

## Guidelines for side events organized by Member States on the margins of the General Conference

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

- Side event proposals have to be submitted or approved by the relevant national authority or Permanent Mission of the concerned Member State to the IAEA.
- Side event organizers should assign ample 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 the accurate and timely submission of side event proposal(s) to the relevant Departmental focal person. Requests for side events should be submitted no later than **Friday, 31 May 2024**, using the Side Event Proposal Form available on the GC website.
- Side event organizers will have the opportunity to either organize in person side events in venues of the Vienna International Centre (VIC) or fully virtual side events. Side event organizers shall facilitate the invitation of participants to their side event(s) and shall be fully responsible for the organization of their virtual side event(s).
- Side event organizers shall provide proposed dates and times for their side event(s) to the Departmental focal person(s) (see below).
- For virtual side event proposals, organizers should, in addition, submit a contact email address for online registrations and a direct link to access virtual side events once available to [GC.Contact-Point@iaea.org](mailto:GC.Contact-Point@iaea.org).

### Departmental focal person

### Department

### e-mail address

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Organizers shall keep in mind that events are of a 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.
- ensure that events are arranged and implemented uniformly, e.g., by advising organizers on content and proposals of a similar nature organized by other Member States or related to other Departments/Offices; and
- facilitate the registration of participants attending side events who are not part of a Member State delegation.

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

- consolidate proposals and assign venues for events.
- provide organizers with practical information related to the venues of side events.
- arrange for the provision of technical assistance for testing and starting the event by the Agency.
- publish a direct link for online registrations and to access virtual side events organized by Member States, once available; and
- publish the list of approved events on [www.iaea.org](http://www.iaea.org) and on the GC App.

A list of approved Member State side events including assigned venues and the above information on dates, times, contact email address and/or link will be made public on the GC website by **15 July 2024**, and subsequently on the GC App.

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