Application for 67th CND Side Events (Regular Segment)

Application deadline is 26 January 2024. The application form will be disabled on **26 January.**

Organizers are kindly reminded that:

- compilation and confirmation of the programme takes time
- it is not possible to respond to individual emails with queries on the allocated time slot and room before the programme is shared with all organizers

To streamline communication, we kindly ask that **only focal points** contact the Secretariat on their respective event.

Requests to support a side event should be sent directly to the respective organizer. Organizers should send a final list of supporters via email to <u>unodc-sgb.events@un.org</u>, with copy to all supporters, by 15 February 2024.

* Indicates required question

1. Email *

   _____

2. Status of the organizer *

   Mark only one oval.

   ◯ Member State   *Skip to question 3*

   ◯ UNODC   *Skip to question 5*

   ◯ United Nations entity   *Skip to question 7*

   ◯ Intergovernmental organization   *Skip to question 8*

   ◯ Nongovernmental organization   *Skip to question 9*

Application - Member State

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

3.   Country *

_____

4.   Is the application submitted by the Permanent Mission to the United Nations in   *
      Vienna?

      Mark only one oval.

      ◯ Yes   *Skip to question 11*

      ◯ No

Skip to question 11

Application - UNODC

For side events organized by UNODC
branches, sections, units or field offices, **clearance by the Director of the respective
division is required**. For UNODC field offices, clearance
by the Director of the Division for Operations is required.

5.   UNODC branch/section/unit/field office *

_____

6.   Has the clearance by Director of Division been obtained? *

      Mark only one oval.

      ◯ Yes   *Skip to question 11*

      ◯ No

Skip to question 11

Application - United Nations entities and affiliates

7.   United Nations entity/affiliate *

_____

Skip to question 11

Application - Intergovernmental Organizations

8.   Intergovernmental Organization *

_____

Skip to question 11

Application - NGO

Please note that only NGOs with ECOSOC consultative status are eligible to organize side events.

9.   NGO *

_____

10.   Is your organization in consultative status with ECOSOC? *

Mark only one oval.

◯ Yes   *Skip to question 11*

◯ No

Skip to question 11

Side event details

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

11.   Title of side event *

_____
_____
_____
_____

12.   Description of event *

_____

_____

_____

_____

_____

Skip to question 13

Interpretation

Only in-person side events can be held with interpretation provided by the organizer. Limited space is available for side events with interpretation.

13.   Are you planning to provide interpretation for the side event? *

Mark only one oval.

◯ Yes   *Skip to question 15*

◯ No   *Skip to question 14*

Format

14.   Please specify the format of the side event: *
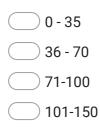
Mark only one oval.

◯ Online only   *Skip to question 16*

◯ Hybrid   *Skip to question 15*

◯ In-person only   *Skip to question 15*

Expected number of in-person participants

15.   Expected number of in-person participants *

Mark only one oval.

- ( ) 0 - 35
- ( ) 36 - 70
- ( ) 71-100
- ( ) 101-150

Skip to question 16

Time slots

16.   Please check all time slots that are suitable for your event. Multiple options per day can be selected.

Please note that **no side event may be organized on Monday, 18 March, from 8 am to 10 am**, as this will collide with the opening of the session. Time slots will be allocated on a first come, first served basis, depending on their availability at the time of your application. Please note that the selection of your preferred time slots cannot be guaranteed.

Check all that apply.

	8 - 8.50 am	9.10 - 10.00 am	13.00 - 13.50 pm	14.10 - 15.00 pm
Monday, 18 March (except for 9am-12 noon)	☐	☐	☐	☐
Tuesday, 19 March	☐	☐	☐	☐
Wednesday, 20 March	☐	☐	☐	☐
Thursday, 21 March	☐	☐	☐	☐
Friday, 22 March	☐	☐	☐	☐

Skip to question 17

Focal point

The designated focal point on the application form will be contacted regarding the event.

17.   Full name of the focal point of the organizer. *

_____

18.   Organization *

_____

19.   Functional title *

_____

20.   Email address *
        This is the email address that will be used for all communication.

_____

21.   Phone number
        Enter a phone number including the country code.

_____

Skip to question 22

Additional comments

22.   Please insert any additional comments you may have.

_____

_____

_____

_____

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