

Summit of the Future Action Days

20 & 21 September 2024

OPEN CALL FOR SIDE-EVENTS – GUIDELINES



Background

The Summit of the Future will be convened on 22-23 September 2024, during the United Nations General Assembly high-level week. Heads of State and Government will gather at the United Nations Headquarters in New York to forge a new international consensus on how we deliver a better present and safeguard the future. This will be achieved through an action-oriented outcome document called the Pact for the Future.

To generate additional opportunities for the engagement of all actors, the United Nations is convening the **Summit of the Future Action Days**, which will take place on 20 and 21 September and will focus on multi-stakeholder partnership and action – paving the way towards a next chapter of multilateralism that is more inclusive, effective and networked.

In parallel to the main programme, **a limited number of high-level side-events**, organized by UN Member States, UN entities, relevant International Organizations and stakeholder networks working in partnership and identified through an open call, will take place during the Action Days.



Content

The side-events should act as platforms for the announcement of support, actions, leadership and investment to bring the progress and concrete actions needed to deliver on the Pact for the Future.

Side-events are also expected to:

- Highlight examples of transformative actions focused on implementation of specific recommendations and governance reform proposals contained in the Pact for the Future and in Our Common Agenda.
- Announce innovative voluntary commitments, actions and multi-stakeholder partnerships to forge the global connections to deliver on the Pact for the Future.
- Include voices from all levels of government, international organizations, the private sector, civil society, persons with disabilities, women's groups, youth and other relevant stakeholders.
- Amplify the themes and issues being discussed at the Summit of the Future, in Pact for the Future and during the Action Days. Themes include but are not limited to: 1) sustainable development and financing for development; 2) international peace and security; 3) science, technology and innovation and digital cooperation; 4) youth and future

generations; 5) transforming global governance; 6) the Global Digital Compact; and 7) the Declaration on Future Generations.



Format

- The Summit of the Future Action Days side-events will be an in-person events at United Nations Headquarters.
- Sessions should be planned for a duration of **75 minutes**.



Criteria for side-events selection

In view of the large number of requests anticipated and taking into consideration the limited space and time allocated for the side-events, the following principles will be applied by the Secretariat when conducting the selection:

- Side-events proposals should ideally be organized by coalitions including:
 - At least two UN Member States (with one from a developed country and one from a developing country);
 - At least one UN entity and/or relevant Intergovernmental Organization and
 - At least one recognized stakeholder network, CSO/NGO, major groups or stakeholder constituency with relevant work in at least two regions.
- Side-events proposed for 20 September should in particular aim to mobilize youth actors or be youth-led.
- Side-events proposed for both days should also be closely connected to issues of stakeholder inclusion and collaboration to drive forward solutions contained in the Pact for the Future. In addition, they should clearly indicate their contributions to one or more of the themes of the Pact for the Future.
- Proposals that mainstream human rights and demonstrate a multi-stakeholder, gender-balanced and intergenerational approach will be given priority. This includes incorporating these elements into both the planning and programme of the event.
- Priority will also be given to events that are organized by Member States and those organized in partnership by several networks/organizations. All interested parties are strongly encouraged to partner with others to organize a side event and thereby increasing the chances of being included in the official side event programme.



Application process

- Side-events will be selected through an open call via a dedicated form which will be launched on **18 June 2024**. The registration form will be available on the SOTF Action Days website.
- **Applications should be limited to ONE per entity from each organizing coalition.** UN entities should coordinate internally to ensure only one application is made per entity. Duplications will not be considered.
- Applications will require the names and contact details of all relevant focal points. Please note that UN Member States should apply through their Missions to the United Nations in New York.
- **The deadline to submit side-events applications is Friday 19 July 2024.**



Selection process

- The Secretariat will identify a small number of selected side-events, based on the above-mentioned criteria while ensuring regional and thematic balance. **Only organizers of approved applications will be notified directly by email.**
- Considering the high number of requests, the Secretariat may request that sessions that address similar themes be merged.
- Following the selection of the proposals, the Secretariat will assign a meeting room and a timeslot for each approved event.
- Selected side-events will be included in the official schedule of events for the Summit of the Future Action Days that will be posted on the website.
- The UN Secretariat will announce the selected side events on a rolling basis and all those selected will be informed no later than the **week of 12 August**.
- Once side-event organizers have been informed that their event has been selected they have until **30 August 2024** to confirm their continued interest in holding a side-event and submit requested information to be added to the side-events programme.



Responsibilities for side-event organizers

- Side-event organizers will be responsible for covering all costs related to hosting their session inside the United Nations and managing technical services requests based on the available for the assigned Conference Room.
- The side-event co-organizers' responsibilities include – but are not limited to – the invitation and travel arrangements for speakers including visa and security clearance, as needed; the oversight of the “run of show”, interpretation, checking registration status of speakers and moderation of the entire session/event, including strict time management and note taking.
- Side-event organizers are responsible for promoting their events through their respective online and social media channels.
- It is the responsibility of the organizers of side-events to ensure that all organizers, speakers, attendees and supporting staff are duly registered to attend the Summit of the Future Action Days. More information about registration will be made available on the Summit of the Future website in due course. The Secretariat will not be able to accommodate participants after registration deadlines.
- Charging participants money for participation in any side-events is strictly prohibited.
- Side-event organizers are not permitted to set up displays or put posters on meeting room walls during a side-event or at any other time during the Summit to avoid removal and loss of their materials.



Timeline

Date	Event
18 June 2024	Launch of the application process for side-events
19 July 2024	Deadline to submit applications for side-events
Week of 12 August 2024	Final decisions announced by UN Secretariat
30 August 2024	Deadline for selected side event organizers to submit requested information to be added to the side events programme
20 and 21 September 2024	Summit of the Future Action Days
22 and 23 September 2024	Summit of the Future



Off-Site and Virtual Side-Events

- In addition, a limited number of off-site and virtual side events taking place during the Action Days will be included in the official programme. The selection criteria for these events are the same as for on-site events.
- For side-events organized outside the UN Headquarters, side-event organizers are responsible for arranging the event location and must bear all related costs.
- It is highly recommended that each side-event has its own webpage where interested participants can find more information regarding the event. Side-event organizers are encouraged to upload concept notes, agendas, speakers and other resources relevant to their events. The official Summit of the Future Action Days programme will only publish the titles, organizing partners, one-line description, focal point and webpage link for each event. It is the responsibility of side-event organizers to provide additional information on their own webpage.
- All official side-event organizers are allowed to use the Summit of the Future logo for outreach purposes. Please note that using the UN emblem for outreach is strictly prohibited.
- It is important to note that hosting or attending a side-event outside the UNHQ/virtually does not grant access to the United Nations Headquarters. Only participants who have registered through the United Nations can participate in the Action Days in the UNHQ. Side-events hosted outside the UNHQ or virtually should set up and manage registration to their own event.



Further information

Please visit the Summit of the Future website for additional information and access to all background documentation: <https://www.un.org/en/summit-of-the-future>

For further information regarding side-events, please contact SOTFActionDays@un.org with [Side-Events – Summit of the Future Action Days] in the subject.