



Guidelines for Organizers of In-Person Side Events

Thank you for organizing an in-person side event at the 11th Asia-Pacific Forum on Sustainable Development (APFSD).

The following document will provide you - the side event organizer - with the information necessary to successfully, and seamlessly, plan and execute your event, including laying out your responsibilities.

Time Slots and Rooms

Timeslots and rooms at the United Nations Conference Center (UNCC) are assigned by the APFSD Secretariat. You will have **75 minutes** to conduct your side event. The assigned meeting room will be made available 15 to 30 minutes prior to the start time on the day of the event and technicians will assist with the AV setup. Event Organisers are responsible for consolidating, running the presentation and/or video files and recording the session. Please note that water is not provided for panelists or moderators and they should be informed to bring reusable water bottles, which can be filled at the water stations.

Please consult the table below for more information about rooms' capacity and their set-up and note that **only generic nameplates** (without the names of speakers) are provided:

Meeting rooms set-up	Standard meeting facilities and support
<p>Meeting Room A Roundtables, 106 seating capacity (equipped with microphones and one LED video wall)</p>	<ul style="list-style-type: none"> • One LED video wall, one laptop for presentation and wireless clicker • Head table with 6 seats with tabletop microphones • Standard tabletop microphones for participants • One set of generic table name plates (one <i>Moderator</i> and three <i>Panelist</i> plates) • One table with two chairs outside rooms for registration and/or distribution of publication
<p>Meeting Room G Roundtables, 82 seating capacity (equipped with microphones and one LED video wall)</p>	
<p>Meeting Room H Roundtables, 72 seating capacity (equipped with microphones and one LED video wall)</p>	
<p>Theatre Theatre, 109 seating capacity (equipped with microphones and one projection screen)</p>	

IMPORTANT NOTE

- More information on seating capacity and layout of conference/meeting rooms is available at [Our Rooms | ESCAP \(unescap.org\)](https://unescap.org/our-rooms)
- Room setup will remain as per the indicated table throughout the week. The setting up of the tables and chairs in the meeting rooms **must remain unchanged**.
- The event organizer shall **manage the session within the allocated schedule** and vacate the room promptly for the preparations of the next session.
- If there are any additional requirements that are not listed in Annex I, please email the relevant details to escap-uncc@un.org with a copy sent to escap-apfsd@un.org and madina.tlenchiyeva@un.org **no later than February 5th**.

Responsibility of organizers

Side event organizers will be fully responsible for all aspects of their events, including arranging either in-person or online platforms to be utilized and its management, programme, invitations, outreach, registration, identification of speakers, and any related logistics or costs.

Registration

In order to help the APFSD Secretariat vet registrants, side event organizers should run their own registration in parallel and share this list with the APFSD Secretariat as soon as possible (but before **February 6**). Please also inform the APFSD Secretariat if any changes are made to this list or else last-minute registrants may not be approved and granted access to the premises.

Organizers are responsible for creating their own registration link. Please send this link to escap-apfsd@un.org and madina.tlenchiyeva@un.org **by February 6th**.

To access UNCC and attend the side events in-person, **all organizers and participants will also have to register on Indico by 6 February:** <https://indico.un.org/event/1007683/>. Kindly note that **access to side events does not guarantee access to APFSD plenary sessions**.

After clicking on "Register now," the side event attendees must proceed to register using the third option "**Registration for Others**," where they will be prompted to make an

account on Indico before filling out the mandatory information and selecting which side events they wish to attend. Side event participants are also welcome to attend other side events and are highly encouraged to visit the exhibition spaces.

Upon arrival at the UNCC, participants must go to the registration counter on the ground floor and pick up their badges, which can be issued from **8:00 AM-11:00 AM** and **13:00 PM to 15:00 PM**. For information on travel, please see the "Information Note" tab on the APFSD Website.

Speakers and Participants

As a multi-stakeholder event, the APFSD Secretariat strongly encourages the inclusion of multiple groups of stakeholders as panelists and speakers. If you would like suggestions or connections to potential representatives from constituencies of the Asia Pacific Regional Civil Society Organisations Engagement Mechanism (AP-RCEM) or ESCAP Sustainable Business Network (ESBN) please contact us at escap-apfsd@un.org.

If you are planning on bringing high-level participants who can potentially attend or contribute to the plenary sessions, please let us know by completing this form and contacting us at escap-apfsd@un.org so that we can plan accordingly.

Additional requirements and/or services rates

Upon confirmation of room assignment by the APFSD Secretariat and receipt of additional requirements and catering orders from the side event organizer, the **Conference Management Unit (CMU)** will send the **Tentative Cost Plan** for official confirmation. **Please be informed that hybrid events are also available.**

Meeting Time	During normal working hours 09:00-17:00 hrs.		After normal working hours (i.e. 17:00-18:30 hrs.)	
	On-site	Hybrid	On-site	Hybrid
Meeting Type				
Service Rate		USD200	USD200	USD300

Kindly note that administrative costs related to on-site side events may be added.

For side events that require additional equipment/services, refer to **Additional Requirements** in **Annex 1**.

If you require additional technical support for displaying video files in conference/meeting rooms, please make the request at least one day before the event. Send your request to

escap-uncc@un.org, with a copy to escap-apfsd@un.org and madina.tlenchiyeva@un.org. Ensure that you provide all the necessary files for the technician to test them in advance.

Catering

Side event organizers can order either coffee break or light lunches for their event. Please note that, for evening slots, catering can only be provided before the event. Food and drinks are also not allowed in the rooms. We ask that organizers please ensure that this rule is abided by. Available menu options and prices can be found on the UNCC website.

If organizers wish to order catering, they must complete the catering form found in **Annex 1** and send it to the Conference Management Unit at ESCAP (escap-uncc@un.org) **by February 5, 2024**. Subsequently, they will be issued a Tentative Cost Plan (TCP), which will include 1) the catering cost, 2) the additional equipment and services cost (if any), and 3) the standard administrative fee for the event organizer. This TCP must be signed and returned no later than 72 hours before the event date/time (late fees will apply). After the event, the Statement of Expenditures will be issued to the event organizer for verification and confirmation of the final expenses.

Communications and Outreach

Please note that side event organizers are responsible for their own side event promotion and outreach. Public communications materials for the 11th APFSD can be found [here](#). The APFSD Secretariat will, however, be collecting concept notes for each side event to be published in the [APFSD Website](#). Kindly use the **concept note template** and send it to the APFSD Secretariat **by January 25th**. This template must be downloaded from the provided link and completed as a Word document.

To facilitate the promotion of your side events on the screens at UNCC and on the ESCAP website, please consider sharing an e-leaflet. Below are the technical specifications:

We recommend creating the e-leaflet in PowerPoint with a 16:9 aspect ratio and saving it as an MP4 file. If you want it to be promoted on the website, please also create static e-leaflets in JPEG format with dimensions of 1920 x 1080 pixels. Please name your files with the title of your side event. E-leaflets can be submitted [here](#).

Accessibility Requirements:

We are committed to ensuring that all events are accessible to everyone. Please check this [Accessibility Guide](#) on how to make Word documents accessible. Should any of your speakers or participant have specific accessibility needs please contact Ms. Gabriela Ana Cestino Lopez at gabriela.cestinolopez@un.org with a copy to madina.tlenchiyeva@un.org, escap-apfsd@un.org. We appreciate your cooperation in making your event inclusive and accessible to everyone.

Reporting

For the APFSD Secretariat to better retain and document the messages and contributions from your side event, please complete this [reporting template](#) by March 8.

Contact

If you have any questions about your side event, the APFSD, or other matters, please contact escap-apfsd@un.org with a copy to madina.tlenchiyeva@un.org.

Annex 1

Please note the **last day** to submit the request for additional requirements and catering orders to CMU (escap-uncc@un.org) is **Monday 5, February 2024.**

ADDITIONAL REQUIREMENTS

Please indicate the required number below.

Items (subject to availability)	Cost per unit/day (USD)	Required number
Additional Laptop	31	
Podium with microphone	31	
Wireless/Standing handheld microphone	16	
Audio recording	3.5	
Flipchart	3.5	
LED TV 50" with Stand	92	
Exhibition panel	16	
Exhibition table with cover	9	

CATERING ORDER FORM

Please fill in the catering orders below.

Event Title:	Event Title		
Meeting room:	Meeting room X	Date:	XX February 2024
Billing Information (Mandatory)			
Authorised Officer and contact details:	Full name: Position: Organisation: Official address: Email: Phone:		
Contact person and details:	Full name: Position: Email: Phone:		
Catering Orders			
Catering Order (menu options and prices)	# Pax	Serving Time	Dietary Restrictions
Ex. Light Lunch Set A @THB300	50	12:00	No pork

Important note: Catering orders will be arranged in front of the meeting rooms. Food and Drink are not permitted inside the meeting rooms.