

Guidelines for special events

9th session of the Conference of States Parties to the United Nations Convention against Corruption

Deadline for Submission:

**30 September 2021 via email to
constantine.palicansky@un.org and maksin.orepic@un.org**

Introduction

The present guidelines relate to the organization of special events during the 9th session of the Conference of States Parties to the United Nations Convention against Corruption. UNODC's Corruption and Economic Crime Branch (CEB) is responsible for the coordination of the special events.

The time slots for special events are for 50 min each in the morning (before the start of the plenary session), during the lunch break and after the end of the afternoon session.

I. Eligibility

Events may be organized by

- Member States,
- UNODC branches, sections or units,
- UN entities,
- Intergovernmental Organizations, and
- NGOs with observer status to the CoSP.

Co-organizers must meet the same eligibility criteria as the organizers.

II. Application Process

Application

A form for requesting a Special Event is available at <https://www.unodc.org/unodc/en/corruption/COSP/session9.html>

The designated **contact person** on the application form will be contacted for all communication regarding the event. Changes to the original application need to be made by the contact person in writing.

Deadline for Request Form Submissions

30 September 2021

Selection of special events

Efforts will be made to accommodate as many requests as possible that meet the eligibility criteria. Event requests by States parties will be accommodated first. While UNODC will meet every effort to accommodate the organizers' preferred time slot, this cannot be guaranteed.

UNODC will communicate the decision to the organizers, once the selection has been finalized.

The final programme will be uploaded to the website of the Conference shortly before the session.

Mode of conduct

In view of the ongoing COVID-19 pandemic, special events will be conducted in person and in a hybrid format, allowing for virtual participation.

Interpretation

UN interpretation services are **not** available for special events. UN interpretation services **cannot** assist in finding private interpretation.

Printing services

Due to the limited printing facilities, UNODC cannot offer printing services at the venue. Organizers are kindly requested to ensure their printing needs are met on their own account.

Technical requirements

All conference rooms are equipped with a PC and projector. Technical staff will introduce organizers to the technical equipment at the beginning of the event.

Organizers are kindly asked 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 special event in proper condition. This is particularly important as special events may be held back-to-back, in the same conference room, and any delay may affect the start of the next event.

Promotional material

Promotional materials can be placed on a designated table next to the conference room. Please make sure that a copy of the promotional material is shared with the respective substantive officer or CEB (uncac@un.org) ahead of the event.

Please address any questions regarding special events to the responsible substantive officer or to

uncac@un.org