

Thank you for organizing a Side Event at CFS 45. Where possible Side Events with similar themes are not scheduled in parallel. Every effort will be made not to change the time or place of your Side Event however not all factors are in our control and you may be requested to change. If this happens we ask you to be flexible.

Please read these instructions carefully as they contain important information about organizing your Side Event.

IMPORTANT INFORMATION AND CONTACTS

The information provided in your Side Event Confirmation Form (included with this package) will be used in the CFS 45 Side Event Timetable and on the CFS 45 Side Events web page.

CFS 45 webpage: Side Event abstracts and other information will be available on the CFS 45 Side Event page accessible from this link:

www.fao.org/cfs/cfs45

CFS 45 Timetable: The timetable for the CFS 45 Session and Side Events will be available on CVENT (see the Provisional Timetable link on the left):

<https://bit.ly/2vbVchp>

Information on both the CFS 45 web page and Timetable in CVENT will be posted by the middle of September.

FAO Wi-Fi:

username: guest_internet

password: wifi2internet

Queries: Send all questions related to Side Events to CFS45-Side-Event@fao.org with the number of your side event in the subject line of the email

REGISTRATION OF PANELISTS OR INVITED GUESTS

Please note that the procedure has changed from previous years.

If the panelists or invited guests are **not** CFS delegates or staff of the Rome Based Agencies (FAO, IFAD and WFP), they will need a building pass to access FAO premises. First confirm their participation and then follow the procedure below. You can register on behalf of the people you are inviting or you can ask them to register themselves. As well as requesting their building pass, please do let the Secretariat know of any high level invitees to your Side Event (such as Ministers).



TO DO

Side Event panellists or attendees who do not have access to the FAO building must be registered on CVENT using the Side Event Attendee Code below. **This code is confidential to Side Event Organizers and should not be distributed or put in the public domain.**

Link: <https://bit.ly/2vbVchp>

Side Event Attendee Code: **[PLEASE CONTACT THE SECRETARIAT]**

How to register: From the drop down list of registration types, choose Side Event Attendee and then enter the details including the code above. After that select the Side Event you are invited to attend. You will receive a notification when your registration has been accepted.

Try to register all your Side Event attendees by Thursday 11 October. After that, we cannot guarantee the passes will be processed in time.

NAMEPLATES FOR PANELISTS

Side event organizers are responsible for printing the nameplates for their panelists.



TO DO

A template for panelist nameplates in Word is included with this package and should be printed in colour (if possible) on A3 paper landscape mode.

The organizers should bring them to the Side Event room 15 minutes before the start of the event. Plastic nameplate holders are provided.

PRESENTATIONS

A laptop and projector are provided in the Side Event rooms.



TO DO

Please bring any PowerPoint presentations or other media on a USB stick 15 minutes before the start of your Side Event.

If you have requested interpretation, providing advance copies of presentations, statements and transcripts of videos will help the interpreters to be as precise as possible. Please email them to CFS45-Side-Event@fao.org at least 48 hours in advance of your Side Event with “For Interpreters” and the number of your Side Event in the subject line. If they are emailed later than this, we cannot guarantee that they will be delivered to the interpreters in time.

INTERPRETATION

If you have requested interpretation for your Side Event this will be managed by the Secretariat but paid for by you, the Side Event organizer. If you are in FAO, please do not make a separate request to the Interpretation Services for your side event.



TO DO

Invoice details have been provided in your Confirmation Sheet. After CFS 45 an invoice from FAO Interpretation Services will be sent or the budget code will be charged. If you cancel interpretation after 31 August you will be charged anyway.

PROMOTING YOUR EVENT ON SOCIAL MEDIA

Side Event organizers are encouraged to promote their event on social media using the hashtag **#CFS45**.

PROMOTING YOUR EVENT AT THE INFORMATION MARKETPLACE

There will be a display table reserved for flyers for Side Events. Side Events of the day will be given priority. You will be informed of the exact location of the Side Event flyer table closer to the session.



TO DO

You may place your flyer directly on that table (which will be clearly marked). As space is limited there should be only one flyer per Side Event.

No material should use the logos of any of the Rome Based Agencies (FAO, IFAD and WFP) or any other organization without their prior consent and logo guidelines must be adhered to. The CFS 45 logo may be used – a PNG version is included with this package

ATTENDANCE

During your Side Event a messenger will circulate a tablet for attendees to enter their email addresses. Organizers will be emailed their attendance sheets after the session.

PUNCTUALITY

Please make sure that your Side Event starts and ends punctually. Delegates are expected to be in the CFS Sessions on time and should not be delayed by Side Events that over run. Organizers who are assigned a morning slot are asked to wrap up their side events ten minutes early in order to allow delegates enough time to get to Plenary by 10.00 am.

PHOTOGRAPHS OF YOUR SIDE EVENT

During your Side Event a photographer will come and take photographs. These will be loaded on to [Flickr](#) and then linked to from the CFS 45 Side Event web page after the session. The link to the CFS 45 Flickr Album will be live on the CFS 45 web page from the first day of the session.

REFRESHMENTS



TO DO

If you wish to serve refreshments, please contact Massimo Albanesi on Massimo.Albanesi@fao.org to discuss and place your order. Bio menus are available. Please confirm your order before 3 October 2018. The Secretariat will be informed directly of the confirmed orders placed on 3 October and the refreshments will be marked on the CFS Side Event Timetable in CVENT. Orders confirmed after that may not be listed as having refreshments.

SIDE EVENT SUMMARY

Side Event Summaries will be posted on the CFS 45 Side Event web page with the photographs.



TO DO

Please send the summary of your Side Event by 2 November 2018, using the template included with this package.

IN CASE OF CANCELLATION



TO DO

In the event of a cancellation, email CFS45-Side-Event@fao.org with the Side Event Number as far in advance as possible. Please note that, if you requested interpretation, you will still be charged if you cancel after 31 August 2018. .

Thank you for your collaboration and for being part of CFS 45!

CFS Secretariat