



CND Side Events	13 to 24 January 2025	application period
	28 Feb 2025	web links and list of co-sponsors
CCPCJ Side Events	24 February to 7 March 2025	Application period
	9 May 2025	web links and list of co-sponsors

Guidelines for Side Events 2025

Commission on Narcotic Drugs (10-14 March 2025)

Commission on Crime Prevention and Criminal Justice (19 - 23 May 2025)

I. Eligibility

Events can be organized by:

- Member States (through their Permanent Mission to the UN in Vienna);
- UNODC branches, sections, units and field offices (through the Director of the respective division);
- Other UN entities;
- Intergovernmental Organizations;
- NGOs in consultative status with ECOSOC

Topics of side events must be thematically relevant to the work of the respective Commission. An organizer can only **organize one event**. Member States cannot be made the focus of an event without their engagement. Only complete applications received within the deadlines will be considered.

II. Application Process

Deadlines for applications

- **CND side events: 13 to 24 January 2025**
- **CCPCJ side events: 24 February to 7 March 2025**

The **application form** will be available online: <https://www.unodc.org/unodc/en/commissions/side-events-and-exhibitions.html>. Please fill out all fields.

Requests will be accommodated in the order of receipt of the application. Requests submitted by Member States will be accommodated first

Organizers can send one consolidated list of their **co-sponsors** to the Secretariat (unodc-sgb.events@un.org) by **28 February 2025** (it is the responsibility of the organizer to confirm and verify their co-sponsors).

III. Logistical information

Side events can be organized **in person, hybrid or online**. Limited technical support is available for side events by conference services; organizers are expected to self-service their events. Interpretation is not supported for side events.

Time slots (apart from Monday morning and Friday afternoon)

Morning 1	10-11am
Morning 2	11.30-12.30pm
Afternoon 1	1.00-2.00pm
Afternoon 2	3-4pm
Afternoon 3	4.30-5.30pm

All **conference rooms** are equipped with PC and projector. Technical staff will introduce organizers to the equipment shortly before the start of the event.

Organizers are responsible for the technical organization of their side event, including the online conferencing platform and access of participants. Organizers should provide the **links to their hybrid or online event** to the Secretariat by:

- **CND: 28 February 2025**
- **CCPCJ: 9 May 2025**

The links to the meetings will be published in the UN journal.

Programme

The programme of side events will be published in the UN journal. The Secretariat will not produce flyers, distribute notices, or run other publicity efforts for individual side events.

Publicizing a side event is the responsibility of the organizers. CND/CCPCJ banners cannot be used for promotional materials. UNODC logos can only be used by UNODC organizers.

Side events report

Side event organizers will be invited to share a short summary of the event (maximum 150 words) after the end of the session.

Please address questions regarding side events to the Secretariat at unodc-sgb.events@un.org)