



CFS 49

11-14 October 2021

Side Event Application Form

Background

To enrich and complement the CFS 49 Plenary and to give its partners and other stakeholders an opportunity to highlight their work, CFS will organize 12 virtual side events over the four days – 3 per day, in parallel during the lunch break. The side events will be chosen among applicants by the CFS Chairperson, and organized by CFS stakeholders.

Criteria, Guidance and Conditions

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

- 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 once 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 side event organizers. It is not mandatory to provide interpretation but preference may be given to side-events that provide translation in at least 2 or 3 languages.

Important Notes:

- To apply, please complete this form and submit it to CFS-side-events@fao.org by **31 August 2021**.
- The Side Event Focal Points listed in Section 1 of this form will be notified of the result of their request by **17 September 2021**.
- Only minor changes should be made to the proposal once the selection process is complete and successful applicants notified.
- Successful applicants should publicly advertise their Side Events - with full details including all speakers confirmed, no later than **24 September 2021**.
- 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](#)
4. [INTERPRETATION](#)

Date of Submission (or Resubmission)

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.

Format ***dd-mm-yyyy***

SECTION 1: Focal Points

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

Name	Organization	Email address
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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
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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
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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.

SECTION 4: Interpretation

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

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 side event organizers. It is not mandatory to provide interpretation but preference may be given to side-events that provide translation in at least 2 or 3 languages.

4.1 What is the main language of your Side Event?

4.2 Will you require Interpretation?

4.3 Paying for Interpretation

Please indicate which option you would like. If you do not see the combination of languages you require, please contact the Secretariat at cfs-side-event@fao.org for a quote.

Option	Languages	Cost	Tick your choice
Option A	English/Arabic	\$3,560.00	
Option B	English/Chinese	\$3,560.00	
Option C	English/French	\$3,560.00	
Option D	English/Russian	\$3,560.00	
Option E	English/Spanish	\$3,560.00	
Option F	English/Arabic/French	\$5,340.00	
Option G	English/French/Spanish	\$5,340.00	
Option H	English/Arabic/French/Spanish	\$7,120.00	
Option I	English/Arabic/Chinese/ French/Russian/Spanish	\$10,680.00	

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 the session. If you would like the interpretation invoice to go to a particular person or organization, please enter the details below. If you would like to split the interpretation costs, list all parties and the amount each one should be billed.

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.

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