

# Guidelines for Side Event Organizers

This note sets out the practical requirements for organizing a side event at NDM-UN29.

Please read it carefully and respect the deadlines.

## 1. Before the meeting

### 1.1 Programme information

Please send the information below by 23 March 2026 to [s.logie@gichd.org](mailto:s.logie@gichd.org). It will be published in the official meeting programme on [www.ndmun.org](http://www.ndmun.org).

#### Side event title (maximum 15 words)

- Clearly state the topic
- Avoid jargon and acronyms
- Keep it concise

#### Participating organisations

Spell out acronyms in full

#### Short description (50–75 words)

- Introduce the topic and why it matters
- State what you aim to achieve through the session
- Indicate who you want to attract (your target audience)

Side event organisers are encouraged, where relevant, to link their session to the NDM-UN29 theme: **One Humanity**

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### 1.2 Panel Information

There is space for a maximum of five panelists, including the chair or facilitator.

Please send the following information for each panelist by 10 April 2026 to [unmasgeneva@un.org](mailto:unmasgeneva@un.org):

- **Title (e.g. Ms., Mr., Amb.)**
- **First initial and surname (e.g. N. Romero)**

- **Organisation (spelled out in full)**

This information will be used to prepare name plates.

NDM-UN29 reflects a strong commitment to gender equality, diversity and inclusion. Panels should reflect these values.

All panellists must register to attend NDM-UN29. To do so, [click here](#).

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### 1.3 PowerPoint Template

All presentations must use the official NDM-UN29 side event PowerPoint template.

There is space within the template to include logos of participating organizations.

[Click here](#) to download the official NDM-UN29 PowerPoint template.

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## 2. During the meeting

### 2.1 Room Allocation and Timing

Side events will take place in **Rooms B, C, E and F**.

The room, date and time of your session will be published in the provisional programme no later than **31 March 2026** on [www.ndmun.org](http://www.ndmun.org).

Each side event lasts **60 minutes**. Sessions must start and end on time.

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### 2.2 Room Access and Technical Support

Organisers should arrive at their assigned room **15 minutes before** the session begins.

A technician will be present 15 minutes before and during the session to support:

- Microphones
- Audio-visual systems
- PowerPoint setup

Water and glasses will be available in the room.

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### 2.3 Online Panelists

If panelists are joining remotely, organisers must:

1. Create a Teams or Zoom meeting.
2. Send the invitation to:
  - The remote panelist(s)
  - The dedicated email address of the meeting room

Room email addresses:

- **Room B:** room.b@av-cicg.online
- **Room C:** room.c@av-cicg.online
- **Room E:** room.e@av-cicg.online
- **Room F:** room.f@av-cicg.online

This connects the online platform to the room's audio-visual system.

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### 2.4 Presentations

All presentations for a session must run from a single computer.

You may either:

- Use your own laptop, or
- Use the conference centre computer available in the room

If using the conference centre computer, bring your presentation on a memory stick.

Panelists are responsible for controlling their own slides.

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### 2.5 Name Plates

Name plates will be available for collection at the main reception desk at the venue entrance.

Please ensure panel details are submitted in advance.

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## **2.6 Catering**

Catering is not permitted in the meeting rooms. The conference venue CICG does not allow food or beverages during side events.

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## **2.7 Recording**

Side events will be recorded and published on GICHD's YouTube channel. Recordings will be shared with organisers after the meeting.

Should you or any of your panalists not want the recording of your session to be published, let us know before the meeting by emailing [s.logie@gichd.org](mailto:s.logie@gichd.org).

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## **2.8 Interpretation**

Interpretation is not provided.

If organisers wish to arrange interpretation, booths are available and interpreters must be organized independently.

## Room Details

### Room B

- Location: Ground floor
  - Audience capacity: 108 persons
  - Audience set up: Classroom
  - Stage set up: Davos Style (see [Davos Style](#) for more information)
  - Equipment: Laser projection on giant screen. Computer for presentations
- To view photos and videos of the room ([click here](#))



## Room C

Location: Ground floor

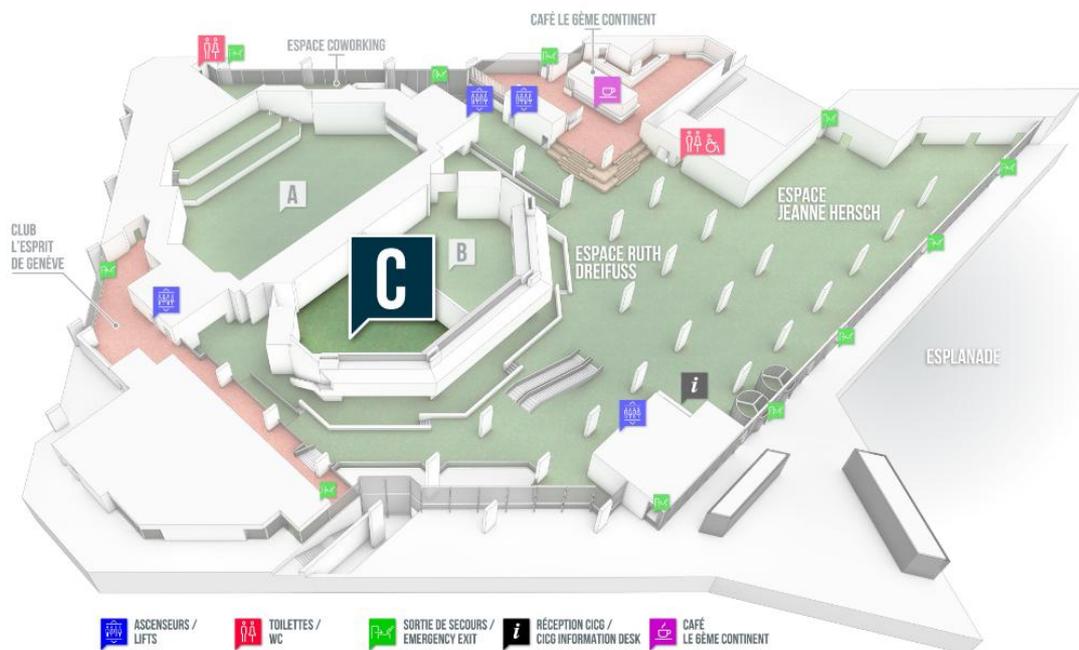
Audience capacity: 108 persons

Audience set up: Classroom

Stage set up: Davos Style (see [Davos Style](#) for more information)

Equipment: Laser projection on giant screen. Computer for presentations

To view photos and videos of the room ([click here](#))



## Room E

Location: Third floor

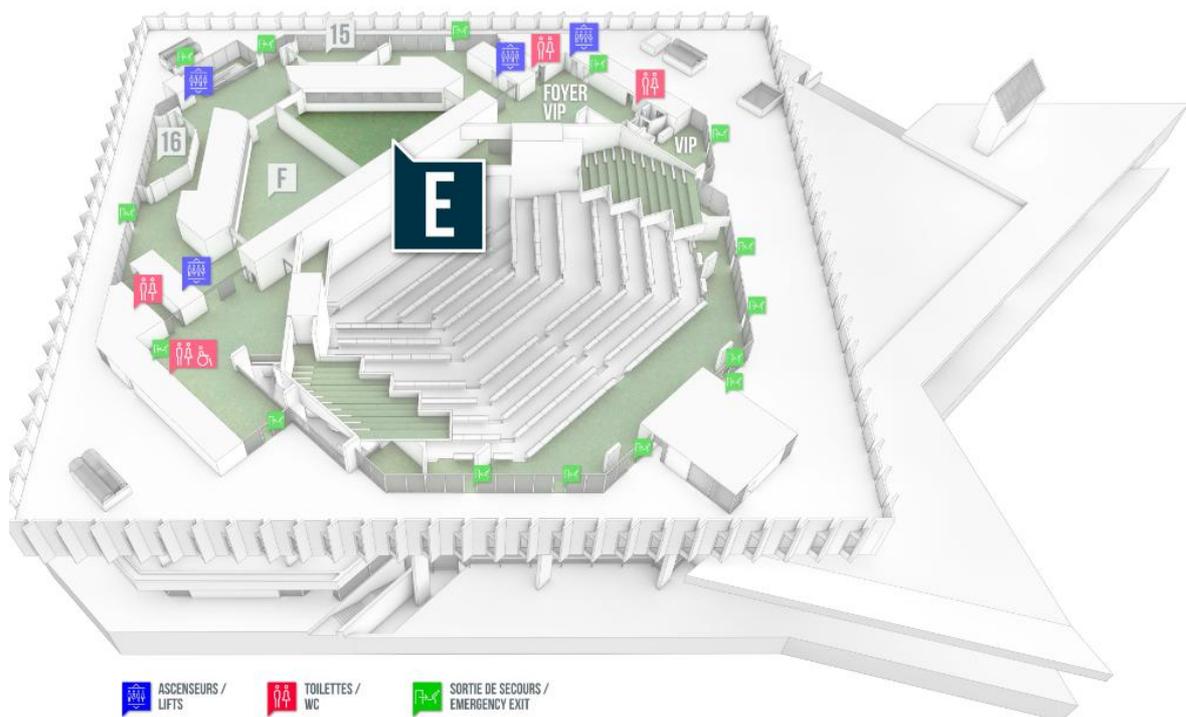
Audience capacity: 60 persons

Audience set up: Classroom

Stage set up: Panelists sit behind a table on stage.

Equipment: High resolution giant screen. Computer for presentations

Photos and videos of the room ([click here](#))



## Room F

Location: Third floor

Audience capacity: 60 persons

Audience set up: Classroom

Stage set up: Panelists sit behind a table on stage.

Equipment: High resolution giant screen. Computer for presentations

Photos and videos of the room ([click here](#))



\* For all the rooms, the room and stage setting cannot be changed.

## Davos Style

### Davos style (Rooms B and C)

Rooms B and C will be set up in **Davos style**.

#### What is Davos style?

Davos style is a conference stage set-up designed to support interactive discussion, both among panelists and with the audience.

- Panelists sit in armchairs arranged in a line on the stage.
- A small table beside each chair is provided for name plates, water and speakers' notes.

#### Presentations

- Speakers using PowerPoint control their slides with a handheld clicker.
- A monitor in front of the stage displays the slides for panelists.
- Speakers may use notes on paper or on a tablet.

