

Please read these instructions carefully as they contain important information about the organization of CFS 46 Side Events.

Thank you for organizing a side event at CFS 46. Where possible, side events with similar themes have not been scheduled in parallel. While every effort will be made not to change the date, time, or venue of your side event, not all factors are within our control, hence we seek your understanding and flexibility should you be requested to change one or more elements of your event.

The information provided in your **Side Event Confirmation Form** (included with this package) will be used in the CFS 46 Side Event Timetable and on the CFS 46 Side Events web page. Please check that all the information contained in that form is accurate.

#### Logistics and Links

*Information about your side event will be posted by mid September.*

**CFS 46 Side Event page:** Side event abstracts and other information

**CFS 46 Timetable:** The timetable for the CFS 46 Session and side events available on CVENT (see the Provisional Timetable link)

**CFS 46 Side Event Organisers Area:** Here you will find this note, the template for nameplates, the reporting summary template and the CFS 46 logo

Visit the **Frequently Asked Questions** on the CFS 46 web page

**Queries:** Send all questions related to side events to [CFS46-Side-Event@fao.org](mailto:CFS46-Side-Event@fao.org) with the number of your side event in the subject line of the email

**FAO Wi-Fi:**

*username:* guest\_internet

*password:* wifi2internet

## REGISTRATION OF PANELISTS OR INVITED GUESTS

**\*\*Please note that the procedure has changed from last year\*\***

Only people **who do not have access to the FAO building** need to register to attend your side event. If a person is a registered delegate of CFS (a Member, Participant or Observer) they do not need to register. Also staff of FAO, IFAD and WFP who already have access to the FAO building and do not need to register. For those **without access to the FAO building**, please follow the steps below.



### TO DO

1. Included with this package is a customized editable PDF invitation letter to your Side Event.
2. Fill in the name, organization and address of the person you are inviting.  
*(This could be a panelist, a moderator, one of the organizers or someone you would like to attend.)*
3. After you have saved the personalized PDF, send it to the person you are inviting and ask them to follow the instructions to register through the [FAO Event Services Portal](#) as a “Side Event Attendee”. Only people who have an invitation letter will be able to complete the registration process. Side Event Attendee registration will open at the beginning of September.
4. Try to register all your side event attendees by **Wednesday 9 October**. After that, we cannot guarantee that the entry passes will be processed in time.
5. The person you have invited will have access to the FAO building **only for the date and time of your side event**. They should arrive up to an hour before the starting time in order to clear security.

Please do let the Secretariat know of any high level invitees to your Side Event (i.e. Ministers). If they are not CFS delegates, you will need to invite them as a Side Event Attendee as per the process above.

### INTERPRETATION

If you have requested interpretation for your Side Event, this will be managed by the CFS Secretariat. If you are in FAO, **please do not make a separate request** to Interpretation Services. When the CFS 46 Side Event Timetable is published, please check to make sure the interpretation you have requested is shown.

After CFS 46, you will receive an invoice from FAO Interpretation Services or the budget code you provide will be charged. If you cancel interpretation after 2 September, you will be charged regardless.

### WEBCASTING

FAO webcasting services are not available for CFS 46 Side Events. However, you may make your own arrangements to webcast your side event using third party services such as YouTube. The CFS Secretariat is unable to support you with webcasting.

### NAMEPLATES FOR PANELISTS

Side event organizers are responsible for printing any nameplates for panelists.



#### TO DO

A template for panelist nameplates in Word is available in the [CFS 46 Side Event Organisers Area](#). It should be printed in colour (if possible) on A3 paper landscape mode. Organizers should bring the printed nameplates to your side event room 15 minutes before the start of the event. Plastic nameplate holders will be provided.

## PRESENTATIONS

A laptop and projector will be provided in side event rooms.



### TO DO

Please bring any PowerPoint presentations or other media on a USB stick to your room 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 assist the interpreters. Please email them to [FAO-Interpretation@fao.org](mailto:FAO-Interpretation@fao.org) at least 48 hours in advance of your side event with the number of your side event, date, time and room in the subject line.

## REFRESHMENTS

Refreshments can be served either before your side event or as it ends. Please manage the time to make sure delegates are not late for Plenary. For the Red and Green Rooms, refreshments are served on the Ground Floor of Building A in the Tree of Life area (near the entrance to the David Lubin Library). Refreshments can also be served outside the Iran, Iraq, Lebanon and Philippines rooms. Bio menus are available.



### TO DO

If you wish to serve refreshments, please contact Massimo Albanesi on [Massimo.Albanesi@fao.org](mailto:Massimo.Albanesi@fao.org) to discuss and place your order. Please confirm your order before **4 October 2019**. The Secretariat will be informed directly of the confirmed orders placed by 4 October and the refreshments will be marked on the CFS Side Event Timetable in CVENT. Orders confirmed after that date may not be listed. Always include your Side Event number with your order.

## PROMOTING YOUR EVENT ON SOCIAL MEDIA

Please follow CFS on Twitter [@UN\\_CFS](#). Side event organizers are encouraged to promote their event on social media using the hashtag **#CFS46**.

## PROMOTING YOUR EVENT DURING CFS46

There will be a display table reserved for flyers for side events. 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. Side Events of the day will be given priority.

No material should use the logos of any of the Rome Based Agencies (FAO, IFAD and WFP), or any other organizations, without their prior consent and logo guidelines must be adhered to. The CFS 46 logo may be used – a PNG and JPG version are available in the [CFS 46 Side Event Organisers Area](#).

## ATTENDANCE

During your side event a messenger will circulate a tablet for attendees to enter their email addresses. Organizers will be emailed 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 Sessions by 10.00 am. The CFS Secretariat may assist with time management.

### PHOTOGRAPHS OF YOUR SIDE EVENT

During your side event a professional photographer will take photographs. These will be loaded on to [Flickr](#) and then linked to the CFS 46 Side Event web page after the session. The link to the CFS 46 Flickr Album will be live on the CFS 46 web page from the first day of the session.

### SIDE EVENT SUMMARY

Side event Organizers are asked to prepare a summary of their side event to post on the CFS 46 web page after CFS 46.



#### TO DO

Please send the summary of your side event by 4 November 2019, using the template available in the [CFS 46 Side Event Organisers Area](#) .

### IN CASE OF CANCELLATION



#### TO DO

In the event of a cancellation, email [CFS46-Side-Event@fao.org](mailto:CFS46-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 2 September 2019.

Thank you for your collaboration and for helping make CFS 46 a shared success for all!

**CFS Secretariat**