



3<sup>RD</sup> EUROPEAN FOREST WEEK - SILVA2015  
JOINT SESSION OF THE UNECE COMMITTEE ON FORESTS AND THE FOREST INDUSTRY (COFFI)  
AND THE FAO EUROPEAN FORESTRY COMMISSION (EFC)  
"THE VALUE OF FORESTS"

2-6 November, 2015

Engelberg, Switzerland



United Nations  
Economic Commission  
for Europe



Food and Agriculture  
Organization of the  
United Nations



## SILVA2015 GUIDELINES FOR SIDE EVENTS AND PARALLEL MEETINGS

### 1. INTRODUCTION

The European Forest Week (EFW) will be celebrated throughout Europe from 2-6 November, with special events taking place in Engelberg (Switzerland) during Silva2015 (joint session of the UNECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission).

The organisers encourage wide participation of government officials from forestry and other sectors as well as representatives of international, regional and subregional organisations that deal with forest-related issues in the region, including NGOs, the private sector and academic institutions.

### 2. AVAILABILITY

Side Events and Parallel Meetings will provide a unique opportunity for participating stakeholders to take advantage of the presence of a large number of colleagues from different sectors. Issues related to Silva2015, such as the value of forests, forest ecosystem services, and many others can be explored more in depth through these events.

The space for Side Events and Parallel Meetings is available free of charge. They will take place in the conference venues throughout the conference period:

- **SIDE EVENTS** can take place between Monday, 2 November 2015 and Thursday, 5 November 2015 from 12:15 to 13:45.
- **PARALLEL MEETINGS** can take place throughout the week Monday – Thursday from 9:00 to 12:00 and from 14:00 to 17:30.

### 3. ROOM CAPACITY

**Room capacity** varies between **30 and 300 people**. In order to accommodate as many requests as possible, proposals that involve several organising partners (jointly organised by two or more entities) are particularly encouraged.

The Secretariat will not produce fliers, distribute notices or run other publicity efforts for Side Events or Parallel Meetings. Publicising a Side Event or a Parallel Meeting is the responsibility of its organisers.

**Note:** If your application is successful, the contact details of the applicant, title and theme of your Side Event or Parallel Meeting will be published on our website.

### 4. APPLICATION DEADLINE

All completed and signed forms must be sent to [efw-sideevents@unece.org](mailto:efw-sideevents@unece.org) before **30 JUNE 2015**.

## 5. APPLICATION PROCEDURE

Applications will be dealt with on a first come first served basis, providing the applications comply with the eligibility criteria. Please keep a copy of the original message you sent us in case you need to contact us further. Those who missed the application deadline or do not fully meet the eligibility criteria will be put on a waiting list.

- **Confirmation/Decline:** All applicants will be notified by email whether their application has been accepted or declined by 30 JUNE 2015 by the Secretariat. Once the confirmation is made, no changes can be made to the application. If you wish to change the confirmed date or time, the Secretariat may accept if you find at your own initiative an organiser who agrees to exchange slots with you.
- **Cancellation:** In case of cancellation, please make sure you inform the Secretariat by email at [anastasia.dogaeva@unece.org](mailto:anastasia.dogaeva@unece.org) as early as possible so that we can allocate the room to another interested stakeholder who has been placed on the waiting list.

## 6. SELECTION CRITERIA

**The following criteria are taken into consideration for the selection of Side Events and Parallel Meetings:**

- a. One application per stakeholder;
- b. Joint applications of stakeholders are welcome and encouraged;
- c. Assessment of relevance to issues under discussion at Silva2015 and within the objectives of the EFW;
- d. Balance among constituencies;
- e. Balance among topic themes;
- f. The Side Event or Parallel Meeting will highlight the Silva2015 central theme: the Value of Forests;
- g. The Side Event or Parallel Meeting must be non-commercial.

## 7. TECHNICAL EQUIPMENT, CATERING AND OTHER SERVICES

**Technical equipment:** Technical material such as **projector (beamer), screen, white board, flip chart and WiFi will be provided free of charge.** Organisers must bring their own laptop to connect to the beamer, as computers will not be provided. Should you wish to rent any other equipment and/or have any questions in relation to technical support, please contact:

**Ms. Lea Häfliger**

Meeting & Incentive

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**Catering:** Should you wish to organise refreshments, coffee breaks and/or catering for your event/meeting, please contact **Lea Häfliger** (see contact details above). There are special packages available for these services. Please note that you will be responsible for all costs of refreshments, coffee breaks and/or catering services.

**Interpretation:** No interpretation services will be provided by the Secretariat. Should you wish to organise interpretation services please contact **Lea Häfliger**. Please note that you will be responsible for costs of the interpretation services.

**Important:** Access to Side Event and Parallel Meeting rooms is limited to duly registered conference participants.

## 8. QUERIES

All queries related to side events should be addressed to: [anastasia.dogaeva@unece.org](mailto:anastasia.dogaeva@unece.org).