**Side Event II Request Form**

The Regional Forum on Sustainable Development will take place on 21-22 March 2019 at the International Conference Centre Geneva (CICG). Several rooms of different sizes (25-80 seats) are available for side events on **Thursday, 21 March, at 13:00-14:30** (before the official start of the Regional Forum), as well as on **Friday, 22 March, at 8:30-9:45am**, and **at 13:15-14:30**.

|  |
| --- |
| Working title of side event  *Please provide a title that captures the essence of the side event. The title does not need to be final at this stage.*  Click or tap here to enter text. |

|  |
| --- |
| Short description  *Please briefly outline the thematic focus and specify the link to the 2030 Agenda, specifically the SDGs under in-depth review (SDG 4, 8, 10, 13, 16) and/ or this year’s theme “Empowering people and ensuring inclusiveness and equality”. If possible, please mention potential speakers. Interactive formats are encouraged. (Max. 100 words)*  Click or here to enter text. |

|  |
| --- |
| Organizer(s) and contact information  *Please specify the lead organizer(s)/ government(s) and partner(s). Please bear in mind that priority is given to side events organized or co-organized by member States. In the spirit of the 2030 Agenda, side events jointly organized by several partners are encouraged. Please provide the name and contact details of the focal point of the side event.*  Lead organizer(s)/ government(s): Click or tap here to enter text.  Partner organizer(s)/ government(s): Click or tap here to enter text.  Name of focal point: Click or tap here to enter text.  E-Mail: Click or tap here to enter text.  Phone: Click or tap here to enter text. |

|  |
| --- |
| Preferred time slot  *Please choose the preferred time slot for your side event. You can tick multiple boxes. While we do our best to meet your preference, we cannot guarantee to be able to offer your preferred slot.*  Thursday, 21 March 2019, 13:00-14:30  Friday, 22 March 2019, 8:30-9:45am  Friday, 22 March 2019, 13:15-14:30 |

|  |
| --- |
| Catering  *Please indicate if you wish to provide catering to the participants of your side event at your own expense. The CICG offers catering options at different price ranges.*  Yes. Catering is needed. Please inform us about catering options.  No. Catering is not needed. |

|  |
| --- |
| Additional comments  Click or tap here to enter text. |

For any further questions, please contact Ms. Elise Zerrath ([elise.zerrath@un.org](mailto:elise.zerrath@un.org), +41 (0) 22 917 9918).

**Next steps:**

* **Submission: Please submit this form to** [**regionalforumunece@un.org**](mailto:regionalforumunece@un.org)**, by 31 January 2019.**
* **Confirmation:** Side events will be confirmed in February 2019. A guidance note on logistics, including seating arrangements, will be shared.
* **Outreach:** Organizers of side events will be asked to provide flyers for the Regional Forum’s website by mid-February 2019 (examples of flyers from previous side events: [SDG and fashion](http://www.unece.org/fileadmin/DAM/RCM_Website/RFSD_2018_Side_event_sustainable_fashion.pdf), [SDGs and Youth](http://www.unece.org/fileadmin/DAM/RCM_Website/Side_Event_1_March_Youth.docx.pdf)).