

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

The following guidelines have been reviewed to assist Member States planning to hold a side event on the margins of the General Conference (GC).

*Side event organizers* should assign time for the planning of their events; ensuring that these are not of a commercial nature. Proposals should be relevant to the Agency's activities, compatible with its aims, functions, objectives and purposes, both in content and presentation. Organizers should ensure for the accurate and timely submission of side event proposal(s) to the relevant Departmental focal person.

Request for side events should be submitted to the relevant Departmental focal person no later than **Monday, 27 May 2019**, using the side event form.

A list of approved side-events showing the assigned venues and time slots will be made public on the GC website on **Friday, 12 July 2019**.

<i>Departmental focal person</i>	<i>Department</i>	<i>e-mail address</i>
Ms S Roesch	Management (MT)	<a href="mailto:GC-Side-Event-MT.Contact-Point@iaea.org">GC-Side-Event-MT.Contact-Point@iaea.org</a>
Mr J Brittain	Nuclear Sciences and Applications (NA)	<a href="mailto:GC-Side-Event-NA.Contact-Point@iaea.org">GC-Side-Event-NA.Contact-Point@iaea.org</a>
Mr A Evrensel	Nuclear Energy (NE)	<a href="mailto:GC-Side-Event-NE.Contact-Point@iaea.org">GC-Side-Event-NE.Contact-Point@iaea.org</a>
Ms S Loof	Nuclear Safety and Security (NS)	<a href="mailto:GC-Side-Event-NS.Contact-Point@iaea.org">GC-Side-Event-NS.Contact-Point@iaea.org</a>
Mr G Terigi	Safeguards (SG)	<a href="mailto:GC-Side-Event-SG.Contact-Point@iaea.org">GC-Side-Event-SG.Contact-Point@iaea.org</a>
Ms E Cody	Technical Cooperation (TC)	<a href="mailto:GC-Side-Event-TC.Contact-Point@iaea.org">GC-Side-Event-TC.Contact-Point@iaea.org</a>

Organizers shall keep in mind that events are of public nature and open to all GC delegates and might also attract outside participants as well as involve other collaborating partners who will require access to the VIC premises. Participants attending side events, who are not part of the official delegation should be registered through the Departmental focal person for the respective side event.

To facilitate the smooth implementation of GC side events, the role of IAEA stakeholders is provided here.

### **The IAEA Departmental Focal Persons will:**

- receive and review Member States' proposals for side events;
- facilitate the internal and cross-departmental (one-house) approach by reviewing Member States' proposals; and
- ensure that events are arranged and implemented uniformly, e.g. by advising organizers on content, and proposals of similar nature organized by other Member States or related to other Departments/Offices.
- facilitate the registration of participants attending side events and who are not part of the Member State's delegation.

### **The Division of Conference and Documents Services (MTCD) will:**

- consolidate proposals and assign venues;
- provide organizers with information relating to venues and arrange for the provision of Agency's technical assistance; and
- publish the list of approved events on [www.iaea.org](http://www.iaea.org) and on the GC App.

For all logistical and administrative matters please contact ([GC.Contact-Point@iaea.org](mailto:GC.Contact-Point@iaea.org)).