

- ✓ 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 include the different CFS constituencies, including Member Countries, in the event format.
- ✓ 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 2 November 2018. This will be posted in the original language on the CFS 45 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 side event requests exceed spaces available, the final decision will be made by the CFS Chair in conjunction with the Secretariat.