



UNODC
United Nations Office on Drugs and Crime

UNITED NATIONS CONVENTION AGAINST TRANSNATIONAL ORGANIZED CRIME

**Eleventh Session of the UNTOC Conference of the Parties 17-21 October 2022
Vienna, Austria**

GUIDELINES FOR SIDE EVENTS

Application Period

5 July – 12 August 2022

via e-mail to

untoc.cop@un.org

Introduction

The present Guidelines relate to the organization of side events to be held during the eleventh session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime (COP11).

Please note that side events will be held in a hybrid format, unless an organizer would prefer to hold the event in an online or in-person format. As it is difficult to predict the development and impact of the COVID-19 pandemic on COP11 in October, including the organization of side events, changes in the format, for example to fully virtual side events, might be necessary. The Secretariat is monitoring the situation and will provide timely updates if any changes or measures are required. Relevant information will be made available at: <https://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session11.html>

I. Eligibility

Events may be organized by:

- ✓ Member States,
- ✓ UNODC branches, sections, units and field offices,
- ✓ UN entities,

- ✓ Intergovernmental Organizations, and
- ✓ NGOs with observer status to the CoP.

Topics of side events must be thematically relevant to the work of the Conference. The Secretariat will endeavour to ensure that the topics of side events scheduled for the same day do not overlap, in order to avoid splitting participation.

The number of side events will be limited by the number of conference rooms available; priority will be given to events organized jointly (two or more organizers).

Organizers are strongly encouraged to ensure **equal representation** of women and men on panels during side events.

In order to accommodate all requests, a maximum of **two events per organizer** will be accepted.

As indicated on the application form, the time slots for side events are 45 min each between: 9 a.m. - 9:45 a.m, 1 p.m. – 1: 45 p.m, and 2 p.m-2:45 p.m.

A limited number of **high-level events** (i.e. events with confirmed high-level participation at the level of Heads of State, Ministers, and Heads of international organizations) can be scheduled for 1.5 hours, subject to availability of rooms.

Only complete applications received within the deadline will be considered.

II. Application process

Application

A form for requesting a side event is provided along with these Guidelines and also available at: <https://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session11.html>. For the request to be considered, the form must be fully completed returned to the following email address by 12 August 2022: untoc.cop@un.org.

The designated focal point on the application form will be considered the focal point for all communication and the only authorized person to make changes to the original request. All changes to the original application need to be made by the focal point in writing by submitting a revised application form. Only confirmed co-sponsors identified in the application will be recognized.

Please note that the Conference Support Section (CSS) of the Organized Crime and Illicit Trafficking Branch is only responsible for organizing side events. **For the organization of exhibitions and their openings, information will be made available at:** <https://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session11.html>

Deadline for applications

The period for receiving applications to organize side events will be from **5 July to 12 August 2022**. Any substantial changes to the application (e.g. date or the content of the planned side event) should be made before this deadline. **Side event requests received after the deadline will not be considered.**

Selection of side events

Efforts will be made to accommodate all requests within available facilities. However, should there be an excessive number of requests fulfilling all relevant eligibility criteria, priority will be given to requests made by Member States and to earlier requests (on a “first come, first serve” basis). Organizers wishing to hold events on similar topics are encouraged to merge their events.

Confirmation of side events

Confirmation of the programme of side events is subject to the approval of the executive management of UNODC and the endorsement of the extended Bureau of the Conference. The final programme of side events will be communicated one month prior to the first day of the Conference. It will also be circulated electronically to all Permanent Missions and will be available on the Conference website shortly before the tenth session.

III. Logistical information

Interpretation services

UN interpretation services are not available for side events. The UN Secretariat can liaise with interpretation services to potentially assist in finding private interpretation by sharing contact details.

Technical requirements

All conference rooms are equipped with PC and projector, Windows 10 operating system and MS Office 365. There will be technical staff at the beginning of the event to introduce organizers to the technical equipment. Organizers will be expected to run the events independently.

Presentations and videos should be sent to CMS at cop.sideevents@un.org, well in advance of the side event, in order for CMS staff to technically check the files.

A form for nameplates will be made available at:

<https://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session11.html>.

Organizers are kindly requested to print the nameplates and bring them to their event.

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 condition.

Access for external participants

In order to gain access to the Vienna International Centre (VIC), pre-registration to the Conference is necessary. For information on registration for the Conference, please see the Information for Participants document which will be uploaded to the webpage of COP11 at <https://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session11.html>.

For the registration of speakers, panellists and interpreters (who are not registered as delegates for the Conference of the Parties), focal points of these side events are requested to send an email to untoc.cop@un.org by **3rd October 2022** indicating: the name of the external participant, the side event (date, time, title) and passport number. External participants will receive a day pass for the day of the side event.

Catering services

Catering services must be arranged directly with the VIC catering service office at:

CateringVIC@eurest.at. For security reasons, only the coffee areas around the conference rooms may be used for catering. Food and beverages are not allowed in the conference rooms.

Promotional material

All promotional material must be cleared by the Secretary of the Conference prior to its distribution. For this purpose, promotional material must be submitted in electronic form to CSS at untoc.cop@un.org by **30th September 2022**.

During the Conference, promotional materials related to side events that have been cleared for distribution may be placed on a table provided for that purpose outside the Conference Room. **Please note that promotional materials may not be distributed inside conference rooms.**
