

Side Event Application Form

Background

The Committee on World Food Security (CFS) will organize a High-Level Special Event on Global Food Security and Nutrition, 13 - 15 October 2020. This event, to be held in lieu of CFS 47 which has been rescheduled to 8 - 12 February 2021 in light of the COVID-19 pandemic, will seek to keep food security and nutrition issues front and center on the global sustainable development agenda.

To enrich and complement the plenary discussions and to give its partners and stakeholders an opportunity to highlight their work, CFS will organize 12 virtual side events over the three days – 4 per day. The side events (two in the morning before plenary and two in the afternoon after plenary), will be hosted/co-hosted and organized by CFS stakeholders. Each virtual side event will be allocated one and a half hours

Criteria, Guidance and Conditions

The following are the general CFS Side Events Criteria, Guidance and Conditions approved by the CFS Bureau:

- Side Events must be relevant to the CFS mandate and its programme of work.
- Priority will be given to Side Events that reflect the CFS multistakeholder model and include different CFS constituencies. Gender parity, geographic diversity and youth presence will be positively considered.
- Side Events should maximize interactivity with a minimum of 30%-50% of the total time allocated for interactivity with the audience. A maximum of 5-6 speakers including chairs is recommended.
- In the event that two or more Side Event applications are received on a similar theme, the organizers may be asked to merge their proposals. CFS stakeholders are requested to be flexible if this occurs.
- The CFS Secretariat will assign the date and time slots once the selections are made.
- Side Events may be conducted in any of the six official FAO languages (English, French, Spanish, Arabic, Russian and Chinese). Interpretation is organized through the Secretariat but paid for by the side event organizers. It is not mandatory to provide interpretation, although it is desirable.
- All side events will be broadcast over Zoom, with speakers identified as panellists, and others able to access the event via live streaming on either Facebook Live or similar webinar format.
- Following each side event, organizers will be asked to provide a few captioned images/visuals and quotes which the CFS Secretariat will use in its daily summary newsletter. For Twitter messaging during your event, please tag [@UN_CFS](https://twitter.com/UN_CFS)
- Within two weeks of the event, organizers are requested to submit a "Summary of Outcomes" to the CFS Secretariat which will be posted on the event web page in the original FAO language in which it was received.

Important Notes:

- The deadline for submitting this completed form is **14 August 2020**.
- The Side Event Focal Points listed in Section 1 will be notified of the result of their request by **04 September 2020**.
- For any queries on side event matters please consult the CFS Secretariat at: CFS-side-events@fao.org

This Side Event Application Form is divided into 4 Sections. Sections 1, 2 and 3 must be completed:

1. [FOCAL POINTS](#)
2. [ORGANIZATION AND PARTICIPATION](#)
3. [SUBJECT, FORMAT AND EXPECTED OUTCOMES](#)

Date of Submission (or Resubmission)

Format **dd-mm-yyyy**

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 the name, organization and email(s) of at **least two** Side Event Focal Points.

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.

Side Event Organizers

Choose Constituency

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

Use the constituency codes above. Check the “Criteria, Guidance and Conditions” at the beginning of this document for guidance on the composition of panels.

Name	Organization	Code/Choose Constituency
------	--------------	--------------------------

SECTION 3. Subject and Format

Side Events must be relevant to the CFS mandate and its programme of work. See the criteria and guidelines at the beginning of this form for details.

Title: Please provide a catchy title for your Side Event

Maximum 150 characters including spaces (strict limit).

Provide a brief abstract of the Side Event?

Maximum 200 words.

Why is this Side Event relevant to CFS?

Maximum 100 words.

Key words for your Side Event

All Side Events should be related to food security and nutrition. Add up to four additional keywords. CFS may request organizers of side events with similar thematic focus to merge.

Keywords (e.g. Food security and nutrition)

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.

How the Side Event is related

CFS Products

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

If yes, please explain

What are the expected key takeaways from this Side Event?

What will you achieve by having this Side Event and what will participants learn? List 3-5 bullet points.

Maximum 100 words.

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.

Language and interpretation

Side events will be conducted in English. Simultaneous interpretation is available from FAO Conference Services for a fee of \$5,000 to cover all 6 FAO languages for 90 minutes. As interpretation may not be available for all side events, please indicate if you want interpretation for your event.

Will you require interpretation?