



**2013 Special Event of the President of the General Assembly to follow-up efforts made towards
achieving the Millennium Development Goals
UN Headquarters, New York
25 September 2013**

Guidelines for Organizers of Side Events

1. The Secretariat will post a programme of side events, which will be regularly updated, at <http://www.un.org/millenniumgoals/specialevent.shtml>. Publicizing the events would be the responsibility of the organizers.
2. Inter-governmental meetings have first priority over other events or meetings. Side events may have to be cancelled at the last minute if an urgent inter-governmental meeting needs to use the conference room where the side event was already scheduled to take place.
3. Side event organizers, that are requesting rooms in the United Nations premises, can also request equipment and services for their event, specified in the attached request form. There will be charges for the use of such equipment and related services which the event organizers must be prepared to cover.
4. Organizers should plan to hold their event in English or make their own interpretation arrangements as interpretation services are not available for side events.
5. The sale of printed materials, or any goods on UN grounds during the side events or at any other time is strictly prohibited.
6. 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 during the official meeting to avoid removal and loss of their materials.
7. Food and drinks are strictly prohibited in the UN meeting rooms. Activities that involve food or drinks, such as receptions and cocktails, are allowed only in the designated areas outside the UN conference rooms and must be arranged directly with the UN Catering Service. The Secretariat will not facilitate such arrangements.
8. Any accredited entity interested in organising a side event related to the 2013 High-level Event of the President of the General Assembly on MDGs must submit their proposal using the attached Side Event Request Form and provide a detailed description of the proposed event, including its thematic focus, speakers/presenters and its contribution to the High-Level Event. Organizers are encouraged to make efforts to coordinate and co-organize events that address similar themes. All completed and signed forms must be e-mailed to the Secretariat before **28 June 2013, if it includes room requests**.
9. The **United Nations system** should follow the established procedures for the planning of high-level events or meetings during the period of the General Debate of the Sixty-Eight session of the General Assembly, as per the letter of the Chef de Cabinet dated 14 February 2013, and address their requests to the Chef de Cabinet with a copy to the Under-Secretary-General for General Assembly and Conference Management no later than Monday, 1 July 2013. If you would like these to be included in the tentative list of side events, kindly fill out the form and submit to selcuk@un.org.
10. The Secretary-General intends to issue a report which will summarize outcomes and commitments of these side events. To assist in the preparations of this report, organizers are requested to use the "Summary of Side Event" form on the Side Events webpage to provide a synopsis of their events (description, outcomes, commitments and impacts). Summaries should be submitted to selcuk@un.org within 48 hours of the completion of the side event for inclusion in this report.
11. All queries related to side events should be addressed to selcuk@un.org.

SIDE EVENT FORM

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**2013 High-level Event of the President of the General Assembly to follow-up efforts
made towards achieving the Millennium Development Goals**

Side Event Form¹

PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.

PART A

Name of requesting organization: _____

Contact Person for
organizational aspects _____

Telephone: _____ E-mail: _____

Contact Person for the
summary of the event: _____

Telephone: _____ E-mail: _____

Title of the Side Event (Please attach a separate sheet with a detailed description, including all organizing partners, the thematic focus, speakers and potential contribution to the High-level Event of the President of the General Assembly)

Date, time and location of your event:

(If you are requesting a room in the United Nations premises, kindly fill out Part B)

PART B

Preferred date / time (Please indicate more than one option)

Priority	Date	Time
First		
Second		

Room capacity (please choose one)

30-50 persons 50-100 persons 100-500 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)

The costs related to the use of the above equipment and services will be covered by:

(Name of the Organization)

Signed by: _____

(Please print full name and title below the signature line)

Please e-mail to selcuk@un.org before 28 June 2013.

¹ The UN system should follow the established procedures for the planning of high-level events or meetings during the period of the General Debate of the Sixty-Eight session of the General Assembly, as per the letter of the Chef de Cabinet dated 14 February 2013, and address their request to the Chef de Cabinet with a copy to the Under-Secretary-General for General Assembly and Conference Management no later than Monday, 1 July 2013. You can still submit this form to selcuk@un.org so that your event can be listed on the tentative list of side events for organizational purposes.