



Application Period
CCPCJ side events: 28 February to 12 March 2024

UPDATED Guidelines for Side Events 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 session** of 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 and affiliates;
- 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. DEADLINE FOR APPLICATIONS:

- 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

Organizers of side events can collect supporters and submit a consolidated list via email to unodc-sgb.events@un.org, with copy to all supporters (as confirmation) by 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:

- CCPCJ: 8 May 2024

Side events should be open to all participants.

Hybrid events are not supported.

ii. **Interpretation**

iii. Interpretation is not supported for side events in any format; facilities are not available. **Promotional material**

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

- 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)

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