



## **Side Events and related guidelines**

A portfolio of relevant side events will complement the official programme of the [2019 ECOSOC Forum on Financing for Development follow-up](#) and provide additional space for all stakeholders and participants to discuss substantive matters of the FfD agenda in greater detail. Side events can also serve as a platform for announcing new initiatives and commitments. Stakeholders are encouraged to organize joint side events, allowing for presentation of diverse perspectives and supporting the inclusive approach of the FfD process.

A comprehensive programme of all registered side events will be published online and shared with organizers after the registration process is completed.

### **Guidelines for side event organizers:**

#### *Registration*

- Please register your side event using the online form on the FFD Forum website by 11 March 2019. Registration does not guarantee a side event space and time.
- For organizers requesting side event rooms through the Financing for Sustainable Development Office (FSDO), please note the following:
  - A very limited number of rooms have been allocated to FSDO for side events during the 2019 FfD Forum. FSDO will review all eligible requests from organisers and assign rooms subject to their availability. The option of organizing joint side events can also help to address limited availability of space on UN premises.
  - Side event organizers are responsible for all logistical arrangements and related costs (that is, room, audio-visual services and equipment, security).
- Organizers are responsible for ensuring building and room access for those participants who do not hold a UN badge or a 2019 FfD Forum special event ticket.

- Publicizing a side event beyond the FfD Forum website is the responsibility of its organizers. FSDO will not produce fliers, distribute notices, or run other publicity efforts for side events.
- Organizers will be requested to submit a report on their side event for inclusion in a publication, which will be issued in follow-up to the 2019 FfD Forum.

#### *Room use guidelines*

- Food and beverages are not permitted inside conference rooms, and any material brought into the room must be taken out by the event organizer.
- Rooms are to be used as-is; there should be no changes to the existing layout.
- There should be no performances or screening elements.
- Events cannot be of commercial nature and should be in line with the goals of the Organization.
- Side events must adjourn in a timely manner and the participants must vacate the room at the stipulated time (no exceptions). A delayed start time regardless of the reason (e.g. delayed ending of a meeting prior) does not permit an extension of the end time of your meeting. The audio feed for your meeting will be terminated promptly at the end of the stipulated time and service providers will begin preparing the room for the meeting to follow, with no exceptions

For detailed information on the policies and procedures regarding the use of conference rooms, facilities and services at the United Nations Headquarters, please refer to document [ST/AI/416](#).