



## PERMANENT FORUM OF PEOPLE OF AFRICAN DESCENT

### Guidelines for Organizers of Online Side Events

- The first session of the Permanent Forum of People of African Descent is [taking place from 5 to 8 December 2022](#) at Palais des Nations in Geneva, Switzerland. The Permanent Forum welcomes all stakeholders interested in organizing side events to expand discussions beyond the plenary of the session.
- The side events should be closely related to one or several themes that will be discussed during the Permanent Forum's first session. Themes for discussion at the first session include:
  - o Policy efforts to combat systemic racism and racial discrimination,
  - o The Sustainable Development agenda with a focus on climate justice and reparatory justice, and
  - o A United Nations declaration on the human rights of people of African descent.
- Given that much of the Palais des Nations is under construction this year, the Secretariat *strongly* recommends that organizers consider hosting side events online. Side events may also be held online in the week leading up to the session. Side event organizers are responsible for selecting and operating their own virtual event platforms.
- The Permanent Forum Secretariat invites side-event organizers to submit details of their side event for inclusion in a side events calendar that will complement the plenary programme. To be included on the calendar, please send the following details by email to [pfpad@un.org](mailto:pfpad@un.org):
  - o Title of the side event
  - o Date, time and time zone of side event
  - o Sponsoring organization(s) or entity/ies
  - o Language(s) in which the side event will be held
  - o Description of the side event (no more than 100 words)
  - o Location of the side event (or website for registration, for events held online)
  - o Name and email address of the lead organizer (and permission to publish the lead organizer's contact details)
  - o (Optional) Weblink for any further information
- The session of the Permanent Forum of People of African Descent is a gathering point for different stakeholders sharing strategies, experiences, and recommendations aimed at advancing the human rights of people of African descent. As such, side events that are collaboratively organized by multiple different types of stakeholders are most welcome.



- The Permanent Forum will also endeavour to integrate learnings from side events into its work. To facilitate this process, lead event organizers are invited to email general conclusions and recommendations that arise from discussions at their side event to the Permanent Forum Secretariat, at [pfpad@un.org](mailto:pfpad@un.org), by Thursday, 8 December 2022 at 13:00 CET.
- Publicizing a side event is the responsibility of its organizers. The Secretariat will not produce fliers, distribute notices, or undertake other publicity efforts for side events beyond inclusion of event details in the side event calendar. Side events should be open to the public. For closed or invitation-only events, organizers are encouraged to communicate directly with the invitees.
- All individuals participating in side events on UN grounds must be registered for the session and accredited to enter UN premises. To register for the session, please follow this link: <https://indico.un.org/event/1000570/>. In-person side events must follow the general rules for all activities taking place on UN premises.

**The Permanent Forum will not be in a position to sponsor any side events. Publication of the side events calendar on the Permanent Forum's website does not constitute an endorsement of the side event nor of the views shared in conjunction with the event.**