



ECOSOC
YOUTH FORUM

YOUTH2030

Economic and Social Council Youth Forum

“Youth shaping sustainable and innovative solutions: Reinforcing the 2030 Agenda and eradicating poverty in times of crises”

GUIDELINES FOR SIDE EVENTS

(Extension to 15 March 2024)

DURING THE ECOSOC YOUTH FORUM 2024

16-18 April 2024

As part of the program of the ECOSOC Youth Forum on 16-18 April 2024, side events related to the theme of the Forum, "*Youth shaping sustainable and innovative solutions: Reinforcing the 2030 Agenda and eradicating poverty in times of crises*", may be organized to enrich the discussions and promote further engagement in the main activities of the ECOSOC Youth Forum.

Side events shall take place between the formal sessions of the program of the Forum, **before 9:00 am (EST/NY time), from 1:00 pm to 3:00 pm (EST/NY time) and after 6:00 pm (EST/NY time) from 16-18 April 2024.**

We have been informed that, due to challenges with the limited capacity at United Nations Headquarters (UNHQ) during the dates of the ECOSOC Youth Forum, conference rooms for in-person side events will not be available at UNHQ. We are encouraging that most side events be organized virtually. If leading entities and Member States are still interested in organizing in-person side events, it is recommended that those in-person side events be held at locations in proximity but outside the United Nations premises.

Thematic Focus: Proposals for side events will need to address the thematic focus of the 2024 ECOSOC Youth Forum, in particular the review progress in:

- Ending poverty in all its forms everywhere (SDG 1);
- Ending hunger, achieve food security and improved nutrition and promote sustainable agriculture (SDG 2);

- Taking urgent action to combat climate change and its impacts (SDG 13);
- Promoting peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels (SDG 16); and
- Strengthening the means of implementation and revitalize the Global Partnership for Sustainable Development (SDG 17).

Organizing Entities: Side events may be organized by Member States, UN entities, intergovernmental organizations, major groups, as well as NGOs and youth-led and youth-focused organizations in consultative status with Economic and Social Council (ECOSOC). Organizations that are not in consultative status with ECOSOC will need to have a **co-sponsor from either Member States, UN system entities or NGOs and youth-led and youth-focused organizations in consultative status with ECOSOC** to submit a side event’s proposal. A focal point from the co-sponsor entity as indicated above **MUST BE COPIED** in the email upon submission. In addition, the co-sponsor must also have a leadingrole in the side event’s programme.

Costs, Promotion and Outreach: All costs incurred in the technical and logistical support for the side event should be covered by the side event organizer. Each side event organizer is responsible for choosing their online platform and develop their registration and log-in process. Organizers are also responsible for promoting their respective side events.

Deadline for Submission of Proposals: Side event organizers are requested to submit a short concept note and a short programme of their side events (maximum two pages) to provide a synopsis of their events (description, outcomes, commitments and/or policy recommendations) to DESA-IISB (desa-iisb@un.org) **not later than 15 March 2024**.

Please observe the following when submitting your side event concept note to DESA-IISB (desa-iisb@un.org):

- Indicate in the Email Subject: **ORGANIZATION– Side Event Title and Date and time of Side Event**
- The concept note must use the specified [template](#) in WORD format. The type of fonts/font size and formatting must be observed. The logos (ECOSOC Youth Forum, Youth2030) in the template should not be revised in any manner nor moved to a different location.

A selection committee will review the proposals for side events and will begin notifying those organizers whose proposals have been accepted beginning on **4 March 2024**.

Approved and finalized side event proposals will be listed in the [ECOSOC Youth Forum 2024 webpage](#).

No Branding/Logos of Organizers:

In seeking harmonization and uniformity, the ECOSOC Youth Forum and the Youth2030 logos in the template should not be revised in any manner nor moved to a different location. These should be the only branding appearing in events' proposals.

No other logos (organizers/co-sponsors) should appear on your side event proposals/concept notes/programmes/summaries.

Post-Side Event Summary:

Summaries of the event, including recorded videos and/or additional documentation, should be submitted to desa-iisb@un.org within one week of the completion of the side event (25 April 2024) for posting on the Forum's website.

How to get the most from your side-event:

- Partner with Governments, UN agencies and civil society organizations in consultative status with the ECOSOC.
- Submit clear, concise and detailed information about your side event while observing the aforementioned guidelines (template/formatting/content) to DESA IISB in a timely manner to avoid delays and ensure ample time for review and approval.
- Promote and publicize your side event well in advance in online platforms, social media and through youth networks. .
- Network with organizations and other NGOs as well as delegates to amplify the messages of your event and increase the number of participants.
- After your event, send us a short summary to include on the Forum's website.