



UNITED NATIONS INTERNATIONAL CONFERENCE ON VICTIMS OF TERRORISM

8-9 OCTOBER, 2024 • VITORIA-GASTEIZ, SPAIN



Guidance Note on Side Events

*United Nations International Conference on Victims of Terrorism:
“Education as a Tool for Prevention, Peacebuilding and
Empowerment of Victims of Terrorism”*

1. Introduction

The United Nations International Conference on Victims of Terrorism: “Education as a Tool for Prevention, Peacebuilding and Empowerment of Victims of Terrorism” (hereon ‘the International Conference’) will be co-hosted by the United Nations Office of Counter-Terrorism (UNOCT) and the Kingdom of Spain. The International Conference will be held at the [Palacio de Congresos Europa](#) in Vitoria-Gasteiz, Spain, on 8 and 9 October 2024, **and will include one half day of side events on 9 October, with approximately eight (8) one-hour sessions to be accommodated.**

This Guidance Note provides substantive and logistical information to Member States, victims of terrorism, victims’ associations, civil society, United Nations Global Counter-Terrorism Compact entities, international and regional organizations, academia, and the private sector for the planning and organization of side events.

2. Thematic Areas

Organizers of side events must take into account and align their proposals with the overarching theme of the International Conference: **Education as a Tool for Prevention, Peacebuilding and Empowerment of Victims of Terrorism.**

The International Conference will focus on the following topics:

- Voices of resilience: Victims of terrorism as peace advocates and educators.
- Institutional action to ensure victims and survivors are granted their rights and supported in their needs.
- Nurturing resilience and social cohesion in the aftermath of terrorism: the role of civil society and grassroots initiatives.
- Empowering youth as peace advocates in the fight against terrorism.

3. Calendar /Schedule

The following is the tentative schedule for the side events:

Side events	Wednesday 9 October
[2 parallel events]	09.30 - 10.30
[2 parallel events]	10.30 - 11.30
[2 parallel events]	11.30 - 12.30
[2 parallel events]	12.30 - 13.30

The final schedule of side events will be disseminated by the conference organizers closer to the date of the International Conference, as part of the final programme. Side event organizers will be informed whether their proposals have been accepted **by 1 September 2024.**

4. Format and structure

Side events should be held in-person at the International Conference venue, with each one to be allocated a maximum of 60 minutes. In exceptional circumstances, where not all proposed panelists or organizers are able to attend the conference in-person, a waiver could be granted for hybrid modalities. However, this would need to be indicated at the time of submission of the proposal and subsequently discussed and agreed in advance with the conference organizers. Such a modality will be contingent upon the availability of the necessary technical equipment and feasibility of the proposal.

Multiple entities can participate in the planning of side events, including Member States, victims of terrorism, victims' associations, international and regional organizations, United Nations Global Counter-Terrorism Compact entities, civil society, academia and the private sector. **At least two entities will need to partner together for a side event proposal to be considered eligible. The organizers are responsible for all aspects of their events, from the agenda to the panel composition, the platform utilized, visibility and all costs associated with the event and the overall running of the event.** Side events will need to be held in English, as webcasting, live-streaming, and interpretation will not be available, unless it is facilitated, arranged, and covered by the side event organizers directly.

a. Attendance and registration

Conference participants will be able to indicate their interest in attending different side events once the final programme is circulated, via the International Conference app. This will give the conference organizers an idea of potential numbers of attendees and help facilitate the allocation of appropriate rooms. Details of the app will be shared with all participants in the weeks leading up to the conference.

b. Cost

All expenses incurred for the organization of a side event are to be covered by the organizing entities. Side events must be cost-neutral for the International Conference organizers to be deemed suitable. Conference rooms will be allocated at no cost to side event organizers. Side event organizers will have to issue their requests for audiovisual equipment directly to *Palacio de Congresos Europa*, but availability will be limited and must be agreed in advance.

5. Proposals for Side Events

Member States, victims of terrorism, victims' associations, civil society, international and regional organizations, United Nations Global Counter-Terrorism Compact entities, academia, and the private sector interested in co-organizing a side event are kindly asked to submit their proposals through this Side Event Proposal Form: <https://forms.office.com/e/JLJKVzyGm3>.

Note: Proposals must be submitted **by no later than COB 5 August 2024 EST (New York time)**. Proposals submitted after this time will not be considered. Organizers are kindly requested to include one side event proposal, through the electronic form, and clearly list their co-organizing partner entities on their application.

Criteria for assessment of the proposals:

- Must be proposed by at least two partners (preferably more). Victims of terrorism, victims' associations, civil society, academia and private sector inclusion are highly encouraged.
- Must be relevant to the main themes of the Conference.
- Must not have any overlapping content with other side events.
- Must align with the international victims of terrorism agenda priorities as articulated in the United Nations Global Counter-Terrorism Strategy and other relevant General Assembly and Security Council resolutions; and
- Must ensure that its speaker list takes into account geographic diversity, as applicable, and gender balance.

In the event where similar proposals are received, the organizers of the international conference may contact side event organizers to suggest reformulation or collaborations. In the event that the organizers receive more proposals than there are slots available, the criteria above will be used to prioritize and make a final selection by 1 September 2024.

6. The Role of Conference Organizers (UNOCT and Spain)

The role of the Conference organizers will be to facilitate the overall coordination and management of the side events, to ensure their smooth implementation during the International Conference. **The Conference organizers will facilitate the allocation of conference rooms; help organizers avoid scheduling conflicts and finalize timeslots as well as prevent the duplication of themes.**

The Conference organizers will reserve conference rooms to ensure that up to two side events can be organized simultaneously at a given timeslot, **at no cost to side event organizers.** Timeslots for each side event will be allocated on the basis of the thematic focus of the event and on preferences expressed by side event organizers on the application form. *Palacio de Congresos Europa* will identify and allocate appropriate rooms closer to the event date.

7. The Role of Side Event Organizers

Side event organizers bear primary responsibility for the conceptualization, planning and organization of side events, including selecting speakers, moderating the session, displaying any audiovisual content, and ensuring that events run on time.

In cases where setting up a dial-in link to allow panelists to participate remotely has been discussed and agreed in advance, side event organizers will be responsible for technical aspects on the day.

If a side event needs to be cancelled, organizers are kindly requested to inform the conference organizers at least two weeks in advance, so the schedule can be adjusted.

8. Communications and Visibility

Side event organizers are primarily responsible for ensuring the visibility and promoting attendance to their side event(s). Organizers are encouraged to incorporate the International Conference visual identity in their materials, which will be shared in due course. For promotion of side event(s) through the UNOCT platforms, kindly contact **Ms. Laurence Gerard, Public Information Officer** (gerardl@un.org).

Side events will be listed as part of the final International Conference agenda, which will be circulated electronically and made available on the UNOCT's International Conference webpage and the event's app. UNOCT will promote the International Conference through: (1) a dedicated

page on the [UNOCT Website](#); (2) [UNOCT's X \(Twitter\)](#) and hashtags; (3) briefings to Member States, (4) meetings of the Group of Friends of Victims of Terrorism; and (5) media briefings and advisories on the International Conference.

Organizers should be aware that any media requiring access to the International Conference will require accreditation. Members of the media can apply for accreditation by contacting the Spanish Ministry of Foreign Affairs with the support of their Permanent Mission.

9. General UN Rules Governing Side Events

- When participating in a United Nations conference, due respect must be maintained for the dignity of the Organization. Proposed meetings and events must be consistent with the purposes and principles of the United Nations and must be non-commercial in nature.
- Side event organizers can request equipment needed for their event, but availability is limited and must be agreed in advance.
- The sale of printed materials or any goods during the side events or at any other time is strictly prohibited. Only printed materials that are directly related to the agenda of the Conference can be distributed during a side event.
- The Conference Secretariat reserves the right to remove materials judged to be inappropriate.
- Side event organizers are advised not to set up displays or posters on meeting room walls during a side event or at any other time to avoid removal and eventual loss of their materials.
- Food and beverages are strictly prohibited in the meeting rooms.

For any questions on the International Conference side events, please contact **Ms. Laura Dominguez Gonzalez** (laura.dominguezgonzalez@un.org) with copy to **Ms. Emily Knowles** (emily.knowles@un.org) and **Ms. Deepshikha Hooda** (deepshikha.hooda@un.org)