

UN COMMISSION ON SUSTAINABLE DEVELOPMENT

Intergovernmental Preparatory Meeting for CSD-19

New York, 28 February – 4 March 2011

Guidelines for Organizers of Side Events

1. The proposed side event should be directly related to the themes of the 19th session of the Commission on Sustainable Development (CSD-19) and should reflect an approach to sustainable development that integrates its economic, social and environmental dimensions.
2. In order to ensure that as many organizations can be involved as possible, side event proposals should involve several organizing partners. Preference will be given to events that are organized jointly by non-governmental, governmental, and inter-governmental partners.
3. Each side event organizer can be involved in only one side event during the Intergovernmental Preparatory Meeting (IPM) for CSD-19.
4. The IPM Side Events Team will post on the web site of the Commission on Sustainable Development a schedule of approved side events for the Intergovernmental Preparatory Meeting and will provide an update on a daily basis to be included in IPM Today newsletter.
5. Publicizing a side event is the responsibility of its organizers. The IPM Side Events Team will not produce fliers, distribute notices, or run other publicity efforts for side events.
6. Side events are open to all IPM participants. Organizers of closed events or events aiming for an exclusive audience are advised to obtain alternative locations outside the conference rooms of the United Nations Headquarters.
7. Major groups' representatives proposing a side event must be accredited and pre-registered with the Commission on Sustainable Development. Organizations that are already in consultative status with the UN Economic and Social Council are accredited automatically.
8. Intergovernmental meetings have priority over other events or meetings. Scheduled side event may be cancelled at the last moment if the conference room is needed to accommodate an inter-governmental meeting.
9. Side event organizers can request equipment and services for their event, including sound, microphones, projectors, projection screens.

10. Charges will be applied for the use of the conference rooms and the equipment. The charges should be covered by the organizers 48 hours before the commencement of the respective side event.
11. Interpretation services will not be available for side events.
12. As side events take place in the conference rooms where the official meetings are conducted, the configuration of the rooms cannot be altered and the organizers are requested to remove all their materials after the conclusion of the side event.
13. Printed materials that are directly related to the agenda of the Intergovernmental Preparatory Meeting may be distributed during a side event or at any other time by using the tables or other such facilities that will be available outside the conference rooms.
14. The sale of printed materials or any other items inside or outside the UN conference rooms during the side events, or at any other time, is strictly prohibited.
15. Side event organizers are not allowed to set up displays or put up posters on conference room walls during a side event or at any other time during the meeting.
16. Eating and drinking inside the conference rooms is prohibited. Activities that involve food or drinks, such as receptions and cocktails, are allowed only in the designated areas and must be arranged directly with the UN Catering Services, telephone: +1 212 963 7098. The Side Events Team will not facilitate such arrangements.
17. It is the responsibility of the side event organizers to make their own arrangements regarding United Nations ground passes for individuals, invited as speakers or guests. Representatives of Governments can make arrangements through the respective Missions to UN; representatives of Major Groups – through CSD organizing partners.

Submission of Requests

Accredited organizations interested in organising a side event at the Intergovernmental Preparatory Meeting must submit a request using the enclosed Side Events Request Form and attach a detailed description of the requested event, including all organizing partners, thematic focus, speakers/presenters and its potential contribution to the IPM for CSD -19.

All completed and signed forms must be e-mailed to dsd@un.org to the attention of the Side Events Team or faxed to +1 917 367 2341, *before 20 January 2011*.