

**Call for side events proposals
at the Second Session of the United Nations Habitat Assembly
5-9 June 2023
Nairobi, Kenya**

The deadline for side event applications is **5 April 2023**.

A. Background

Side events are focused discussions or presentations relevant to the overall theme of the United Nations Habitat Assembly and take place on the margins of the official meetings of the Assembly. For the upcoming second session of the United Nations Habitat Assembly, Member States, United Nations system organizations and other accredited stakeholders are invited to apply to host a side event.

B. Schedule of side events

Side events will be an integral element of the upcoming second session of the United Nations Habitat Assembly and will be held from Monday 5 June through to Thursday 8 June 2023. Events will be scheduled outside of the designated hours for plenary meetings of the Assembly, including during lunch and evening periods, for a maximum duration of 60 minutes each. The specific dates and times of side events will be confirmed upon selection of the events.

C. Criteria for Selection

All proposals will be reviewed against the criteria outlined below and all applicants are expected to be informed of the outcome of the selection process from 19 April 2023, bearing in mind limitations in slot availability.

The side events are to be relevant to the theme of the United Nations Habitat Assembly, **“A sustainable urban future through inclusive and effective multilateralism: Achieving the SDGs in times of global crises”**.

Side events are to be closely linked to the five key action areas highlighted in the [Report of the Executive Director](#) on the special theme of the second session of the United Nations Habitat Assembly. Side events that showcase innovative approaches and transformative actions through effective and inclusive multilateralism in the following five areas are particularly encouraged:

1. **Universal access to adequate housing**
2. **Urban climate action and environmental protection**
3. **Urban crisis recovery**
4. **Localization of the SDGs and multilevel governance**
5. **Urban prosperity and local finance**

Other selection criteria include:

- Number and diversity of partners involved in hosting the side event.
- Strategic link to the programme and agenda items of the United Nations Habitat Assembly.
- Gender and geographic balance of speakers and content.

D. Guidelines for event organizers

1. Side events can be organized by Member States, United Nations system organizations and accredited stakeholders to the UN-Habitat Assembly.
2. Hosting a side event involves planning and carrying out all activities related to the event, in addition to covering all associated costs.
3. Side events will last a maximum of 60 minutes and will be announced on the website of UN-Habitat, as well as on the electronic notice panels at the Assembly.
4. Organizers should plan to hold their event in English or make their own interpretation arrangements (consecutive interpretation without booth) as United Nations interpretation services are not available for side events.
5. Side events should only be held in-person as technical equipment for online connection will not be available.
6. Each room will be equipped with a laptop, projector and screen for projection of videos, slides or presentations, as well as microphones on request. Organizers who prefer to use their own laptop are advised to bring adaptors and to make themselves available shortly before the event for equipment testing. It is not possible to provide any other technical equipment.
7. The seating capacity for each side event room is between 40 - 60 people. Please note that the layout of the rooms cannot be changed.
8. Only printed materials that are directly related to the agenda of the United Nations Habitat Assembly can be distributed during a side event. The Assembly Secretariat reserves the right to remove non-compliant materials.
9. The sale of printed materials or any goods on the grounds of the Assembly is strictly prohibited.
10. Side event organizers are advised not to set up displays or put up posters on meeting room walls during a side event or at any other time during the official meeting to avoid removal and loss of materials. A limited number of reports or publications may be distributed.
11. Food and drinks are strictly prohibited in the meeting rooms.
12. It is the responsibility of the event organizers and their speakers for obtaining the delegates pass to enter the UN compound in good time before the event.

E. How to submit a side event application

- Applications for side events should be submitted online via [the registration portal](#).

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- Submissions received after the deadline, and in another language than English, will not be considered.

- Incomplete submissions missing mandatory information will not be considered.

- Please contact Ms. Zahra.Hassan@un.org in case of any question.