

Criteria, Guidance and Conditions for CFS 45 Side Events

Thank you for your interest in organizing a Side Event at CFS 45. Please see the following:

- Side Events must be **relevant to food security and nutrition and the mandate of CFS**. While Side Events that are on a current or ongoing theme of CFS activities are a priority, all requests will be considered, and events on new and emerging issues are also of interest.
- Priority will be given to Side Events that are **representative of the CFS multistakeholder model** and have the different CFS constituencies, including Member Countries, in the panel. Side event organizers should have gender parity in their panels and youth should be involved where appropriate.
- Side Events that are organized by stakeholders who have not previously held a CFS Side Event are encouraged.
- Side Events should allow for as much **interactivity** as possible. A minimum of 50% of the side event time, should be allocated for interactivity with the attendees.
- Side Events cannot be in parallel with CFS sessions.
- Room reservations are handled by the CFS Secretariat.
- Side Events may be conducted in **any of the six official UN languages** (English, French, Spanish, Arabic, Russian and Chinese). Interpretation is organized through the Secretariat but paid for by the Organizer. It is not essential to provide interpretation although desirable.
- **Side Event Organizers are asked to pay close attention to the rollout details** and be aware of their responsibilities (such as producing nameplates). These details will be provided once a Side Event has been allocated a slot.
- After their Side Event, **Organizers should prepare a summary of the outcomes** and send it to the Secretariat by 31 October 2018. This will be posted in the original language on the CFS 45 Side Event web page. If a Side Event Organizer has previously not submitted a Summary, this may impact future requests.
- In the event that the above are fulfilled, if spaces available exceed side event requests, the final decision will be made by the CFS Chair in conjunction with the Secretariat.

For any queries, please consult the CFS 45 side event web page for the FAQs

Important dates

- The deadline for submitting this completed form is **29 June 2018**
- The Side Event Focal Points listed in Section 1 will be notified of the result of their request by **27 July 2018**
- Summaries of Side Events to be sent in by **31 October 2018**
- The email address for all Side Event matters is: **CFS45-Side-event@fao.org**

Submission date

If you wish to make changes to this form after you have submitted it, please re-submit the complete form and update the submission date here. We will only use the latest submission. **Format dd-mm-yyyy**

Side Event Request Form Content

This Side Event Request Form is divided into 4 Sections. **Section 1** (Focal points), **Section 2** (Organization and Participation) and **Section 3** (Subject and Format) **are mandatory**. Section 4 (Interpretation) is optional.

Section 1: Focal points

Please list the **name, organization and email(s)** of at **least two** Side Event Focal Points.

Section 2: Organization and participation

Use these constituency codes for filling in this section

Who are the Organizers of your Side Event?

List the organizations that will contribute to the organization of the Side Event, using the constituency codes. The list of Organizers will be included in the Side Event Guide:

Organization

Choose the constituency

If you selected "Other" as the constituency of one of more Organizers, please provide a description.

Who will participate in your Side Event (e.g. keynote speaker, panellist, moderator)?

Name and organization

Role

Choose the constituency

SECTION 3: Subject and format

Side Events must be relevant to food security and nutrition and the mandate of CFS. See the criteria and guidelines at the beginning of this form for details.

Title: Please provide a title for your Side Event

Maximum 100 characters including spaces

Subtitle: Please provide a descriptive subtitle for your Side Event

Maximum 150 characters including spaces

Provide a brief abstract of the Side Event

Maximum 2500 characters

What is the proposed format of the Side Event?

Is it an interactive panel discussion, keynote followed by debate, a series of presentations, etc.

Maximum 800 characters

Please provide links to the background document for the Side Event or any other relevant material

These links will be included in the Side Event Guide

Why is this Side Event relevant to CFS?

Maximum 800 characters including spaces

What is the expected outcome of the Side Event? What will you achieve by having this Side Event and what will participants learn?

Maximum 800 characters including spaces

Keywords for your Side Event

All Side Events should be related to food security and nutrition. Add up to four additional keywords. Where possible, all efforts will be made to not place Side Events with similar keywords in parallel.

Does this Side Event address topics closely related to any CFS policy recommendations and guidelines?

Please indicate if this Side Event is related to CFS products or policy recommendations. **Choose up to 5.** Maximum 600 characters including spaces

Is this Side Event about new or emerging issues not already covered by the work of CFS?

If yes, please explain

What is the main language of your Side Event?

Side events may be in any of the UN languages (English, French, Spanish, Arabic, Chinese, Russian).

You must complete Section 4 (Interpretation) if you would like interpretation services

SECTION 4: Interpretation

If you do not require interpretation, you do not need to complete this section.

Interpretation is offered for the official UN languages: English, French, Spanish, Arabic, Chinese and Russian. Interpretation is paid for by the Organizers but organized through the CFS Secretariat. **In the event that the Organizer cancels the Side Event after 1 September 2018, they will still have to pay interpretation charges.**

5.1 What is the main language of your Side Event?

Please indicate which option you would like. If you do not see the combination of languages you require, please contact the Secretariat through the Side Event email address for a quote.

Languages	Cost
English/French	\$4,000.00
English/Spanish	\$4,000.00
English/Arabic	\$5,000.00
English/Chinese	\$5,000.00
English/Russian	\$4,000.00
English/French/Spanish	\$6,000.00
English/French/Arabic	\$7,000.00

5.2 Paying for Interpretation

External to FAO: By submitting this form and requesting interpretation services, the Focal Points listed in Section 1 are committing to pay for interpretation. The invoice will be sent to the Focal Points after the session. **If you would like the interpretation invoice to go to a particular person or organization, please enter the details here including their full mailing address.** Also if you would like to split the interpretation costs, list all parties and the amount each one should be billed.

In FAO: Enter the FAO Budget code and the name of the budget holder. **FAO colleagues are requested not to make a duplicate request to the FAO Interpretation Unit.**

Please note that you will be asked to confirm the billing details of the interpretation requested before the order is confirmed.