



GUIDELINES FOR SIDE EVENTS ORGANIZED BY MEMBER STATES ON THE MARGINS OF THE IAEA GENERAL CONFERENCE

Background

In light of the increasing number of side events organized on the margins of the General Conference, and given the limited number of meeting spaces available within the Vienna International Centre (VIC), it has become necessary to issue the present guidelines with the view to streamlining the submission, processing and approval of side events requests received from Member States.

1. Side event requests will be processed taking the following in to account:
 - Relevance to the activities of the Agency;
 - Compatibility with the objectives and functions, aims, and purposes of the Agency, in both content and presentation;
 - Not of a commercial nature; and
 - Availability of meeting space within the VIC.
2. In planning and organizing side events Member States may wish to take into account, where relevant, the special character of this 60th regular session of the General Conference, at which the Secretariat will start organizing a number of events and activities as well as utilize the already planned activities for 2016-2017 in order to commemorate the Agency's 60th anniversary. Should Member States be planning to commemorate the occasion, please inform the Secretariat (IAEA60@iaea.org) in advance so that it could participate in such events and/or provide any assistance as may be needed.
3. Requests need to be submitted to the relevant Department, for consideration, before 30 May 2016. Requestors will be informed by the Departmental focal persons on the outcome of their requests by **15 July 2016**.
4. A list of approved side events, for which requests have been submitted on time, showing the assigned venues and time slots will be made available on the GC website (<https://www.iaea.org/about/policy/gc/gc60>) by **27 July 2016**.
5. Given that meeting spaces may host, back-to-back, different events in the course of a given day, side event organizers must adhere to the time slots assigned by the Conference Service Section.
6. When spaces are not equipped with a specific equipment or furniture as required for their event, side event organizers will be notified accordingly so they can make the necessary arrangements at their own expense.

7. Departmental focal persons

- Department of Management, Ms Julie Ford
- Department of Nuclear Sciences and Applications, Mr John Brittain
- Department of Nuclear Energy, Mr Ayhan Evrensel
- Department of Nuclear Safety and Security, Ms Ruth Morgart
- Department of Safeguards, Ms Caroline Mathews
- Department of Technical Cooperation, Ms Eleanor Cody

8. For logistical information, please contact gc-contact-point@iaea.org