6. Description/format of the side event- Is it an interactive panel discussion, keynote followed by debate, a series of presentations
   7. Agenda with moderator/speakers
   8. Registration procedures
   9. Side event connection details/link
   10. Organizers – name(s) of focal point, their emails and, supporting organization(s)
10. Times listed on the side event concept note should be in New York, Eastern Daylight Time (EDT).
11. For seminars and workshops, kindly submit power point and other documents shared during the side event to the UNGEGN secretariat at [geoinfo\_unsd@un.org](mailto:geoinfo_unsd@un.org). The files will be included as session records and therefore will be uploaded on the 2021 session side event web page.
12. Please complete the side event application form below and submit to [geoinfo\_unsd@un.org](mailto:geoinfo_unsd@un.org) or [frani@un.org](mailto:frani@un.org) at your soonest.

## **Side Event Application Form**

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| **SIDE EVENT INFORMATION** | |
| **Title** |  |
| **Date Needed** |  |
| **Preferred Time slot**  New York, Eastern Daylight Time (EDT) |  |
| **No. of expected participants** |  |
| **Type of event** (open or closed) |  |

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| **ORGANIZERS CONTACT INFORMATION** | | |
| Name of Group or organization: |  | |
| Contact Person(s): | | Email Address(es): |

Please note that we have not given application and concept note submission deadlines,

however applications for time slots will be accommodated on a first come first served basis.