



Guidelines for Organizers of Virtual Side Events

Thank you for organizing a virtual 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 virtual session, including laying out your responsibilities.

Time Slots

Timeslots and dates are assigned by the APFSD Secretariat. You will have **75 minutes** to conduct your side event.

Registration

Organizers are responsible for creating their own registration link. Please send this link **to the APFSD Secretariat by February 6th**. Additionally, while organizers manage their own registration, we kindly request that you share the final registrant list with the APFSD Secretariat. This will help us keep track of the number and composition of your participants for reference and reporting.

Coordination and Planning

It is the organizer's responsibility to coordinate between co-organizers and participants and to plan the content, composition (see "Participants" above), agendas, and implementation of their event; organizers must choose and manage their own online platform. Please ensure that all organizers and co-organizers are on the same page.

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 CSOs Engagement Mechanism (APRCM) or ESCAP Sustainable Business Network (ESBN) please contact us at escap-apfsd@un.org.

Communications and Outreach

Please note that side event organizers are responsible for their own event promotion and outreach. Public communications materials for the 11th APFSD can be found [here](#). The side event information, however, will be posted on the [APFSD Website](#). Please complete the concept note [here](#) and send it to the APFSD Secretariat by January 25th. This template must be downloaded from the provided link and filled out 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](#).

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.