

# Summit of the Future Action Days

20 & 21 September 2024

## OPEN CALL FOR OFF-SITE & VIRTUAL SIDE EVENTS – GUIDELINES

Last updated on 15 August 2024



### Background

The Summit of the Future will be convened on 22-23 September 2024, during the United Nations General Assembly high-level week. Heads of State and Government will gather at the United Nations Headquarters in New York to forge a new international consensus on how we deliver a better present and safeguard the future. This will be achieved through an action-oriented outcome document called the Pact for the Future.

To generate additional opportunities for the engagement of all actors, the United Nations is convening the **Summit of the Future Action Days**, which will take place on 20 and 21 September and will focus on multi-stakeholder partnership and action – paving the way towards a next chapter of multilateralism that is more inclusive, effective and networked.

In parallel to the main programme, **a limited number of high-level side events**, organized by UN Member States, UN entities, relevant International Organizations and stakeholder networks working in partnership and identified through an open call, will take place during the Action Days.



### Content

The side events should act as platforms for the announcement of support, actions, leadership and investment to bring the progress and concrete actions needed to deliver on the Pact for the Future.

Side events are also expected to:

- Highlight examples of transformative actions focused on implementation of specific recommendations and governance reform proposals contained in the Pact for the Future and in Our Common Agenda.
- Announce innovative voluntary commitments, actions and multi-stakeholder partnerships to forge the global connections to deliver on the Pact for the Future.
- Include voices from all levels of government, international organizations, the private sector, civil society, persons with disabilities, women's groups, youth and other relevant stakeholders.

- Amplify the themes and issues being discussed at the Summit of the Future, in Pact for the Future and during the Action Days. Themes include but are not limited to: 1) sustainable development and financing for development; 2) international peace and security; 3) science, technology and innovation and digital cooperation; 4) youth and future generations; 5) transforming global governance; 6) the Global Digital Compact; and 7) the Declaration on Future Generations.



## Format

- There will be three categories of side events: 1) in-person at the UNHQ, 2) off-site in-person across New York City and 3) virtually.
- **These guidelines apply for off-site and virtual side events.** Please visit the [SOTF Action Days website](#) for the guidelines for in-person side events to be held at UNHQ.



## Criteria for side events selection

*Criteria applied to on-site side events will be the foundation for off-site and virtual applications review as well. Specific exceptions made for virtual events are noted below.*

- In view of the large number of requests anticipated and taking into consideration the limited space and time allocated for the side events, the following principles will be applied by the Secretariat when conducting the selection:
- Side events proposals should *ideally* be organized by a collective of organisations spanning sectors, including:
  - (Altered from on-site events) At least one UN Member State (national, regional or local) with a preference for two, in which case ideally one from global north and one from global south;
  - At least one UN entity and/or relevant Intergovernmental Organization and;
  - (Altered from on-site events) At least one recognized stakeholder network, CSO/NGO, major group or stakeholder constituency
- (Altered from on-site events) Off-site and virtual side events can be held for the period between 19 September (Thursday) and 21 September (Saturday).
- The Secretariat encourages organizers to work in partnership with different Member States/UN Entities/IGOs/stakeholder networks/organizations. To engage a global audience, the Secretariat encourages cooperation at the local, national and regional level.
- UN Resident Coordinators are also encouraged to present virtual side event proposals that can highlight national strategies towards the implementation of the Pact for the Future.
- In addition, side events should be closely connected to issues of stakeholder inclusion and collaboration to drive forward solutions contained in the Pact for the Future. Organizers are asked to clearly indicate their contributions to one or more of the themes of the Pact for the Future. Proposals that mainstream human rights and demonstrate a multi-stakeholder, gender-balanced and intergenerational approach will be given priority. This includes incorporating these elements into both the planning and programme of the event.

## Application process

- To submit a proposal for an in-person side event to be held off-site, please visit this form: <https://bit.ly/SOTFActionDaysSideEventsOffSite>.
- To submit a proposal for a virtual side event, please visit this form: <https://bit.ly/SOTFActionDaysSideEventsVirtual>.
- The deadline to submit off-site and virtual side events applications is Friday **23 August 2024**. Please note that this is different from the deadline to submit applications for in-person events at UNHQ (19 July 2024).
- While virtual side events can be conducted in languages other than English, submissions through the Google Forms must be in English.

## Selection process

- The Secretariat will identify a number of selected side events, based on the above-mentioned criteria while ensuring regional and thematic balance. **Only organizers of approved applications will be notified directly by email.**
- Selected side events will be included in the official schedule of events for the Summit of the Future Action Days that will be posted on the website.
- The UN Secretariat will announce the selected side events on a rolling basis and all those selected will be informed no later than the **week of 26 August**.
- Once side event organizers have been informed that their event has been selected, they have until **6 September 2024** to confirm their continued interest in holding a side event and submit requested information to be added to the side events programme.

## Responsibilities for side event organizers

- For in person side events organized outside the UN Headquarters, side event organizers are responsible for arranging the event location and must bear all related costs and manage related logistics.
- For virtual side events, organizers are responsible for identifying and setting up the virtual platform to host the side event and setting up a dedicated registration.
- Side event organizers are responsible for promoting their events through their respective online and social media channels.
- It is strongly recommended that each side event has its own webpage where interested participants can find more information regarding the event. Side event organizers are encouraged to upload concept notes, agendas, speakers and other resources relevant to their events. The official Summit of the Future Action Days programme will only publish the titles, organizing partners, one-line description, focal point and webpage link for each event. It is the responsibility of side event organizers to provide additional information on their own webpage.
- It is important to note that hosting or attending a side event outside the UNHQ/virtually does not grant access to the United Nations Headquarters. Only participants who have registered through the United Nations can participate in the Action Days in the UNHQ.
- Charging participants money for participation in any side events is strictly prohibited.

- Please note that the Secretariat is **not** responsible for the content provided by the side event organizers and its partners. The Secretariat reserves the right to delete any content from the programme that is not aligned with the UN Charter or the principles and purposes of the Summit of the Future Action Days



### Timeline

| Date                            | Event  |
|---------------------------------|--|
| <b>23 August 2024</b>           | Deadline to submit applications for off-site and virtual side-events   |
| <b>Week of 26 August 2024</b>   | Final decisions announced by UN Secretariat  |
| <b>6 September 2024</b>         | Deadline for selected side event organizers to submit requested information to be added to the side events programme |
| <b>20 and 21 September 2024</b> | Summit of the Future Action Days   |
| <b>22 and 23 September 2024</b> | Summit of the Future   |

### Further information

Please visit the Summit of the Future website for additional information and access to all background documentation: <https://www.un.org/en/summit-of-the-future>.

For further information regarding side-events, please contact [SOTFActionDays@un.org](mailto:SOTFActionDays@un.org) with [Side Events – Summit of the Future Action Days] in the subject.