



HIGH-LEVEL POLITICAL FORUM ON SUSTAINABLE DEVELOPMENT

GUIDELINES FOR SIDE EVENTS – 2024 HLPF

Call for 2024 HLPF Side Events

Side-events will be held on the margins of the 2024 session of the High-level Political Forum on Sustainable Development (HLPF) under the auspices of the Economic and Social Council (ECOSOC) on 8-12 and 15-17 July 2024.

Side-events at the HLPF are held outside the official programme. They are intended to provide opportunities to discuss the theme and the Sustainable Development Goals (SDGs) under review at the HLPF, deepen the discussion on Voluntary National Reviews (VNRs), identify new and emerging issues, and bring together stakeholders to help spread greater awareness and implementation of the 2030 Agenda and the SDGs.

Who can apply to hold a side event?

Eligible entities who are interested in organizing side events on the margins of the 2024 HLPF may apply during the open call. Member States, UN System organizations, accredited Intergovernmental Organizations, Major Groups and other Stakeholders, and NGOs in consultative status with the Economic and Social Council may submit applications.

Format of side events

There will be no side events at UNHQ outside official meeting hours, 10:00 a.m. to 1:00 p.m. and 3:00 to 6:00 p.m. The default timeslots for the side events during lunch time should be 1:15 p.m.-2:30 p.m. This is due to measures instituted by the management of the UN Secretariat to cope with the Organization's liquidity crisis.

In-person side event slots in UNHQ will be greatly reduced from previous years (**approximately 60 in total**). Therefore, side event organizers are strongly encouraged to use off-locations (Missions, UN system offices, etc.) or to organize events virtually.

Side events can be held:

- (a) in-person at the UNHQ: [Application form](#)
- (b) In-person, offsite in locations other than UNHQ: [Offsite application form](#)
- (c) In virtual format: [Virtual application form](#)

Side events held inside UNHQ may only be held in-person (no hybrid participation).

Criteria for side events

- Side events can be organized by countries, Intergovernmental Organizations (IGOs), UN entities, Major Groups and other Stakeholders (MGoS) and other organizations with UN accreditation. IGOs, MGoS and NGOs without accreditation or in consultative status with the UN must partner with a Member State, UN system entity or with another IGO, MGoS, or NGO with accreditation or consultative status.
- In view of the large number of requests anticipated, the HLPF Secretariat will consider only **ONE** application per entity.
- Priority will be given to events that show alignment with the theme of the 2024 HLPF, linkages with the SDGs under in-depth review, and demonstrate a multi-stakeholder, multi-sectoral, and inclusive approach.
- Priority will be given to events organized by Member States, in particular the 2024 VNR countries, and those organized in partnership with multiple networks/organizations. **Interested parties are strongly encouraged to partner with others to organize a side event to increase the chances of being approved.**
- The side-events should be open to all participants. Organizers of closed events or by invitation only events aiming for an exclusive audience are kindly advised to make alternate arrangements outside of the HLPF Secretariat.
- Panels held at side-events should ensure geographic and gender balance and strive for the engagement of a mix of countries and other actors.
- A major group organizing an event represents a network of partners.
- Because of limited space on UN premises, the approval of the in-person side events will be first come, first serve.

Selection process

The HLPF Secretariat will review the applications and approve the side-events based on the above criteria. Events will be reviewed and selected so that the overall programme of side-events gives attention to the theme and the SDGs under review and is balanced in terms of geography and thematic focus.

The Secretariat may request sessions that address similar themes be merged.

Only side events that have been approved through this application process will be featured in the official side event programme on the HLPF website.

The proposal should provide a detailed description of the side-event, including its thematic focus, speakers/presenters- even if tentative at the time of submission- and its potential contribution to the HLPF. It should also clearly indicate the main organizer of the event and their contacts.

All non-State and non-UN actors managed by the MGoS coordinating mechanism and steering group can apply to organize side-events if they have valid and current consultative status with the

UN. These entities should go to the following link to see if you are eligible:
<https://sustainabledevelopment.un.org/mgos>.

The deadline for application of the HLPF side events is **30 April 2024**. The HLPF Secretariat will review only submissions before the deadline. The organizers will receive information from the Secretariat about their application in **May 2024**.

The full schedule of approved side-events will be posted at the HLPF website at [Programme | High-Level Political Forum 2024 \(un.org\)](#).

For events held offsite and virtually, once approved by the Secretariat, the organizers will be requested to provide updates/information to the Secretariat concerning venue and time of the event, and virtual link of the event if applicable.

Technical services – UNHQ side events

The cost of all technical services for in-person side events at UNHQ is the responsibility of the organizer. **Organizers of side events at UNHQ must have a business partner number to apply.** The business partner number is required to make payments for technical services.

Standard technical services for in person side-events at UNHQ may be provided by the Broadcast and Conference Support Section (BCSS) of the UN Department for General Assembly Affairs and Conference Management (DGACM), subject to availability of service and applicable service charges. Standard services do not include remote participation, sign interpretation, CART (close or open captioning), and remote simultaneous interpretation.

Webcast maybe provided by the Department of Global Communication (DGC), except for any side events in the alphabet rooms (A, B, C, D, E, and F), subject to availability of service and applicable service charges.

Official interpretation services from the UN Secretariat are not available for side-events. Should the organizers wish to bring their own interpreters, please inform the Secretariat.

The Secretariat will provide the rate sheets to organizers of approved side-events at UNHQ. There will also be overtime costs assigned to - and divided evenly among- all organizers with approved events at UNHQ by the UN Security and Safety Services.

The bill should be paid fully by organizers prior to the event. Payment confirmation/remittance advice with the Sales Order Number as a reference is requested to be provided to the Special Events Unit for proper payment reconciliation.

The deadline for making changes to billing information is two weeks before an event. Any changes to the billing information including changes to a billing party or a BP number after the deadline are not allowed.

Equipment that is damaged (including missing ear shells) during the meeting will be repaired or replaced at a cost incurred to the organizer of the event. That amount will be added to the total quote.

Cancellation of side event needs to inform the HLPF Secretariat **48 hours before the event**. After it, the organizers will not be refunded.

Organizers with unpaid balances from previous years will not be able to organize a side-event at the 2024 HLPF.

The Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side-events. Publicizing a side-event is the responsibility of its organizers.

Safety and security

The HLPF side events should be organized in line with the principles of the United Nations. The United Nations is committed to enabling events taking place on UN premises in an inclusive, respectful and safe environment. All participants of the HLPF side events, in-person and online, and any contributions they make, must comply with the [United Nations Code of Conduct](#). By engaging in HLPF you accept and agree to abide by the [United Nations Code of Conduct](#).

Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings, or demonstrations of any kind, including passive, is not allowed.

All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and ST/AI/2019/5, entitled "Authority of United Nations Security Officers".

Contact:

General queries and programme for side-events:
<https://sustainabledevelopment.un.org/contact/>

Annex I

Kindly note that this note is for informational use only, to inform organizers on what to expect on the official questionnaire when submitting their application to organize a side-event during the 2024 session of the HLPF.

Please note that a business partner number is required to submit your application.

- Q1: Organization Name
- Q2: Type of organization
- Q3: Complete name of the contact person
- Q4: Your official work e-mail
- Q5: Cellphone

For organizers not based in New York, if you have a NYC liaison office, please provide the following:

- Q6: NY Contact Complete name
- Q7: NY Contact Official work e-mail
- Q8: NY Contact Cellphone
- Q9: Organization Business Partners number*
- Q10: Billing Address
- Q11: Webcast
- Q12: Interpretation

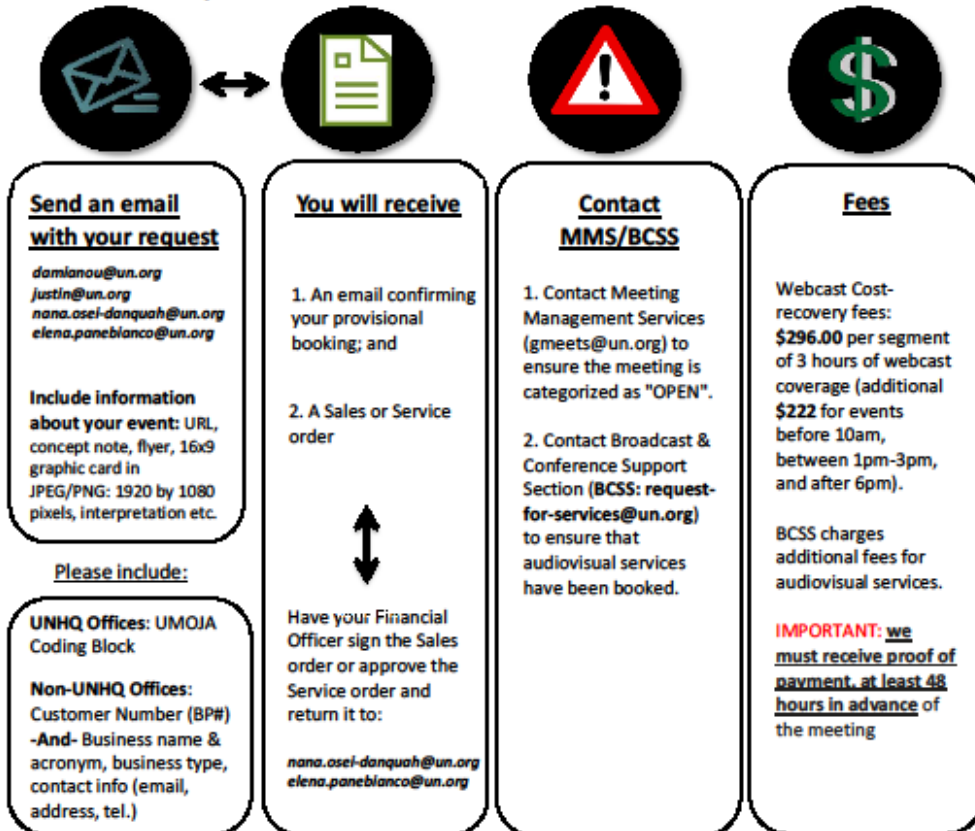
- Q13: Name of co-organizers
- Q14: Topic
- Q15: Event Title
- Q16: Brief description of the event (max 250 words)
- Q17: Preferred Dates
- Q18: Estimated number of participants

Annex II Webcast

webtv.un.org

How to book an event for live and on-demand webcast coverage on UN Web TV

Here are the steps:



Benefits of webcasting your event with UN Web TV:

- SCOPE:** Live webcasting will allow your organization to reach global audiences, beyond those attending the event.
- AVAILABILITY:** Watch the event live and on-demand on multiple platforms at webtv.un.org
- SHARABILITY:** Share the direct link and video embed code with your partners and on social media.
- LANGUAGES:** If interpretation is available the events will be streamed in the six UN official languages.

Contact UN Web TV (email preferred)

damianou@un.org | justin@un.org | nana.osei-danquah@un.org | elena.panebianco@un.org

