



PERMANENT FORUM ON PEOPLE OF AFRICAN DESCENT

Guidelines for Organizers of Side Events

The second session of the Permanent Forum on People of African Descent is [taking place from 30 May to 02 June 2023](#) at the United Nations Headquarters in New York City, United States of America. The Permanent Forum welcomes all stakeholders interested in organizing side events to expand discussions beyond the plenary of the session.

Who can organize side events?

Member States, Intergovernmental organizations, UN entities, civil society actors, non-governmental organizations, academics, experts on issues related to people of African descent, and all other relevant stakeholders can send proposals for side events.

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.

Modalities of side events

Side events can be organized in connection with the topics for discussions during the second session, either in-person or virtually. Given the limited availability of space at the UN Headquarters, the Secretariat **strongly recommends that organizers consider hosting side events online and/or outside the UN premises.** 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.

In-person side events may be organized either inside the UN Headquarters in New York, or outside locations in New York City. Please note that side event organizers are responsible for all arrangements regarding the reservation of meeting rooms.

All individuals participating in in-person 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/1004397/>. In-person side events must follow the general rules for all activities taking place on UN premises.



Criteria for side events

In view of the large number of requests anticipated, the following principles will be applied by the Secretariat when conducting the selection of side events:

The side events should be closely related to one or several themes that will be discussed during the Permanent Forum's second session. Themes for discussion at the second session include:

- Reparatory Justice
 - Pan-Africanism
 - Transnational Migration and People of African Descent
 - Data Collection and People of African Descent
 - Health and People of African Descent
- Organizers must submit details of their side event to be considered for inclusion in the side events calendar that will complement the plenary programme. To be included on the calendar, please send the following details:
- Title of the side event
 - Date, time and time zone of side event
 - Sponsoring organization(s) or entity/ies
 - Language(s) in which the side event will be held
 - Description of the side event (no more than 100 words)
 - Location of the side event (or website for registration, for events held online)
 - Name and email address of the lead organizer (and permission to publish the lead organizer's contact details)
 - (Optional) Weblink for any further information

Deadline for Submission of Proposals

Side event organizers are requested to submit the information requested above to pfpad@un.org, not later than **19 May 2023**. The Secretariat will review the requests for the side events and inform respective organizers if their requests have been accepted. All the accepted proposals will be listed in the side events calendar of the Permanent Forum.



Publicizing side events

Publicizing a side event is the sole 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. All costs incurred in the technical and logistical support for the side event should be covered by the side event organizer.

Side events should be open to the public. For closed or invitation-only events, organizers are encouraged to communicate directly with the invitees.

The Secretariat of the Permanent Forum will include the side event in the side events calendar of the Permanent Forum's session. The **publication of the side events details 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.**

After the side event

The Permanent Forum will 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, by **Thursday, 1 June 2023 at 13:00 NY time.**

Who can I contact about side events?

For questions regarding side events for the second session of the Permanent Forum, please contact pfpad@un.org.