Thank you for your interest in organizing a Side Event at CFS 44. The following “Criteria, Guidance and Conditions for CFS 44 Side Events” has been approved by the CFS Bureau:

* Side Events must be relevant to food security and nutrition and the mandate of CFS. While Side Events that are on a current or ongoing theme of CFS activities are a priority, all requests will be considered, and events on new and emerging issues are also of interest.
* Priority will be given to Side Events that are representative of the CFS multistakeholder model and have the different CFS constituencies, including Member Countries, in the panel.
* Side Events that are organized by stakeholders who have not previously held a CFS Side Event are encouraged.
* Side Events should allow for as much interactivity as possible. A minimum of 50% of the allocated time, should be allocated for interactivity with the attendees.
* Side Events cannot be in parallel with CFS sessions.
* Room reservations are handled by the CFS Secretariat.
* Side Events may be conducted in any of the six official UN languages (English, French, Spanish, Arabic, Russian and Chinese). Interpretation is organized through the Secretariat but paid for by the Organizer. It is not essential to provide interpretation although desirable.
* Side Event Organizers are asked to pay close attention to the rollout details and be aware of their responsibilities (such as producing nameplates). These details will be provided once a Side Event has been allocated a slot.
* After their Side Event, Organizers should prepare a summary of the outcomes and send it to the Secretariat by 31 October 2017. This will be posted in the original language on the CFS 44 Side Event web page. If a Side Event Organizer has previously not submitted a Summary, this may impact future requests.
* In the event that the above are fulfilled, if spaces available exceed side event requests, the final decision will be made by the CFS Chair in conjunction with the Secretariat.

This Side Event Request Form is divided into 5 Sections. Sections 1, 2 and 3 must be completed:

1. [FOCAL POINTS](#FP)
2. [ORGANIZATION AND PARTICIPATION](#org)
3. [SUBJECT, FORMAT AND EXPECTED OUTCOMES](#sub)
4. [INTERPRETATION](#int)  *(optional)*
5. [REFRESHMENTS](#ref)  *(optional)*

## Please note:

* The deadline for submitting this completed form is 30 June 2017
* The Side Event Focal Points listed in Section 1 will be notified of the result of their request by 28 July 2017
* Summaries of Side Events to be sent in by 31 October 2017
* The email address for all Side Event matters is: CFS44-Side-event@fao.org

## Date of Submission (or Resubmission)

|  |  |
| --- | --- |
| *Enter the date*  | If you wish to make changes to this form after you have submitted it, please re-submit the complete form and update the submission date here. We will only use the latest submission.  |

## SECTION 1: Focal Points

Please list **at least two** Side Event Focal Points. These are the people who will receive all the correspondence related to the organization of Side Events and who will manage the rollout. These email addresses should be monitored by people in a position to take action. Focal Points are asked to pay close attention to the rollout details and be aware of their responsibilities (such as producing nameplates, request building passes, sending in the summary, etc). Full details will be provided after slots have been allocated.

|  |  |  |
| --- | --- | --- |
| **Name** | **Organization** | **Email address** |
|  |  |  |
|  |  |  |
| *Add more if you need to* |  |  |

## SECTION 2: Organization and Participation

*Use these constituency codes for filling in this section*

|  |  |
| --- | --- |
| **Constituency** | **Code** |
| Member Country | MC |
| Regional Organizations/Initiatives | RO |
| National Organizations/Initiatives | NO |
| UN Bodies | UN |
| Civil Society/NGOs | CS |
| Agricultural Research Institutions | AR |
| International Financial Institutions | IF |
| Private Sector | PS |
| Philanthropic Foundations | PF |
| Multistakeholder Organizations: | MS |
| Academia | AC |
| Other (if you use this code please add a description in the table below) | OT |

### 2.1 Who are the Organizers of your Side Event?

Use the constituency codes above. This list of Organizers will be included in the Side Event Guide:

|  |  |  |
| --- | --- | --- |
|  | **Side Event Organizers** | **Code**  |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
|  | *Add more if you need to* |  |

### 2.2 Organizers on the Side Events Timetable

Space is limited on the Side Events Timetable. How would you like the Organizers to be listed?

*Maximum 130 characters including spaces (strict limit)*

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### 2.3 Who will participate in your Side Event (for example as a keynote speaker or panellist)?

Use the constituency codes above. Side Event Organizers are reminded that at least 50% of the time should be allocated for interaction with the audience. See the criteria and guidelines at the beginning of this form for details.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name & Organization** | **Role (Panellist, Keynote, Facilitator, etc)** | **Code**  |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
|  | *Add more if you need to….* |  |  |

**Please note that the CFS Secretariat cannot provide visa support letters for Side Event participants. The sponsoring organization should make the necessary arrangements for visas.**

**Also note that participants who are not CFS delegates and who require a building pass to enter FAO premises must confirm their attendance at the Side Event (whether as part of the panel or the audience) before the building pass is requested. Details on how to request building passes will be provided later.**

## SECTION 3. Subject and format

Side Events must be relevant to food security and nutrition and the mandate of CFS. See the criteria and guidelines at the beginning of this form for details.

### 3.1 Title: Please provide a noteworthy title for your Side Event

*Maximum 150 characters including spaces (strict limit)*

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### 3.2 Subtitle: Please provide a subtitle for your Side Event

*Maximum 200 characters including spaces*

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### 3.3 What is the main language of your Side Event?

Side events may be in any of the UN languages (English, French, Spanish, Arabic, Chinese, Russian). See [Section 5 Interpretation](#int) if you would like interpretation services

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### 3.4 Provide a brief abstract of the Side Event?

*This text is for the Side Event Guide. Maximum 200 words.*

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### 3.5 What is the proposed format of the Side Event?

Is it an interactive panel discussion, keynote followed by debate, a series of presentations, etc.

*Maximum 100 words*

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### 3.6 Please provide links to the background document for the Side Event or any other relevant material

*These links will be included in the Side Event Guide*

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### 3.7 Why is this Side Event relevant to CFS?

*Maximum 100 words*

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### 3.8 What is the expected outcome of the Side Event?

What will you achieve by having this Side Event and what will participants learn?

*Maximum 100 words*

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### 3.9 Does this Side Event address topics closely related to any CFS products?

Please indicate if this Side Event is related to CFS products or policy recommendations.

|  |  |
| --- | --- |
| **CFS Products** | **How the Side Event is related**  |
| Framework for Action for Food Security and Nutrition in Protracted Crisis (CFS-FFA) |  |
| Principles for Responsible Investment in Agriculture and Food Systems (RAI) |  |
| Voluntary guidelines on the responsible governance of tenure of land, fisheries and forests in the context of national food security (VGGT) |  |
| The Global Strategic Framework for Food Security and Nutrition (GSF) |  |
| Multistakeholder Partnerships to Finance and Improve Food Security and Nutrition in the Framework of the 2030 Agenda (2018) |  |
| Nutrition and food systems (2018) |  |
| Sustainable forestry for food security and nutrition (2017) |  |
| Connecting smallholders to markets (2016) |  |
| Sustainable agriculture development for food security and nutrition: what roles for livestock? (2016) |  |
| Water for food security and nutrition |  |
| Food losses and waste in the context of sustainable food systems  |  |
| Sustainable fisheries and aquaculture for food security and nutrition |  |
| Biofuels and food security |  |
| Investing in smallholder agriculture for food security |  |
| Food security and climate change |  |
| Social protection for food security |  |
| How to increase food security and smallholder sensitive investments in agriculture |  |
| Gender, food security and nutrition |  |
| Price volatility and food security |  |
| Land tenure and international investments in agriculture |  |

### 3.10 Is this Side Event about new or emerging issues not already covered by the work of CFS?

*If yes, please explain*

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### 3.11 Key words for your Side Event

All Side Events should be related to food security and nutrition. Add up to four additional keywords. Where possible, Side Events with similar key words will not be placed in parallel.

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| --- | --- |
|  | **Keywords** |
|  | Food security and nutrition |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

## SECTION 4. Communicating your Side Event

### 4.1 What we do:

* The Secretariat produces an electronic Side Events Timetable and Side Event Guide (in English/original language only) which is posted on the CFS 44 Side Event web page.
* Before and during CFS 44, the Secretariat will promote Side Events on social media using the hashtag #cfs43
* Provide a shared table for Side Event leaflets or brochures in the CFS 44 Information Marketplace
* Circulate an attendance sheet during the Side Event – we can give you a copy
* Photographs are taken during the Side Event and posted on the CFS 44 Side Event Page and in the CFS Flickr album
* After the Side Event, the summary sent in by the Side Event Focal Point will be posted on the same page
* At this time it’s not possible to offer web streaming of Side Events. Side Event Focal Points may organize their own recordings using third party services such as Periscope or YouTube that can run on the Wi-Fi network. The Secretariat cannot offer any support for this

### 4.2 What you can do:

* Flyer or leaflet: You may produce a flyer or leaflet for the shared Side Event Table in the CFS 44 Information Marketplace. You may use the CFS 44 logo on your brochure available on the CFS 44 Side Event web page
* Run your own media campaign: feature the Side Event on your website; write articles, blogs or newsletters; promote on Facebook, Twitter and other social media
* Invite people to your Side Event. If the people you invite are not CFS delegates or do not have access to the FAO building, the Focal Points will be responsible for requesting building passes for the day of their event

### 4.3 Participating in the CFS 44 Information Marketplace

The form for participating in the CFS 44 Information Marketplace can be found on the CFS 44 web page. Space is limited and is allocated on a first come, first served basis. Requests must be sent in by 1 September 2017.

## SECTION 5: Interpretation

**If you do not require interpretation, you do not need to complete this section.**

Interpretation is offered for the official UN languages: English, French, Spanish, Arabic, Chinese and Russian. Interpretation is paid for by the Organizers but organized through the CFS Secretariat. In the event that the Organizer cancels the Side Event after 1 September 2017, they will still be liable to pay the interpretation charges.

### 5.1 What is the main language of your Side Event?

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Please indicate which option you would like. If you do not see the combination of languages you require, please contact the Secretariat through the Side Event email address for a quote.

|  |  |  |  |
| --- | --- | --- | --- |
| **Option** | **Languages** | **Cost** | **Mark with an X your choice** |
| Option A | English/French | $4,000.00 |  |
| Option B | English/Spanish | $4,000.00 |  |
| Option C | English/Arabic | $5,000.00 |  |
| Option D | English/Chinese | $5,000.00 |  |
| Option E | English/Russian | $4,000.00 |  |
| Option F | English/French/Spanish | $6,000.00 |  |
| Option G | English/French/Arabic | $7,000.00 |  |

### 5.2 Paying for Interpretation

External to FAO:By submitting this form and requesting interpretation services, the Focal Points listed in Section 1 are committing to pay for interpretation. The invoice will be sent to the Focal Points after CFS 43. If you would like the interpretation invoice to go to a particular person or organization, please enter the details here. Also if you would like to split the interpretation costs, list all parties and the amount each one should be billed.

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|   |

In FAO:Enter the FAO Budget code and the name of the budget holder. FAO colleagues are requested not to make a duplicate request to the FAO Interpretation Unit.

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Please note that you will be asked to confirm the billing details of the interpretation requested before the order is confirmed.

## SECTION 6: Refreshments

Side Event Organizers may order refreshments to serve either before or after their Side Event. No refreshments are allowed inside the Side Event rooms. It is the responsibility of the Focal Points to ensure this rule is respected.

FAO catering services can organize different menus including a bio menu. Costs vary but a quote can be requested in advance.

To order refreshments for your Side Event, please contact Massimo.Albanesi@fao.org