Guidelines on the organization of virtual side events during the High Level Meeting on Trafficking in Persons, 22 – 23 November 2021

Application period: 1 November – 8 November 2021

1. Introduction
The present guidelines relate to the organization of side events during the High Level Meeting of the General Assembly for the Appraisal of the UN Global Plan of Action to Combat Human Trafficking which will take place from 22 – 23 November 2021 at the United Nations Headquarters, in New York.

Side events will take place between 8:30 a.m. and 9:50 a.m., between 1:00 p.m. and 1:50 p.m., between 2:00 p.m. and 2:50 p.m. and between 6:00 p.m. and 7:20 p.m. on 22 and 23 November. (Note: all times shown are local time in New York)

Only events registered through the application process outlined below will be reflected in the official calendar of side events, organized in the margins of the High Level Meeting of the General Assembly for the Appraisal of the UN Global Plan of Action to Combat Human Trafficking.

Due to the ongoing COVID-19 situation, all side events will be held virtually.

2. Eligibility
Events may be organized by Member States and observers of the General Assembly, relevant UN entities, representatives of non-governmental organizations in consultative status with ECOSOC, relevant non-governmental organizations, civil society organizations, academic organizations and the private sector with special accreditation to attend the High-Level Meeting.

Please note all the organizers of the side events must be accredited to the High Level Meeting. Applications to organize side events may also be made pending approval of accreditation, and will be confirmed upon receipt of accreditation. Please see information about the registration process in the Logistical Note for the High-Level meeting.

- Only one event per main organizer will be accepted
- The maximum time allocated for each side event is 1:20 minutes (morning and evening sessions) and 50 minutes (lunchtime sessions).
- Topics of the side events should be thematically relevant to the High Level Meeting (i.e. trafficking in persons).
- Only applications received within the application period will be considered.
3. Application process

a) Application: An application form for side events is available at the following link:

APPLY TO ORGANIZE A SIDE EVENT HERE

- The form must be completed for a request to be considered.
- All communication will be directed to the designated focal points.
- Only confirmed co-organizers identified in the application will be recognized.
- Once the form is submitted, it cannot be amended.

b) Deadline for application: Applications may be submitted between 1 November and 8 November 2021.

c) Selection of side events: All side events meeting the eligibility criteria will be allocated a time slot. Organizers wishing to hold an event on a similar topic may be encouraged to merge their events.

d) Confirmation of side events: Confirmation of the programme of side events will take place by 12 November. The final programme of side events is subject to the approval of the Office of the President of the General Assembly, and will be posted on the website of UNODC.

4. Logistical information

a) Interpretation

Organizers should plan to hold their event in one of the official languages of the United Nations. No UN interpretation services will be available for side events.

b) Technical requirements

- Side events may be organized in an online format only through virtual platforms (e.g. Microsoft Teams, Webex).
- Side event organizers are responsible for arranging all technical aspects of their side event. No technical support will be provided by the UN.
- Organizers are kindly requested to adhere to the time allocated for their event.

5. Further information

Further information about the High Level Meeting of the General Assembly for the Appraisal of the UN Global Plan of Action to Combat Human Trafficking, will be posted, as it becomes available, on the website of the President of the General Assembly.

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