



High-Level Midterm Review of the Istanbul Programme of Action 27-29 May 2016, Antalya, Turkey

General Guidelines for Side Events

- Side events will be held during the time slots indicated below. The number of confirmed side events per slot as of now is also indicated.

Time slot	Friday, 27 May	Saturday, 28 May	Sunday, 29 May
8.00 – 9.45 AM	Opening (no side events)	5 parallel side events confirmed	3 parallel side events confirmed
1.15– 2.45 PM	6 parallel side events confirmed	7 parallel side events confirmed	4 parallel side events confirmed
6.15 8.00 PM	Reception (no side events)	4 parallel side events confirmed	Closing

Side events will not be held in parallel to the plenary meetings of the Meeting.

Guidelines for Organisers of Side Events

- Organisers of side events are also to submit to OHRLLS a short description of their event by **10 May 2016** to be uploaded onto the OHRLLS website.
- All relevant documentation (background papers, confirmed list of panellists, concept and issues notes) for the side event should be submitted to OHRLLS no later than **16 May 2016**.
- Basic conference facilities will be provided.
- Interpretation booths are available in some venues. Please indicate if you will be needing interpretation for your side event.

Submissions of relevant documents and queries should be sent to:

Ms. Shifaana Thowfeequ
thowfeequ@un.org

- Organisers who wish to arrange interpretation services for their side event may contact Ms. Pinar Atik (e-mail: pinar.atik@mfa.gov.tr, contact number: +90 532 760 98 19) for list of interpretation providers in Antalya.
- Organisers should advise OHRLLS on any technical facilities that they will need (sound, projector, powerpoint) by **10 May 2016**.
- Organisers wishing to serve breakfast/ lunch or refreshment during the side-event, please contact Mr. Orhan Özçelik (e-mail: oozcelik@mfa.gov.tr, contact number: +90 534 336 06 46)] to make the catering arrangements.
- Organisers are responsible for submitting to OHRLLS the list of speakers and participants to their events that are not registered for the conference so that their names can be submitted to security for arrangements of their respective ground passes.
- Organisers are responsible for the following:
 - All costs related to the event (aside from venue and basic conference facilities).
 - Travel and related expenses of speakers and participants.
 - Publicity of the side event.
 - Preparing relevant documentation.
 - There will be no photocopying services on site. Please bring all the copies of the documents that you would like to use in your meeting.

Submissions of relevant documents and queries should be sent to:

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