



SIDE EVENTS at the 2nd UN CONFERENCE ON LLDCs

Vienna, Austria | 3 – 5 November 2014

General Guidelines for Side Events at the Conference in Vienna

- The proposed side event should be relevant to the key priorities of the landlocked developing countries.
- Side events will be held during 2 time slots on 3 to 5 November: 8:15 – 9:45 AM; and 1:15 – 2:45PM. **Side events will not be held in parallel to the plenary meetings of the Conference.**
- Venue and basic conference facilities will be provided.

Guidelines for Organisers of Side Events

- **DEADLINE:** Requests for side events must be submitted no later than 26 Sep 2014. **Only applications received before the deadlines will be considered.**
- Organisers should complete a form for requesting a side event. The form must be **fully completed** for a request to be considered.
- Organisers of side events are also to submit to OHRLLS all relevant documentation (background papers, concept and issues notes) for the side event no later than 26 September 2014, to be uploaded onto the Conference website and shared with member states.
- Interpretation will not be provided for side events.
- Organisers should advise OHRLLS on any technical facilities that they will need (sound, projector, powerpoint)
- Organisers are responsible for submitting to OHRLLS the list of speakers and participants to their events that are not registered for the conference so that their names can be submitted to security for arrangements of their respective ground passes.
- Organisers are responsible for the following:
 - All costs related to the event (aside from venue).
 - Travel and related expenses of speakers and participants.
 - Publicity of the side event.
 - Preparing relevant documentation.
 - There will be no photocopying services on site. Please bring all the copies of the documents that you would like to use in your meeting.
 - Preparing a summary report of the event.

Submissions for side event requests, relevant documents and queries should be sent to:

musollino@un.org