

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

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

The guidelines are subject to future developments and Austrian health and safety measures and restrictions in light of the COVID-19 pandemic.

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 for the accurate and timely submission of side event proposal(s) to the relevant Departmental focal person. Request for side events should be submitted no later than **Friday, 27 May 2022**, using the side event form available on the GC website.

Side Event organizer 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 and registration 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.

<i>Departmental focal person</i>	<i>Department</i>	<i>e-mail address</i>
L Pagoaga	Management (MT)	GC-Side-Event-MT.Contact-Point@iaea.org
A Evrensel	Nuclear Sciences and Applications (NA)	GC-Side-Event-NA.Contact-Point@iaea.org
I Chatzis	Nuclear Energy (NE)	GC-Side-Event-NE.Contact-Point@iaea.org
A Strohal	Nuclear Safety and Security (NS)	GC-Side-Event-NS.Contact-Point@iaea.org
A Mutluer	Safeguards (SG)	GC-Side-Event-SG.Contact-Point@iaea.org
E Cody	Technical Cooperation (TC)	GC-Side-Event-TC.Contact-Point@iaea.org

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.
- 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; and
- 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 for events.
- provide organizers with information relating to venues of side events and arrange for the provision of Agency's technical assistance.
- receive 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 and on the GC App.

A list of approved 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 on **Monday, 4 July 2022**, and subsequently on the GC App.

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