



United
Nations



SIDS4 Preparatory Committee Meeting

Side-Events

22-26 January 2024

GUIDELINES FOR SIDE-EVENTS

As of 12 December

Background

In accordance with Resolution 77/245, the Preparatory Committee Meeting for the Fourth International Conference on Small Island Developing States (SIDS) will be held from January 22 to 26, 2024. This crucial gathering precedes the main Conference, set to take place from 27 to 30 May 2024 in Antigua and Barbuda, under the overarching theme of "Charting the Course Toward Resilient Prosperity."

As part of the preparatory activities, there will be an opportunity to organize a **limited number of high-level side events**. These side events are integral for exchanging ideas, showcasing innovative solutions, and fostering collaborations to support the resilience and sustainable development of Small Island Developing States. They provide a unique space for stakeholders, including Member States, UN entities, international organizations, and civil society, to contribute directly to the discourse shaping the future of SIDS.

Guidelines for Side Event Proposals:

We invite proposals for side events that closely align with the central theme of the SIDS4 Conference. Proposals should focus on innovative, actionable strategies that bolster the resilience and prosperity of Small Island Developing States.

Event Format

- Side events will be conducted in person during lunchtime from 1:15pm – 2:30pm at UN Headquarters.
- Each session should be strictly planned for a duration of 75 minutes.

Application process

Interested delegations can express can submit their side event proposal by completing the following form:
[RSVP FORM](#)

Applications should be submitted by through the Permanent Missions in New York and be limited to ONE per entity. Duplications will not be considered.

The deadline to submit side-events applications is 3 January 2024.

Selection process

- **Only organizers of approved applications will be notified directly by email.**
- Considering the high number of requests, the Secretariat may request that sessions that address similar themes be merged.
- Following the selection of the proposals, the Secretariat will assign a meeting room for each approved session/event.
- Selected side-events will be featured on the website of the Preparatory Committee Meeting.

Responsibilities for side-event organizers

- Side-event organizers will be responsible for covering all costs related to hosting their session inside the United Nations and managing technical services requests based on those that are available for the assigned Conference Room.
- The session/event co-organizers' responsibilities include – but are not limited to – the invitation and travel arrangements for speakers including visa and security clearance; checking registration status of speakers as needed; the oversight of the “run of show;” and moderation of the entire session/event, including strict time management and note taking.
- Side-event organizers are responsible for promoting their events through their respective online and social media channels.
- Organizers are also required to submit a short summary (up to three paragraphs, no more than one page) by **2 February 2024**.

Further information

Please visit the [4th International Conference on SIDS](#) for additional information and background documentation.

For further information regarding side-events, please contact Ms. Hanna Deneke – deneke@un.org