



Application Period
CND: 9 to 20 January 2023
CCPCJ: 20 February to 3 March 2023
via email to unodc-sgb.events@un.org

Guidelines for Side Events and Exhibitions 2023

Commission on Narcotic Drugs, 66th session (13-17 March 2023)

Commission on Crime Prevention and Criminal Justice, 32nd session (22-26 May 2023)

Please note that depending on the development of the COVID-19 pandemic, side events and exhibitions might have to be conducted online only.

Introduction

The present guidelines relate to the organization of side events and exhibitions during the regular sessions of the Commission on Narcotic Drugs (CND) and the Commission on Crime Prevention and Criminal Justice (CCPCJ).

The Secretariat to the Governing Bodies Section (SGB) is responsible for the coordination of side events and exhibitions.

I. Eligibility

Events and exhibitions may be organized by:

- Member States through their Permanent Mission to the UN in Vienna;
- UNODC branches, sections or units through the Director of the respective division¹;

¹ By responding “yes”, in the application form, to the question on the clearance by the Director of a respective division, organizers confirm that this clearance has been obtained.

- UNODC field offices, through the Director of Division for Operations²;
- Other UN entities;
- Intergovernmental Organizations; and
- NGOs with consultative status with ECOSOC³.

Topics of side events and exhibitions must be thematically relevant to the work of the respective Commission.

Member States cannot be made the focus of an event or exhibition without their engagement.

An organizer can only organize up to one event and/or up to one exhibition. All organizers must submit their own requests.

For Member States, applications from national agencies will not be accepted. All applications should be submitted through the respective Permanent Missions to the United Nations in Vienna .

Organizers are highly encouraged to apply as soon as the application period starts and well in advance of the deadline, in order to allow for sufficient time to address and resolve any queries/issues that may arise.

Only complete applications received within the deadlines will be considered.

Side events should be open to all participants. Online meeting links which require pre-registration will not be accommodated.

II. Application Process

A. DEADLINE FOR APPLICATIONS:⁴

CND: 9 to 20 January 2023

CCPCJ: 20 February to 3 March 2023

B. APPLICATION

SIDE EVENTS

i. Organizing a side event

A form for requesting a side event is available **online only** at: <https://www.unodc.org/unodc/en/commissions/side-events-and-exhibitions.html>. Please carefully fill out all fields. The form will be automatically disabled:

For CND: on 21 January 2023, 12:00 am

For CCPCJ: on 4 March 2023, 12:00 am

Please make sure that the email address is spelled correctly, this is essential for subsequent communication on allocated date/time and other side event-related matters.

² By responding “yes”, in the application form, to the question on the clearance by the Director of the Division for Operations, organizers confirm that this clearance has been obtained.

³ Due to huge demand for exhibition space, all NGO publications should be displayed on the Civil Society table.

⁴ A table containing an overview of all deadlines related to organization of side events and exhibitions is contained in Annex 1.

Upon completion of the application form, an auto-reply will be generated to the address provided.

ii. Supporting a side event

Requests to support a side event should be sent directly to the respective organizer. Organizers are responsible for:

- **collecting all support requests** and
- sending a **final list of “supporters” via email to unodc-sgb.events@un.org, with copy to all “supporters”**, by the following deadline:

CND: 15 February 2023

CCPCJ: 13 April 2023

National agencies cannot support a side event, only Member States can be listed as “supporters”. “Supporters” of an event that are defined as national agencies will by default be reflected as respective Member States in the final programme of side events.

EXHIBITIONS

Exhibitions can be displayed from Monday through Thursday only, as follows:

CND: from 13 to 16 March 2023

CCPCJ: from 22 to 25 May 2023

A form for requesting a space allocation for an exhibition is attached in the **Annex 2** and also available online at <https://www.unodc.org/unodc/en/commissions/side-events-and-exhibitions.html>. An exhibition application form must be accompanied with a copy of the original design (sketches), and content, or photos.

A form must be fully completed, including supporting documents, for a request to be considered. Changes to the original application need to be made by the focal point in writing by submitting a revised application form.

C. SELECTION OF SIDE EVENTS AND EXHIBITIONS

Efforts will be made to accommodate as many requests as possible that meet the eligibility criteria before the deadline. Requests will be accommodated in the order of receipt of the application (“**first come, first served**”). Requests submitted by Member States will be accommodated first, followed by other events.

D. CONFIRMATION OF SIDE EVENTS AND EXHIBITIONS

Confirmation of the programme of side events and exhibitions is subject to the approval of the executive management of UNODC. The programme will also be shared for information purposes with the Extended Bureau of the relevant Commission.

The final programme will be circulated electronically to all Permanent Missions shortly before the session and will be available on the website of the respective Commission.

III. Logistical information

SIDE EVENTS

Mode of conduct

Depending on the development of the COVID-19 pandemic and pursuant to the measures in place in the host country at the time of the conduct of the regular sessions of the Commissions, side events might have to be conducted in an online only format. More detailed information on the mode of conduct will be communicated in advance of the regular sessions of the CND and the CCPCJ.

a) In-person only format

Please be aware that all conference rooms are equipped with PC and projector. There will be technical staff at the beginning of the event to introduce organizers to the technical equipment.

Organizers are kindly requested to print the nameplates and bring them to their event. A form for nameplates is available on <https://www.unodc.org/unodc/en/commissions/side-events-and-exhibitions.html>.

Organizers are kindly requested to **adhere to the time allocated for their event** and to ensure that the conference room is handed over to the organizers of the following side event in proper conditions. This is particularly important as most side events are held back to back in the same conference room, and any delay in one side event will inevitably cause a delay in the start of the other event.

b) Online only format

Organizers are **solely responsible for the technical organization of their side event**, including the online conferencing platform and access of participants.

All organizers are kindly asked to provide to the Secretariat:

- a link to the event,
- as well as a technical contact point/contact details that can be published online for any questions related to attending the event, by:

CND: 6 March 2023

CCPCJ: 15 May 2023

c) Hybrid format

For side events held in a hybrid format, combining online participation with in-person participation, **organizers will be expected to run the events independently both in the conference room and with regard to the online component**. For technical and logistical details, please see information contained in section (a) entitled “In-person only format” and section (b) entitled “Online only format”.

In addition, platforms such as Microsoft Teams, Webex, or Zoom are recommended by the UNOV Conference Management Service for hosting of hybrid side events, as these platforms are most compatible with the equipment and software available in conference rooms.

Promotional material

Promotional material, including flyers, to be used in the context of side events **may not contain the logo of the CND or CCPCJ** and/or inappropriate language.

Please submit any promotional material for review in the electronic form to unodc-sgb.events@un.org by the following deadlines:

CND: 6 March 2023

CCPCJ: 15 May 2023

EXHIBITIONS

All exhibitions must be cleared by UNODC prior to their installation. Each exhibitor is expected to comply with general UN rules and practice and any VIC-related rules.

Exhibitions can be organized in person or online.

i. In-person format

Spaces for exhibitions are available in the Rotunda and M Building (MOE, M01 and M02). The maximum space allocated for each exhibitor is 4 meters (length) and 3 meters (width).

Due to the limited space in the Rotunda, it is reserved for Member States only and slots will be distributed on a first come, first served basis. All other organizers will be allocated slots in the M Building.

All exhibitors are responsible for the mounting of their exhibits. The respective focal point is required to supervise the installation works at all times.

Access to the building will only be possible from Monday to Friday between 9 am to 6 pm. Any set-up time outside of these official hours, if permitted by the Security and Safety Service, may incur overtime costs to be covered by the requestor. Payments for overtime costs are administered directly between the requestor and the Building Management Service at the Vienna International Centre.

Each requestor is fully responsible for identifying how much **furniture** (maximum: 2 panels, 2 tables and 4 chairs) they will need and for sending these requirements to SGB with the application form (Annex 1).

All **electronic equipment** (TV monitors, computers, projectors, etc.) must be provided by the exhibitors.

Transportation of exhibition materials to/from the VIC must be done by the exhibitors. SGB will arrange for access for all transports 24 hours before the planned set-up date and for a maximum of five persons per exhibition. Please note that the VIC does not have storage facilities.

All exhibitions must be demounted and all related material must be removed from the rotunda or M-building by:

CND: 17 March 2023, 12 noon

CCPCJ: 26 May 2023, 12 noon

The requestor is required to provide the Secretariat to the Governing Bodies **with a list of names of persons staffing the exhibition by** (unless they have a VIC badge):

CND: 2 March 2023

CCPCJ: 11 May 2023

These persons will be provided with a special ID card from the Security and Safety Service, which will not grant them automatic access to the sessions.

ii. Online format

Organizers of online exhibitions are requested to provide the Secretariat to the Governing bodies with:

- A title of the exhibition, and

- A web link that will be placed on the website of the respective Commission, by:

CND: 6 March 2023

CCPCJ: 15 May 2023

Please address any questions regarding side events and exhibitions to the Secretariat to the Governing Bodies
(unodc-sgb.events@un.org)

Annex 1. Overview of side events and exhibitions related deadlines

CND Side Events & Exhibitions	9 to 20 January 2023	Side events and exhibitions application period
	15 February 2023	Deadline for the list of side event “supporters”
	2 March 2023	Deadline for the list of persons staffing the exhibition
	6 March 2023	Deadline for submission of promotional material
	6 March 2023	Deadline for web links to side events and/or for online exhibitions
	13-16 March 2023	Duration of exhibitions display
	By 17 March 2023, 12 noon	Deadline for demounting all exhibitions
CCPCJ Side Events & Exhibitions	20 February to 3 March 2023	Side events and exhibitions application period
	13 April 2023	Deadline for the list of side event “supporters”
	11 May 2023	Deadline for the list of persons staffing the exhibition
	15 May 2023	Deadline for submission of promotional material
	15 May 2023	Deadline for web links to side events and/or for online exhibitions
	22-25 May 2023	Duration of exhibitions display
	By 26 May 2023, 12 noon	Deadline for demounting all exhibitions

Annex 2. Exhibition Application Form



Application Period:
9 to 20 January 2023
via mail to unodc-sgb.events@un.org

Exhibition Application Form

Only fully completed forms will be considered.

ORGANIZER

Organizer: *<Enter name of the requesting organisation>*

Status of the organizer:

<input type="checkbox"/> Member State	<input type="checkbox"/> IGO
<input type="checkbox"/> UN entity	<input type="checkbox"/> NGO
	<input type="checkbox"/> Other

FOCAL POINT

Name: *<Enter name of the contact person of the organizer>*

Title: *<Enter title and affiliation of contact person>*

Email address: *<Enter email address that should be used for all communication>*

Phone number: *<Enter phone number including the country code>*

EXHIBITION PROFILE

Title: *<Enter title to be included in the Programme>*

Description of Exhibition (Max. 150 words): *<Provide more details on the exhibition>*
A copy of the original

design (sketches), and content, or photos, must be submitted to SGB before the deadline of 20 January.

Time required for a set-up: *<Enter the estimated time necessary to install the exhibition>*

Date and time (duration) of actual exhibition (limited to 13-17 March): *<Indicate dates during which the exhibition will be displayed>*

Size of space required by width, length and height: *<Provide exact measurements of the space required for the exhibition>*
Maximum size is:
length = 4 m x width = 3 m.

Material/devices brought in by requestor: *<List all material and/or devices that will be used for the exhibition>*

Request for additional material provided by UNODC *<Indicate whether additional material is required. These will be provided by UNODC upon availability:*
max. 2 panels, 2 tables, 4 chairs
Nr. of Table(s):
Nr. of Chair(s):
Nr. of Panel(s):>

Additional Comments

<If applicable, insert additional comments.>