



Ninth session of the COP
October 15-19, 2018

Guidelines for Side Events

Application Period: 1 June – 10 August 2018

Introduction

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

I. Eligibility

- (a) Events may be organized by Member States, UNODC units, UN entities, IGOs and NGOs in consultative status with ECOSOC.
- (b) 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.
- (c) 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).
- (d) Organizers are strongly encouraged to ensure equal representation of women and men on panels during side events.
- (e) In order to accommodate all requests, a maximum of two events per organizer will be accepted.
- (f) As indicated on the application form, the time slots for side events are 9 am -10am, 1 pm - 2pm, 2pm-3pm, with a maximum duration of 50 minutes each.
- (g) 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.
- (h) Only applications received within the deadline will be considered.

II. Application process

(a) Application

A form for requesting a side event is provided along with these Guidelines and also available at:

<http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session9.html>. For the request to be considered, the form must be fully completed returned to the following email address: 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, please contact the Advocacy Section at marie-therese.kiriaky@un.org and nancy.cao@un.org.**

(b) Deadline for applications

The period for receiving applications to organize side events will be from **1 June to 10 August 2018**. 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.**

(c) 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.

(d) 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 ninth session.

III. Logistical information

(a) Interpretation services

UN interpretation services are not available for side events. UN interpretation services could potentially assist in finding private interpretation by sharing contact details. For such assistance, please contact Doris Schachermaier, Interpretation Section at doris.schachermaier@un.org.

(b) Technical requirements

- (i) All conference rooms are equipped with PC and projector, Windows 10 operating system and MS Office 2016. 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.

- (ii) 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.
- (iii) A form for nameplates is available at <https://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session9.html>. Organizers are kindly requested to print the nameplates and bring them to their event.
- (iv) 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.

(c) Access for external participants

- (i) 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 CTOC/COP/2018/INF/1, available at <https://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session9.html>
- (ii) 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 **5th October 2018** 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.

(d) Catering services

Catering services must be arranged directly with the VIC catering service office at: +43 1 26060 4875 or by email 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.

(f) Promotional material

- (i) 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 **the 28th of September 2018**.
- (ii) 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.**
- (iii) UNODC Civil Society Unit also provides two additional tables, to be used for the promotional materials for civil society organizations registered for the COP. Space is limited. Please contact the UNODC Civil Society Unit for further details at unodc-ngounit@un.org.
