

Items highlighted in yellow are suggested additions to the criteria, guidance, and conditions used for CFS 46 and previous sessions.

- 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 given precedence, all requests will be considered, including those on new and emerging issues.
- Priority will be given to Side Events that **reflect the CFS multistakeholder model** and have different CFS constituencies (including Member Countries) in their panels. Gender parity and youth presence will be positively considered.
- Side Events organized by stakeholders who have not previously held a CFS Side Event are encouraged.
- Side Events should maximize **interactivity** with a minimum of 50% of the side event time, allocated for interactivity with attendees.
- In the event that two or more Side Event requests are received on a similar theme, the organizers may be asked to merge their requests. CFS stakeholders are requested to be flexible if this occurs.
- Side events will not be scheduled in parallel with CFS plenary sessions.
- Room reservations for side events 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 mandatory to provide interpretation, although it is desirable.
- **Side Event Organizers will pay close attention to “rollout” details**, and be aware of their responsibilities (i.e. nameplates and final summaries). These details will be provided once a Side Event has been formally allocated a slot.
- After their Side Event, **Organizers should prepare a “Summary of Outcomes”** and send it to the Secretariat by 30 October 2020. This will be posted in the original language on the CFS 47 Side Event web page. If a Side Event Organizer has previously not submitted a Summary, this may impact future applications.
- Only Side Events selected via this process may be referred to as a CFS 47 “Side Event”. Any event or meeting organized by other stakeholders during the session should not be called a “Side Event” and should not be promoted on the CFS 47 Side Event flyer table. This is to avoid confusion amongst delegates, and to adhere to host agency rules.
- In the event that the above are fulfilled, if side event requests exceed the spaces available, the final decision will be made by the CFS Chair in conjunction with the Secretariat.