

United Nations Conference on Housing and Sustainable Urban Development (Habitat III)
First session of the Preparatory Committee
New York, 17 and 18 September 2014

Call for Side Events

1 August 2014

Organizations wishing to hold a side event during the first Preparatory Committee (PrepCom1) for the United Nations Conference on Housing and Sustainable Urban Development (Habitat III) are required to submit their proposal no later than **15 August 2014** via email to: habitat3secretariat@un.org

Side Events are an important aspect of the PrepCom1 and will be held will be held either on 17 or 18 September 2014 during the following times:

- 8:30 a.m. – 9:30 a.m.
- 1:30 p.m. – 2:30 p.m.
- 6:30 p.m. – 7:30 p.m.

Given the high demand for hosting side events and the limited time slots available there will be a selection process guided by:

- Thematic links to Habitat III.
- Relevance to the Post 2015 Development Agenda and Habitat III, reflecting an approach to sustainable urban development.
- Number of partners involved in organizing and hosting the side event.
- Quality of the proposal.

Habitat III Secretariat will select a **maximum of one proposal per organization** to ensure a balanced and equal chance for all applicants. All proposals will be reviewed against the above mentioned criteria and all applicants will be informed on the outcome of the selection process within 2 weeks after the call for applications has closed (29 August 2014).

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Side Event Application Form

1 August 2014

Organizations interested in hosting a side event must provide the following information **no later than 15 August 2014** via email to: habitat3secretariat@un.org

1. Title of the proposed event
2. Outline the purpose of the event (100 words max)
3. Please explain to what extent the event will be relevant to Habitat III and Housing and Sustainable Urban Development (60 words max)
4. Please list the number and names of other organizations / institutions involved in organizing and/or hosting the proposed event.
5. Please indicate the preferred date and time slot for the proposed event.
6. Organizer Information
 - a. Full name of contact person
 - b. Telephone number
 - c. Email address
 - d. Physical address

Please note:

- i. In case the proposed side event shall be held outside of the United Nations Headquarters, kindly indicate the proposed venue and address.
- ii. The Habitat III Secretariat cannot guarantee to allocate the indicated preferred date and time slot to the requesting organization.