



"Youth at the Forefront: Leveraging Science and Social Inclusion for Sustainable Development"

**GUIDELINES FOR SIDE EVENTS
DURING THE 2025 ECOSOC YOUTH FORUM
15-17 April 2025
United Nations Headquarters (New York)**

[Deadline: 28 February 2025]

As part of the programme of the ECOSOC Youth Forum on 15-17 April 2025, side events related to the theme of the Forum, "*Youth at the Forefront: Leveraging Science and Social Inclusion for Sustainable Development*", may be organized to enrich the discussions and promote further engagement in the main activities at the ECOSOC Youth Forum.

Side events shall take place between the formal sessions of the program of the Forum, **before 10:00 am (EST/NY time), from 1:00 pm to 3:00 pm (EST/NY time) and after 6:00 pm (EST/NY time) from 15-17 April 2025.**

We have been informed that due to the limited capacity at United Nations Headquarters (UNHQ) during the dates of the ECOSOC Youth Forum, conference rooms for in-person side events will be challenging to reserve. 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 outside locations but in proximity to the United Nations premises.

Thematic Focus: Proposals for side events will need to address the thematic focus of the 2025 ECOSOC Youth Forum, in particular contribute to address the implementation progress of the SDGs for in depth discussions at the High-Level Political Forum (HLPF),

namely:

- Ensure healthy lives and promote well-being for all at all ages (SDG 3);
- Achieve gender equality and empower all women and girls (SDG 5);
- Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all (SDG 8);
- Conserve and sustainably use the oceans, seas and marine resources for sustainable development (SDG 14); 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 do not have consultative status with ECOSOC and are interested in submitting a side event's proposal 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**. A focal point from the co-sponsor entity as indicated above **MUST BE COPIED** in the email upon submission of a proposal. In addition, the co-sponsor must also have a leading role 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 as well as 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 brief concept note and a short programme of their side event (maximum two pages) providing a synopsis with the description of the event, speakers, co-organizers, outcomes, including possible commitments and/or policy recommendations. The proposal should be sent to DESA-IISB (desa-iisb@un.org) **not later than 28 February 2025**.

Please observe the following when submitting your side event proposal 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) 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 **7 March 2025**.

Approved and finalized side event proposals will be listed in the [ECOSOC Youth Forum 2025 Webpage](#).

No Branding/Logos of Organizers:

In seeking harmonization and uniformity, the ECOSOC Youth Forum logo in the template should not be revised in any manner nor moved to a different location. This logo 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 (24 April 2025) for posting on the Forum's website, if organizers would like to further publicize the event.

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.