

Summit of the Future Action Days

20-21 September 2024

Frequently Asked Questions (as of July 22)

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Overview of events

What is the Summit of the Future Action Days (20-21 September)?

The Summit of the Future Action Days will bring together representatives from Member States, civil society, private sector, academia, local and regional authorities, creative communities, youth, and many more. Everyone will be present, included and engaged during the Action Days. These stakeholders have all played a key role in shaping the Pact for the Future and will be critical to its implementation. Their participation, contributions and catalytic mobilization will be essential to the success of the Summit of the Future and its follow-up.

What is the programme for the Summit of the Future Action Days?

The programme is available on the website and is regularly updated: [Action Days - SOF | United Nations](#).

Attendance and participation

Who can participate in the Summit of the Future Action Days?

Information on participation will be made available on the website in mid-July. For those who need to register, the form will be open from August 12 – September 6, 2024.

Do I have to pay to attend the Summit of the Future Action Days?

The United Nations does not charge fees for participation in Conferences and events. If you are aware of possible scams, please email sotfactiondays@un.org.

Are funds available for stakeholders to participate at the Summit of the Future Action Days and the Summit of the Future?

Registered stakeholders are responsible for their own travel and accommodation costs.

How many individuals per organization can attend?

Each entity can register up to 7 individuals for the Summit of the Future Action Days.

Can I receive an invitation letter from the UN to support a visa request?

Participants are responsible for all necessary arrangements related to their in-person participation, including travel, visa and others, as appropriate. The Secretariat will not follow up on individual requests for visa letters neither will liaise with the host country on visa issues.

Side events

Will there be side events during the Summit of the Future Action Days?

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 Summit of the Future Action Days.

How can I attend a side event during the Summit of the Future Action Days?

Participants of the Summit of the Future Action Days will be able to attend side events held during the Summit of the Future Action Days. There will be no separate registration process set up for side events.

Who can organize a side event during the Summit of the Future Action Days?

Side events will be selected through an open call. Please check the details here: [Action Days - SOF | United Nations](#)

What is the format of the side events?

There are three formats for side events: on-site at UN Headquarters, off-site in New York City, and virtual across the globe. Please, check the website for details.

How can I apply to organize a side event?

The deadline for applications was 19 July for on-site events, and is 19 August for off-site and virtual side events.

How will I find out if my side event has been selected?

The Secretariat will identify a limited number of high-level side events, based on the criteria laid out in the guidelines while also ensuring regional and thematic balance. Only organizers of approved applications will be contacted.

Can I apply to organize several side events?

Each entity is limited to submitting one application as the lead organizer. UN entities must coordinate internally to ensure only one lead application is submitted per entity. The same counts for Member States. Duplicate applications will not be considered. Entities may apply for multiple events as partners. However, due to high demand, there is no guarantee of approval for multiple events, irrespective of the entity's role (lead organizer or partner), and in those cases, priority will be established by the selection committee.

Are there costs related to organizing side events inside the UNHQ?

Side event organizers are responsible for ALL costs related to the side events inside the UN Headquarters. In addition, all arrangements for travel, including visas, accommodation, and transportation, of speakers and participants are the responsibility of the side event organizers.

Will my side event be promoted?

The Summit of the Future Action Days Secretariat will include all selected side events in the official schedule of events for the Summit of the Future Action Days. Organizers are responsible for promoting their events through the relevant channels, including on social media.

What are the responsibilities of the Summit of the Future Action Days Secretariat with regards to the Summit of the Future Action Days side events?

The Secretariat will identify a number of selected side events, based on the criteria laid out in the guidelines while also ensuring regional and thematic balance. Following the selection of proposals, the Secretariat will assign a meeting room and a timeslot for each approved side event. The Summit of the Future Action Days Secretariat is not responsible for selecting and inviting speakers and participants, time management of the events, the costs of the events, promoting the events, and preparing final summaries.

As organizer of a side event during the Summit of the Future Action Days, what are my responsibilities?

The side event 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”; and moderation of the entire side event, including strict time management and note taking. Organizers are also required to submit a short summary by 30 September 2024. Side Event organizers are also responsible for checking registration status of speakers and supporting staff. There will be no separate registration for side events.

Who can I contact with questions about a side event?

Please review the guidelines for the organization of side events on the website. For further information or questions, please contact sotfactiondays@un.org with [Side Events] in the subject. Due to the high number of messages, only those addressing themes not covered in the guidelines or these FAQs will be answered.