



Twelfth Session of the UN Committee of Experts on Global Geospatial Information Management

Guidelines for Side Events

The Twelfth Session of the United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM) will be held at the United Nations Headquarters in New York from 3 - 5 August 2022.

Side events are key to the successful convening of the annual sessions of the United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM). They enrich and complement the substantive program of the Committee and provide its Functional Groups, Regional Committees and Thematic Networks the opportunity to highlight their work, share good practices and methodologies and coordinate their activities for the intersessional period.

For the twelfth session the UN-GGIM Secretariat proposes that side events which are strategic to the substantive work of the Committee of Experts and would significantly benefit from in-person interaction (particularly for groups that have not met in person since 2018) would be scheduled between 1-4 August 2022. If it is not possible/ideal for the side event to be convened in person, we recommend that they are scheduled within the two weeks before the twelfth session, 18-22 and 25-29 July 2022.

Functional Groups, Regional Committees and Thematic Networks are therefore being asked to inform the UN-GGIM Secretariat of their proposed side event, taking into consideration the guidelines provided below. Kindly complete the side event application form (<https://forms.office.com/r/g17HMjqXd7>), no later than **Friday 1 July 2022**.

- **In-person side events - 1-4 August 2022**
- **Virtual “webinars”/side events - 18-22 and 25-29 July 2022**

Side Event Guidelines

1. All side events must be related to the substantive work items of the Committee of Experts.
2. For in-person events, the UN-GGIM Secretariat reserves the right to select, schedule and assign rooms, based on available resources. Organizers of in-person events will be responsible for meeting invitations and liaising with participants for registration and issuing related side event advisories.
3. Organizers of virtual side events will be responsible for arranging the virtual platform to host their events, meeting invitations, liaising with participants for registration and technical issues during the event. The UN-GGIM Secretariat will be responsible only for selecting, scheduling, and publicizing virtual side events.
4. Scheduling and publicity of side events will be done via the side event calendar on the website of the twelfth session: <https://ggim.un.org/meetings/GGIM-committee/12th-session>.
5. Please note, should the UN-GGIM Secretariat receive two or more similar side event applications, the organizers may be asked to consolidate their proposals to help reduce the number of conflicting side events.
6. The times listed on the application and side event documentation should be for Eastern Daylight Time (EDT/UTC-4 - New York). Organizers are urged to use the proposed time slots for their side events:



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- a. For in-person events on 1 and 2 August, the proposed time slots for are: 1) 10:00am-11:30am, 2) 11:30am-1:00 pm, 3) 1:30-3:00pm, 4) 3:00-4:30pm and 4) 4:30-6:00pm.
 - b. For in-person events on 3 to 4 August, the proposed times are: 8:30–10:00am and 1:15-2:45pm.
 - c. For virtual events, the proposed times are: 1) 6:00-7:45am, 2) 8:00 -9:45am and 3) 10:00 - 11:45am (EDT) to help with the global reach of events.
7. 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.
 8. Side events are usually conducted in English, as interpretation services will not be provided.
 9. Organizers are kindly asked to submit presentations (power point slides/videos/PDFs) and all other documents shared during the side event to the UN-GGIM Secretariat at ggim@un.org. The files will be uploaded on the twelfth session side event web page.
 10. After the deadline/closing date for applications which is Friday 1 July 2022, the UN-GGIM Secretariat will review and establish a provisional Side Event calendar. The UN-GGIM Secretariat will then confirm acceptance to requestors, with their designated date and time slot.
 11. The side event concept note should be submitted to the UN-GGIM Secretariat at ggim@un.org on or before **Friday 7 July 2022**.
 12. The following is an example of an outline for a side event concept note:
 - (a) Title of event
 - (b) Duration of event (we recommend no more than 90 minutes for each side event to allow for 15 min break between events)
 - (c) Type of side event (seminar or meeting), with objectives and expected outcomes
 - (d) Agenda with moderator/speakers
 - (e) For virtual events - connection details and registration procedures
 - (f) Organizers – name(s) of focal point, their emails and, supporting organization(s)

For guidance, organizers are encouraged to review concept notes from previous UN-GGIM annual session side events.