

COMMISSIONS

CND
CCPCJ

Application Period

CND Regular segment side events: 15 to 26 January 2024

CCPCJ side events: 28 February to 12 March 2024

via email to unodc-sgb.events@un.org

Guidelines for Side Events 2024

Commission on Narcotic Drugs, 67th session, Regular segment (18-22 March 2024)

Commission on Crime Prevention and Criminal Justice, 33rd session (13 - 17 May 2024)

I. Introduction

The present guidelines relate to the organization of side events 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 the programme of side events.

II. Eligibility

Events 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 division;
- UNODC field offices, through the Director of Division for Operations;
- Other UN entities;
- Intergovernmental Organizations; and
- NGOs with consultative status with ECOSOC.

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

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

An organizer can only organize up to one event.

Only complete applications received within the deadlines will be considered.

III. Application Process

A. DEADLINES FOR APPLICATIONS:

- CND Regular segment side events: **15 to 26 January 2024**
- CCPCJ side events: **28 February to 12 March 2024**

B. APPLICATION

i. Organizing a side event

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

ii. Supporting a side event

Requests to support a side event should be sent directly to the respective organizer. There is no designated form to submit such requests. Organizers are responsible for:

- **collecting all support requests** and
- sending a **final list via email to unodc-sgb.events@un.org, with copy to all supporters**, by the following deadlines:
 - CND: 15 February 2024
 - CCPCJ: 12 April 2024

C. SELECTION OF SIDE EVENTS

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.

D. CONFIRMATION OF SIDE EVENTS

Confirmation of the programme of side events is subject to the approval of the executive management of UNODC.

The final programme will be published shortly before the session.

IV. Logistical information

i. Mode of conduct

a) In-person only format

All conference rooms are equipped with PC and projector. Technical staff will introduce organizers to the equipment before the start of the event.

b) Online only format

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

Organizers should provide a link to the event to the Secretariat by:

- CND: 8 March 2024
- CCPCJ: 8 May 2024

Side events should be open to all participants.

c) Hybrid format

For side events held in a hybrid format, combining online participation with in-person participation, **organizers are 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 sections (a) and (b) above.

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 technology in the conference rooms.

ii. Interpretation

Side events should be planned without interpretation to the extend possible.

A limited number of requests for in-person events with interpretation provided by the organizer can be accommodated on a first come, first served basis, subject to the availability of suitable rooms. Hybrid events with interpretation are not supported.

iii. Promotional material

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

- CND: 8 March 2024
- CCPCJ: 8 May 2024

CND/CCPCJ banners cannot be used for promotional material.

iv. Side events report

Side event organizers are invited to share by the following deadline a short summary of the event (maximum 150 words) in English only, via a dedicated online form. All inputs received will be included in an online compilation of side event summaries posted on the Commission website. Please note that summaries will be posted as received and that no editing will be applied. Please submit the summary by the following deadlines:

- CND: 29 March 2024
- CCPCJ: 24 May 2024

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

Annex 1. Overview of side events related deadlines

CND Side Events	15 to 26 January 2024	Application period (regular segment)
	15 February 2024	List of supporters
	8 March 2024	Submission of promotional material
	8 March 2024	Web links
	29 March 2024	Submission of summaries
CCPCJ Side Events	28 February to 12 March 2024	Application period
	12 April 2024	List of supporters
	8 May 2024	Submission of promotional material
	8 May 2024	Web links
	24 May 2024	Submission of summaries