

CFS 45 Side Event Request Form

Thank you for your interest in organizing a Side Event at CFS 45. The following “Criteria, Guidance and Conditions for CFS 45 Side Events” has been approved by the CFS Bureau:

- ✓ 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 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 allocated 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.

Although the CFS application form for CFS 45 has not yet been approved, in order to begin the internal process of selection side events, the Private Sector Mechanism is using CFS’ 2017 application form to gather side event ideas ahead of the Annual General Meeting in early April, where applications will be discussed. When CFS releases the application form for CFS45, we hope that you will find you have already done the great majority of the work required for the formal CFS application.

This Side Event Request Form is divided into 5 Sections. Sections 1, 2 and 3 must be completed:

1. [FOCAL POINTS](#)
2. [ORGANIZATION AND PARTICIPATION](#)
3. [SUBJECT, FORMAT AND EXPECTED OUTCOMES](#)
4. [INTERPRETATION](#) (optional)
5. [REFRESHMENTS](#) (optional)

Please note:

- ⇒ The internal deadline for submitting this completed form is **March 28, 2018**.
- ⇒ The IAFN will inform you if your side event is one of our preferential events by late April, and we will support you in completing and submitting the CFS form. The CFS typically approves side events by late June.
- ⇒ Summaries of Side Events approved by CFS must be sent in by **31 October 2018**.

⇒ The internal email address to which to submit this expression of interest is sid@emergingag.com.

Date of Submission (or Resubmission)

<i>Enter the date</i>	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.
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SECTION 1: Focal Points

Please list **at least two** Side Event Focal Points. These are the people who will receive all the correspondence related to the organization of Side Events and who will manage the rollout. These email addresses should be monitored by people in a position to take action. Focal Points are asked to pay close attention to the rollout details and be aware of their responsibilities (such as producing nameplates, request building passes, sending in the summary, etc). Full details will be provided after slots have been allocated.

Name	Organization	Email address

SECTION 2: Organization and Participation

Use these constituency codes for filling in this section

Constituency	Code
Member Country	MC
Regional Organizations/Initiatives	RO
National Organizations/Initiatives	NO
UN Bodies	UN
Civil Society/NGOs	CS
Agricultural Research Institutions	AR
International Financial Institutions	IF
Private Sector	PS
Philanthropic Foundations	PF
Multistakeholder Organizations:	MS
Academia	AC
Other (if you use this code please add a description in the table below)	OT

2.1 Who are the Organizers of your Side Event?

Use the constituency codes above. This list of Organizers will be included in the Side Event Guide:

Side Event Organizers	Code

2.2 Organizers on the Side Events Timetable

Space is limited on the Side Events Timetable. How would you like the Organizers to be listed?

Maximum 130 characters including spaces (strict limit)

2.3 Who will participate in your Side Event (for example as a keynote speaker or panellist)?

Use the constituency codes above. Side Event Organizers are reminded that at least 50% of the time should be allocated for interaction with the audience. See the criteria and guidelines at the beginning of this form for details.

	Name & Organization	Role (Panellist, Keynote, Facilitator, etc)	Code

Please note that the CFS Secretariat cannot provide visa support letters for Side Event participants. The sponsoring organization should make the necessary arrangements for visas.

Also note that participants who are not CFS delegates and who require a building pass to enter FAO premises must confirm their attendance at the Side Event (whether as part of the panel or the audience) before the building pass is requested. Details on how to request building passes will be provided later.

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.

3.1 Title: Please provide a noteworthy title for your Side Event

Maximum 150 characters including spaces (strict limit)

3.2 Subtitle: Please provide a subtitle for your Side Event

Maximum 200 characters including spaces

3.3 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). See [Section 5 Interpretation](#) if you would like interpretation services

3.4 Provide a brief abstract of the Side Event?

This text is for the Side Event Guide. Maximum 200 words.

3.5 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 100 words

3.6 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

3.7 Why is this Side Event relevant to CFS?

Maximum 100 words

3.8 What is the expected outcome of the Side Event?

What will you achieve by having this Side Event and what will participants learn?

Maximum 100 words

3.9 Does this Side Event address topics closely related to any CFS products?

Please indicate if this Side Event is related to CFS products or policy recommendations.

CFS Products	How the Side Event is related
Framework for Action for Food Security and Nutrition in Protracted Crisis (CFS-FFA)	
Principles for Responsible Investment in Agriculture and Food Systems (RAI)	
Voluntary guidelines on the responsible governance of tenure of land, fisheries and forests in the context of national food security (VGGT)	
The Global Strategic Framework for Food Security and Nutrition (GSF)	
Multistakeholder Partnerships to Finance and Improve Food Security and Nutrition in the Framework of the 2030 Agenda (2018)	
Nutrition and food systems (2018)	
Sustainable forestry for food security and nutrition (2018)	
Connecting smallholders to markets (2016)	
Sustainable agriculture development for food security and nutrition: what roles for livestock? (2016)	
Water for food security and nutrition	
Food losses and waste in the context of sustainable food systems	
Sustainable fisheries and aquaculture for food security and nutrition	
Biofuels and food security	
Investing in smallholder agriculture for food security	
Food security and climate change	
Social protection for food security	
How to increase food security and smallholder sensitive investments in agriculture	
Gender, food security and nutrition	
Price volatility and food security	
Land tenure and international investments in agriculture	

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

If yes, please explain

3.11 Key words for your Side Event

All Side Events should be related to food security and nutrition. Add up to four additional keywords. Where possible, Side Events with similar key words will not be placed in parallel.

Keywords

SECTION 4. Communicating your Side Event

4.1 What CFS will do:

- ✓ The CFS Secretariat produces an electronic Side Events Timetable and Side Event Guide (in English/original language only) which is posted on the CFS 45 Side Event web page.
- ✓ Before and during CFS 45, the Secretariat will promote Side Events on social media using the hashtag #cfs45
- ✓ Provide a shared table for Side Event leaflets or brochures in the CFS 45 Information Marketplace
- ✓ Circulate an attendance sheet during the Side Event – we can give you a copy
- ✓ Photographs are taken during the Side Event and posted on the CFS 45 Side Event Page and in the CFS Flickr album
- ✓ After the Side Event, the summary sent in by the Side Event Focal Point will be posted on the same page
- X At this time it’s not possible to offer web streaming of Side Events. Side Event Focal Points may organize their own recordings using third party services such as Periscope or YouTube that can run on the Wi-Fi network. The Secretariat cannot offer any support for this

4.2 What you can do:

- ✓ Flyer or leaflet: You may produce a flyer or leaflet for the shared Side Event Table in the CFS 45 Information Marketplace. You may use the CFS 45 logo on your brochure available on the CFS 45 Side Event web page
- ✓ Run your own media campaign: feature the Side Event on your website; write articles, blogs or newsletters; promote on Facebook, Twitter and other social media
- ✓ Invite people to your Side Event. If the people you invite are not CFS delegates or do not have access to the FAO building, the Focal Points will be responsible for requesting building passes for the day of their event

4.3 Participating in the CFS 45 Information Marketplace

The form for participating in the CFS 45 Information Marketplace can be found on the CFS 45 web page. Space is limited and is allocated on a first come, first served basis. Requests must be sent in by 1 September 2018.

SECTION 5: 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 be liable to pay the interpretation charges.

5.1 What is the main language of your Side Event?

ENGLISH

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.

Option	Languages	Cost	Mark with an X your choice
Option A	English/French	\$4,000.00	
Option B	English/Spanish	\$4,000.00	
Option C	English/Arabic	\$5,000.00	
Option D	English/Chinese	\$5,000.00	
Option E	English/Russian	\$4,000.00	
Option F	English/French/Spanish	\$6,000.00	
Option G	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 CFS 45. If you would like the interpretation invoice to go to a particular person or organization, please enter the details here. Also if you would like to split the interpretation costs, list all parties and the amount each one should be billed.

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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.

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

SECTION 6: Refreshments

Side Event Organizers may order refreshments to serve either before or after their Side Event. No refreshments are allowed inside the Side Event rooms. It is the responsibility of the Focal Points to ensure this rule is respected.

FAO catering services can organize different menus including a bio menu. Costs vary but a quote can be requested in advance.

To order refreshments for your Side Event, please let the PSM Secretariat know. You will be responsible for covering the cost of refreshments, an estimate would be sent to you to approve the cost before the event.

YES/NO