

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

Background

In light of the increasing number of side events organized on the margins of the General Conference (GC), and given the limited number of meeting spaces available within the Vienna International Centre (VIC), it has become necessary to review the present guidelines to streamline the submission and processing of side events requests received from Member States.

1. Side event requests will be processed taking the following in to account:
 - Relevance to the activities of the Agency;
 - Compatibility with the objectives and functions, aims, and purposes of the Agency, in both content and presentation;
 - Not of a commercial nature; and
 - Availability of meeting space within the VIC.
2. Requests need to be submitted to the relevant Department, for consideration, before **Friday, 16 June 2017**. Requestors will be informed by the Departmental focal persons on the outcome of their requests by **Thursday, 20 July 2017**.
3. A list of approved side events, for which requests have been submitted on time, showing the assigned venues and time slots will be made available on the GC App and on the GC website (<https://www.iaea.org/about/policy/gc/gc61>) by **Thursday, 20 July 2017**.
4. Given that meeting spaces may host, back-to-back, different events in the course of a given day, side event organizers must adhere to the time slots assigned by the Conference Service Section, Division of Document and Conference Services (CSS/MTCD).
5. When spaces are not equipped with a specific equipment or furniture as required for their event, side event organizers will be notified accordingly to make necessary arrangements at their own expense.
6. Departmental focal persons

Ms Farida Kerouani	Management	GC-Side-Event-MT.Contact-Point@iaea.org
Mr John Brittain	Nuclear Sciences and Applications	GC-Side-Event-NA.Contact-Point@iaea.org
Mr Ayhan Evrensel	Nuclear Energy	GC-Side-Event-NE.Contact-Point@iaea.org
Ms Susanna Loof	Nuclear Safety and Security	GC-Side-Event-NS.Contact-Point@iaea.org
Ms Caroline Mathews	Safeguards	GC-Side-Event-SG.Contact-Point@iaea.org
Ms Eleanor Cody	Technical Cooperation	GC-Side-Event-TC.Contact-Point@iaea.org

7. For logistical information, please contact CSS/MTCD: gc-contact-point@iaea.org