



## PERMANENT FORUM ON PEOPLE OF AFRICAN DESCENT

### Guidelines for Organizers of Side Events

The [third session of the Permanent Forum on People of African Descent](#) is taking place from 16 to 19 April 2024 at the Palais des Nations in Geneva, Switzerland. The Permanent Forum welcomes all stakeholders interested in organizing side events to expand discussions beyond the plenary of the session.

#### **Who can organize side events?**

Member States, Intergovernmental organizations, United Nations entities, civil society actors, non-governmental organizations, academics, experts on issues related to people of African descent, and all other relevant stakeholders can send proposals for side events.

The session of the Permanent Forum of People of African Descent is a gathering point for different stakeholders sharing strategies, experiences, and recommendations aimed at advancing the human rights of people of African descent. As such, side events that are collaboratively organized by multiple different types of stakeholders are most welcome.

#### **Modalities of side events**

Side events can be organized in connection with the topics for discussions during the third session, either in-person or virtually. Given the ongoing construction work at the Palais des Nations, the Secretariat **strongly recommends that organizers consider hosting side events online and/or outside the UN premises.** Side events may also be held online in the week leading up to the session. Please be aware that side event organizers are responsible for selecting and operating their own virtual event platforms.

In-person side events may be organized either inside the UN premises, or outside locations in Geneva. Please note that side event organizers are responsible for all arrangements regarding the reservation of meeting rooms.

All individuals participating in in-person side events on UN grounds must be registered for the session and accredited to enter UN premises. To register for the session, please follow this link: <https://indico.un.org/event/1004528/>. In-person side events must follow the general rules for all activities taking place on UN premises.



## Criteria for side events

In view of the large number of requests anticipated, the following principles will be applied by the Secretariat when conducting the selection of side events:

The side events should be closely related to one or several themes that will be discussed during the session of the Permanent Forum. Themes for discussion at the third session include:

- Reparations, Sustainable Development & Economic Justice
  - Education: Overcoming Systemic Racism and Historic Harm
  - Culture & Recognition
  - The Second International Decade for People of African Descent: Expectations and Challenges
- Organizers must submit details of their side event to be considered for inclusion in the side events calendar that will complement the plenary programme. To be included on the calendar, please send the following details in a **word document**:
- Title of the side event
  - Date, time and time zone of side event
  - Sponsoring organization(s) or entity/ies
  - Language(s) in which the side event will be held
  - Description of the side event (no more than 100 words)
  - Location of the side event (or website for registration, for events held online). For online events, kindly ensure to send the connection link to facilitate participants' access.
  - Name and email address of the lead organizer (and permission to publish the lead organizer's contact details)
  - (Optional) Any visual you may have to enhance your event promotion, i.e., flyers, posters, or related materials.
  - (Optional) Weblink for any further information

## Deadline for Submission of Proposals

Side event organizers are requested to submit the information requested above to [pfpad@un.org](mailto:pfpad@un.org), not later than **31 March 2024, 11:59 PM Geneva Time**. Kindly be aware that **any proposals submitted after this date will not be taken into consideration**.



The Secretariat will review the requests for the side events and inform respective organizers if their requests have been accepted. All the accepted proposals will be listed in the side events calendar of the Permanent Forum.

### **Publicizing side events**

Publicizing a side event is the sole responsibility of its organizers. The Secretariat will not produce flyers, distribute notices, or undertake other publicity efforts for side events beyond inclusion of event details in the side event calendar of the Permanent Forum's session. **The publication of the side events details on the Permanent Forum's website does not constitute an endorsement of the side event nor of the views shared in conjunction with the event.**

Side events should be open to the public. For closed or invitation-only events, organizers are encouraged to communicate directly with the invitees.

Please be aware that all costs incurred in the technical and logistical support for the side event should be covered by the side event organizer.

### **After the side event**

The Permanent Forum will endeavour to integrate learnings from side events into its work. To facilitate this process, lead event organizers are invited to email general conclusions and recommendations that arise from discussions at their side event to the Permanent Forum Secretariat, at [pfpad@un.org](mailto:pfpad@un.org), by **Thursday, 18 April 2024 at 13:00 Geneva time**.

### **Who can I contact about side events?**

For questions regarding side events for the third session of the Permanent Forum, please contact [pfpad@un.org](mailto:pfpad@un.org).

### **Additional information**

Below are resources to assist organizers of side events in finding suitable venues and meeting spaces for their in-person events in Geneva. Kindly be reminded that side event organizers are responsible for all arrangements regarding the reservation of meeting rooms.

- [Conference and meeting spaces dedicated to International Geneva](#)
- [Other venues in Geneva](#)