Eleventh Session of the Committee of Experts on Global Geospatial Information Management
Side Event Guidelines

1. Side events must be directly related to the substantive work items of the Committee of Experts. Side events, in this case, should not be meetings of Regional Committees, Functional and Thematic Groups, and therefore, all side events are considered open events.

2. Organizers of side events will be responsible for all information technology related issues, such as arranging the virtual platform to host their events, meeting invitations, liaising with participants for registration and technical issues during the event.

3. The Secretariat will be responsible only for selecting, scheduling and publicizing side events. The Secretariat will do this through a side event calendar on the website of the eleventh session: http://ggim.un.org/meetings/GGIM-committee/11th-session/

4. Should the Secretariat receive two or more side event applications on a similar theme, the organizers may be asked to merge their proposals. Parallel side events may be scheduled should the number of applications received exceed available time slots. Therefore, UN-GGIM stakeholders are kindly asked to be flexible should this happen.

5. The times listed on the application and side event documentation should be in New York, Eastern Daylight Time (EDT). Suggested side event time slots are 1) 6:00-7:45am, 2) 8:00 -9:45am and 3) 10:00 - 11:45am (EDT).

6. Side Events should maximize interaction among participants, with a minimum of 30%-50% of the total time allocated for interactivity with participants. A maximum of 4 to 5 speakers, including chairs are recommended.

7. Side Events are usually conducted in English, given that interpretation services will not be available.

8. Kindly submit Power-point files and other documents shared during the side event to the UN-GGIM Secretariat at ggim@un.org. The files will be included as session records and therefore will be uploaded on the 2021 session side event web page.

9.   After the closing date, the applications will be reviewed and confirmation emails of acceptance with the designated date and time slots in the side event calendar, will be sent to requestors. Afterwards, organizers of side event should submit the side event concept note to the UN-GGIM Secretariat at ggim@un.org on or before **16 July 2021**. An outline for the side event concept note is as follows:

Concept Note Outline

Organizers of side events are required to prepare a concept note, to be uploaded to the side event calendar. The concept note should include at minimum the following:

(a) Title of event
(b) Duration of event (we recommend no more than 90 to 105 minutes for each side event to allow for 15 min break between events)
(c) Objective of the side event and expected outcomes
(d) Description/format of the side event - e.g an interactive panel discussion, keynote followed by debate or a series of presentations
(e) Agenda with moderator/speakers
(f) Registration procedures
(g) Side event connection details/link
(h) Organizers – name(s) of focal point, their emails and, supporting organization(s)

Organizers are encouraged to review concept notes from previous UN-GGIM annual session side events.

Prepared by the UN-GGIM Secretariat
9th June 2021