



## Pre-Summit side events and meetings

### Call for proposals

#### I. Purpose

The purpose of this note is to describe the process for proposing side events and meetings during the Pre-Summit to take place at UNESCO Headquarters in Paris on 28-30 June 2022.

All events will be taking place on UNESCO premises, with varying access to interpretation and hybrid modalities. While *side meetings* will take place in UNESCO's meeting rooms, *side events* will be held at UNESCO's "Pre-Summit Village" in spaces dedicated to each Thematic Action Tracks.

**All proposals for side meetings and side events must be submitted through the [side events and meetings proposals form](#) by Friday 10 June 2022, 5pm CEST.**

**All proposals will undergo a strict selection process. Selected proposals for the Pre-Summit will be announced by Wednesday 15 June 2022.**

#### II. Side meetings

Side meetings will be organized on a case-to-case basis and managed by the Summit Secretariat based on a clear proposal:

- ✓ Side meetings will take place in UNESCO's Headquarters meeting rooms. Interpretation and hybrid modalities may be available upon request.
- ✓ Side meetings can be arranged on 28 June 2022 during the day, and on 29 and 30 June 2022 before 10am and at lunch time (1-3pm), based on room availability. Side meetings should be a maximum of two hours.
- ✓ Proposals for side meetings will be selected based on their relevance and direct contribution to the Pre-Summit objectives. Geographical diversity and balanced coverage of a range of topics will be considered when selecting proposals. Proposals submitted by several partners and countries will be preferred.
- ✓ Side meetings will be organized by partners and countries with the support of the Summit Secretariat. Some of them may be by invitation only.
- ✓ **Proposals for side meetings must be submitted through the [side events and meetings proposals form](#) by Friday 10 June 2022, 5pm CEST.**



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# PRE-SUMMIT

Paris | 28-30 June 2022

### III. Side events

Side events will take place in the “Pre-Summit Village” at UNESCO Headquarters, with dedicated spaces for each of the Thematic Action Tracks, as well as a dedicated space for youth. They will be selected based on proposals submitted to the Summit Secretariat in collaboration with each Thematic Action Track:

- ✓ Each space will be able to host 20-30 people. Spaces can be booked for a specific event or serve as a networking / brainstorming space around each of the Thematic Action Tracks.
- ✓ A screen and other technology may be available upon request. Interpretation will not be available for side events.
- ✓ Side events may be organized on 28 June 2022 during the day, and on 29 and 30 June 2022 before 10am and at lunch time (1-3pm), based on space availability. Each event should be no longer than 45 minutes.
- ✓ Side events will be selected for each of the Thematic Action Tracks by the Summit Secretariat in close coordination with Thematic Action Tracks. They will be selected based on their relevance to the Pre-Summit objectives, ensuring regional diversity, and balanced coverage of a range of topics. Proposals will only be considered if they are submitted by at least two partners or countries.
- ✓ Side events will be organized by partner organizations in coordination with Thematic Action Tracks and will be open to the public.
- ✓ **Proposals for side events must be submitted through the [side events and meetings proposals form](#) by Friday 10 June 2022, 5pm CEST.**

### IV. Contact

For any question related to side meetings and events, please contact [tes.publicengagement@unesco.org](mailto:tes.publicengagement@unesco.org).