



## Guidelines for Side Events October 15-19, 2012

### Introduction

Please note that the Conference Support Section (CSS) of the Organized Crime Branch is only responsible for organizing side events. For the organization of exhibitions, please contact the Advocacy Section ([marie-therese.kiriaky@unodc.org](mailto:marie-therese.kiriaky@unodc.org)). It is possible to arrange separate events in the VIC restaurant (Tel. +43 1 26060 4877, Mo-Fr between 11.30 a.m. and 2.30 p.m.).

### I. Eligibility

- (a) Events may be organized by Member States, UNODC units, IGOs or NGOs in consultative status with ECOSOC.
- (b) Topics of side events must be thematically relevant to the work of the Conference. The Secretariat will ensure that the topics of side events scheduled for the same day do not overlap, in order to avoid splitting participation.
- (c) The number of side events will be limited to two on each day of the Conference, with a total of 10 side events held per session.
- (d) Half of the side event slots will be reserved for Member States, the other half for UNODC units, IGOs and/or NGOs; in consultative status with ECOSOC.
- (e) Organizers are strongly encouraged to consolidate their presentations into one side event request.
- (f) Priority will be given to events organized jointly (two or more organizers).
- (g) Side events will be one hour in duration and will take place during the lunch break, ie, between 1 and 3 p.m, to ensure the greatest participation.

## II. Application process

(a) Form: A form for requesting a side event will be provided by CSS. The form must be fully completed for a request to be considered.

(b) Deadline for application: The deadline for receiving applications will be six weeks (September 3, 2012) prior to the first day of the Conference. Any substantial changes (e.g. to the date or the content of the planned side event) should be made before this deadline.

(c) Selection of side events: If several requests fulfill all relevant eligibility criteria, as outlined in I(a) - (g), priority will be given to earlier requests (on a "first come, first served" basis). Substantial changes will be considered as a new request.

(d) Final confirmation of the programme of side events is subject to the approval of UNODC's management and will be communicated one month prior to the first day of the Conference.

## III. Other logistical information

### (a) Promotional material

(i) All promotional material must be cleared by CSS prior to its distribution; for this purpose, promotional material must be submitted in electronic or printed form to CSS at least two weeks in advance of the first day of the Conference.

(ii) Material may only be distributed through Member States' letterboxes, or in the area outside the conference rooms, where a table will be provided for placing all promotional material related to side events. Please note that promotional material may not be distributed inside conference rooms without the consent of the Chair.

### (b) Interpretation services

(i) Professional interpretation services for side events will not be provided nor arranged by the United Nations. Rooms with facilities for interpreters may be provided, with all costs and arrangements for interpretation services covered by the organizer(s) of the event.

### (c) Catering services

(i) Catering services must be arranged directly with the VIC catering service office at (+43 1 26060 4875 / 4871). Only the coffee areas around the conference rooms may be used for catering.

### (d) Requirements within the room

(i) Conference Management Services (CMS) will contact organizers of confirmed side events directly to collect presentations and/or to arrange for nameplates.

(e) Access for external visitors

(i) In order to gain access to the Vienna International Centre (VIC), pre-registration to the Conference is necessary. For instructions on how to register, please see <http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session6.html>