



## CONFERENCE OF THE PARTIES TO THE UNITED NATIONS CONVENTION AGAINST TRANSNATIONAL ORGANIZED CRIME

### Twelfth session of the Conference of the Parties to the UN Convention against Transnational Organized Crime

Vienna, Austria | 14 -18 October 2024

#### GUIDELINES FOR SIDE EVENTS

The present guidelines regulate the organization of side events (online or in-person only, no hybrid format possible) to be held in the margins of the twelfth session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime (COP12).

#### Application Period

11 July – 12 August 2024

<https://forms.office.com/e/ZmesVL13yj>

The Conference Support Section of the Organized Crime and Illicit Trafficking Branch (the Secretariat) will coordinate the organization of COP12 side events.

#### Eligibility

COP12 side events may be organized by<sup>1</sup>:

- Member States, through their Permanent Mission accredited to the United Nations in Vienna;
- UNODC branches, sections, units and field offices<sup>2</sup>;
- Other United Nations entities;
- Intergovernmental Organizations; and
- NGOs with observer status to COP12<sup>3</sup>.

**The topic** of side events must be thematically relevant to the work of the Conference and each organizer is expected to comply with general United Nations rules and practices. Member States cannot be made the focus of an event without their engagement.

**Due to the current liquidity crisis of the UN regular budget and the related limitations in conference services, only one side event application per (main) organizer will be accepted.**

<sup>1</sup> The selection of co-organizers of a side event is at the discretion of the main organizer.

<sup>2</sup> The prior approval of the respective Division Director is required.

<sup>3</sup> More information on NGOs participation in COP12 is available at:  
<https://www.unodc.org/unodc/en/ngos/cst.html>



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### Application process

#### 1. Submission of an application

The application form for COP12 side events is available online at: <https://forms.office.com/e/ZmesVL13yj>.

**Applications will be open on 11 July until 12 August 2024.** The form needs to be completed in all its parts by the main organizer in order to be considered valid. Submissions received past the deadline and/or through other channels will not be considered.

When submitting an application, the main organizer shall indicate the confirmed co-organizers in the dedicated section of the form.

After the deadline of 12 August 2024, additional co-organizers can be communicated by the main organizer to the Secretariat via email at: [untoc.cop@un.org](mailto:untoc.cop@un.org), with a copy to all co-organizers **by 31 August 2024**, in order to enable their inclusion into the final programme of side events. Any substantial changes to the application (e.g date or the content of the planned side event) should be communicated by the main organizer through the same procedure and by **31 August 2024**.

Co-organizers do not need to complete additional forms.

The designated focal point indicated in the application form will be the counterpart for all communications and the only person authorized to make changes to the original application.

#### 2. Selection of side events

Due to the current liquidity crisis and the limited availability of space at the Vienna International Centre (VIC), only a **limited number** of in-person side events can be accommodated, and exclusively during the lunchtime slots, as indicated below. Requests will be accommodated in a chronological order (“first come, first served”), with priority given to requests submitted by Member States. Organizers wishing to hold side events on similar topics may be encouraged to join efforts. Should this not be possible, the Secretariat will endeavour to ensure that side events addressing similar topics are not scheduled for the same time, in order to avoid split participation.

#### 3. Confirmation of side events

Confirmation of the programme of side events is subject to the **approval of the senior management of UNODC**. The programme, including a brief description (max 150 words) of each side event as provided by the main organizer, will be shared with the extended Bureau of the Conference for information and communicated to focal points one month prior to the first day of the Conference.

The final version of the programme will also be circulated electronically to all Permanent Missions and will be made available on the [Conference website](#) shortly before the beginning of COP12.



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### Logistical information

#### 1. Modality of conduct

A total of 4 side event timeslots per day have been identified, as follows:

**AM window:** I) 08:00-08:50; II) 09:00-09:50; **(only online events)**

**PM window:** III) 13:00-13:50; and IV) 14:00-14:50. **(online and in-person events)**

The Secretariat will endeavour to allocate timeslots in accordance with the preference expressed by the organizer at the time of the application, on a first come, first served basis and as feasible in line with the overall organization of the timetable. Should the precise timeslot requested not be available, the Secretariat will prioritise for the requestor the other available timeslot in the same window (AM or PM).

Side events can be conducted **either online or in-person, in line with the below details. Hybrid events cannot be supported due to the above-mentioned budgetary constraints.**

Side events should be open to all participants.

##### A. Online format

Online side events can be organized during any of the four identified timeslots. Organizers are responsible for the technical organization of their side event, including the selection of the online platform and the access of participants to the virtual meeting room.

Organizers shall communicate the link to their online event to the Secretariat **by 1 October 2024** to enable its inclusion in the programme.

##### B. In-person format

Side events taking place in-person can **only** be organized during the two lunchtime timeslots (13:00-13:50 and 14:00-14:50). All conference rooms are equipped with a PC and a projector. UN technical staff will briefly introduce organizers to the equipment before the start of their event. No further technical support or equipment can be provided in conference rooms.

**A total of 6 conference/meeting rooms** will be made available for COP12 side events in the M building of the VIC, with the following capacity: **I)** two rooms with capacity of up to 80 people; **II)** 2 rooms with capacity of up to 50 people; **III)** 2 rooms with capacity of up to 25 people. The Secretariat will endeavour to allocate rooms in accordance with the preference expressed by the organizer at the time of the application, as possible, on a first come, first served basis and in line with the overall space availability.

**Interpretation is not supported for side events in any format; facilities are not available.**



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A template for nameplates is available on the COP12 webpage. Organizers are expected to individually provide for the necessary nameplates. Organizers are kindly requested to adhere to the timeslot allocated to their side event and to ensure that the conference room is timely vacated upon its conclusion.

### **2. Requesting access to the VIC premises for side events' speakers and panellists who are not registered for COP12**

All attendees of COP12 need to be part of a registered delegation in order to access the VIC premises. This rule applies to the formal segments of the Conference, as well as to in-person side events.

On an exceptional basis, a limited number of side events' supporting personnel and panellists (**maximum 5 per side event**) who are not otherwise registered for the Conference but need to enter the premises, may obtain a daily pass to enter the VIC for the purposes of the side event in which they will participate.

The related process will be as follows:

**STEP 1:** Side events' focal points are requested to submit to the Secretariat via email at [untoc.cop@un.org](mailto:untoc.cop@un.org) a consolidated list of necessary external participants, indicating the side event (date, time, title) and the following information per each participant: name, affiliation, email address and role to be performed at the event. **The list must be submitted by 1 October 2024.**

**STEP 2:** The Secretariat will review the requests on a case-by-case basis and, following a positive assessment, will communicate the registration link for the requested external participants via email to the focal point.

**STEP 3:** Following receipt of the confirmation by Secretariat, the focal point may proceed with the registration of each external participant in the INDICO platform. The confirmation email sent by the Secretariat to the focal point needs to be attached to each application. In order to be able to register external participants for side events, the focal point needs to be registered with an INDICO account, if not yet done. External participants will not be able to individually register and do not need to create an INDICO account to be registered by the focal point.

**STEP 4:** The Secretariat will review each application in INDICO and will only approve those that include as an attachment the confirmation email mentioned in STEP 2. External participants will receive a daily pass exclusively for the day of their side event, to be collected at the VIC GATE1 on the same day.

For more information on registrations for the Conference through the INDICO platform, please consult the Information for Participants document available on the COP12 webpage.

**The assessment of each individual request will be based upon the justification provided by the focal point. The general public cannot be registered to attend in-person side events.**



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### 3. Gender and geographical representation and accessibility

Organizers are strongly encouraged to ensure equal representation of women and men as well as geographical balance (where applicable) on panels during COP12 side events. Organizers are further encouraged to ensure the full engagement of conference participants with disabilities. Several measures are recommended, including inviting participants to share accessibility needs ahead of the event, and providing reasonable accommodation for participants with disabilities.

Further information can be found in the accessibility guide available on the COP12 webpage.

### 4. Catering services (optional)

Catering services shall be arranged by the organizers directly with the VIC catering service office at: [CateringVIC@eurest.at](mailto:CateringVIC@eurest.at). To comply with security and safety regulations, only the coffee areas adjacent to the conference rooms may be used for catering. Food and beverages are not allowed in the conference rooms.

### 5. Side events' promotional material

Please submit any promotional material in electronic form for review to [untoc.cop@un.org](mailto:untoc.cop@un.org) by **1 October 2024**.

COP 12 banners cannot be used for promotional material.

During the Conference, promotional material related to side events that have been reviewed for distribution may be placed on a table provided for that purpose outside the Conference Plenary Room.

### 6. Side events' summaries

Organizers are invited to share **by 31 October 2024** a short summary of their event (maximum 150 words) in English only, via a dedicated online form, available here: <https://forms.office.com/e/n6xXFOMTPX>. All inputs received will be included in an online compilation of side events summaries to be posted on the COP12 webpage. Contributions will be posted as received, with no editing provided by the Secretariat. **Side event summaries submitted past the deadline will not be included in the online compilation.**



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## Summary of the applicable deadlines

11 July 2024 – 12 August 2024	Application period
31 August 2024	Communication of additional co-organizers or other modifications to the event
1 October 2024	Sharing of link to online events for inclusion in the programme
1 October 2024	Sharing of promotional material for review
1 October 2024	Submission of consolidated lists of external personnel/speakers/ for VIC access
31 October 2024	Sharing of the side event summary

For further information please contact the Secretariat at [untoc.cop@un.org](mailto:untoc.cop@un.org).