



Guidelines on GFMD Side Events

Quito, 19 – 22 November 2019

Schedule

To promote broad participation and maximize the impact of GFMD side events, the GFMD Chair will provide dedicated timeslots (i.e., not conflicting with other GFMD activities) during the Twelfth GFMD Summit Meeting. These timeslots will be announced in due course.

Criteria of side events

1. **Organizers:** UN Member States and/or GFMD Observers, in partnership with civil society, private sector and/or local authorities, among others. At least one side event organizer must be an official delegate to the GFMD Meeting.
2. **Focus / suggested theme:** Ideally, the side event must relate to the GFMD 2019 Theme, *“Sustainable approaches to human mobility: Upholding rights, strengthening state agency, and advancing development through partnerships and collective action”* in general, or the specific GFMD 2019 Roundtable topics.
3. **Format:** Interactive panel discussions/forum, films/ art work presentations – the Chair strongly encourages the organizers to consider innovative dialogue and facilitation formats.
4. **Organizational capacity:**
 - Organizers have sufficient administrative and logistical capacities to support the side event (i.e., not to unduly burden the GFMD organizers / Support Unit)
 - Organizers will cover all organization-related costs (booths, interpretation, technical set up that may be required, etc.), which need prior coordination with the GFMD organizers/Support Unit)
 - Organizer will promote the side event through their own channels. GFMD may extend limited support to announce the side events.
5. **Coordination:**
 - Submission of side event concept and draft agenda no later than **4 October 2019**. The proposal should describe the format and scenario, and specify all logistical (venue, catering, lights and sound, interpretation, video, etc.), administrative (registration, visa,

badge) promotional, etc. support that will be required from the GFMD organizers/Support Unit.

- The list of side event panelists, speakers, and expected participants should be communicated no later than **4 October 2019** to GFMD organizers/Support Unit for security and coordination purposes.
- All submitted proposals will be reviewed by the organizing committee vis-à-vis the above criteria. Approval will be given no later than 21 October 2019.