



# 2023 Counter-Terrorism Week SIDE EVENTS

19–23 JUNE 2023

UNITED NATIONS HEADQUARTERS • NEW YORK

## Guidance Note on Side Events

*[As of 12 April 2023]*

### 1. Introduction

The **Third United Nations Counter-Terrorism Week** (CT Week) will take place at the United Nations Headquarters in New York from **Monday, 19 June to Friday, 23 June 2023**. The event will start with the Third United Nations High-level Conference of Heads of Counter-Terrorism Agencies of Member States on 19 and 20 June, followed by the Plenary Meeting and General Debate of the General Assembly on the adoption of the Eighth Biennial Review of the United Nations Global Counter-Terrorism Strategy on 22 and 23 June. Approximately 26 side events can be accommodated on the margins of CT Week.

This Guidance Note serves to provide substantive and logistical information to Member States, United Nations Global Counter-Terrorism compact entities, international and regional organizations, academia, civil society and the private sector, for the planning and organization of these side events.

### 2. Thematic Areas

Organizers of side events are kindly requested to take into account the overarching theme of the Third High-level Conference and CT Week, namely “**Addressing Terrorism through Reinvigorated Multilateralism and Institutional Cooperation**” and key counter-terrorism priorities under the [four pillars of the United Nations Global Counter-Terrorism Strategy](#).

The Third High-level Conference will focus on the following themes:

- Multi-stakeholder Engagement in Countering Terrorism while Ensuring Compliance with Human Rights and Rule of Law
- Building Effective and Resilient Member States’ Institutions in the Evolving Global Terrorism Landscape
- Global Threat Landscape: Assessment of Current and Emerging Trends
- Strengthening Capacity Building Programmes – Making Them Fit for Purpose to Meet Resilience Gaps

**2023 COUNTER-TERRORISM WEEK**

[www.un.org/counterterrorism/CTweek2023-SE](http://www.un.org/counterterrorism/CTweek2023-SE)  
[@UN\\_OCT](#) | [#CTWeek](#) | [#UNiteToCounterTerrorism](#)

### 3. Calendar /Schedule

UNOCT will issue a calendar of side events on its website, and regularly update it until the end of CT Week. All confirmed side event organizers will be encouraged to monitor the calendar to keep abreast of new developments. The final side events' schedule will be disseminated by UNOCT prior to CT Week. Member States will be informed on the status of the organization of side events in due course.

The following is the tentative schedule for the side events:

Date	Morning		Afternoon	Evening
Monday, 19 June [6 events, 2 parallel events in each time slots]	08.00 - 09.30	—	13.15 - 14.30	17.00 – 18.00
Tuesday, 20 June [4 events, 2 parallel events in each time slots]	08.00 - 09.30	—	13.15 - 14.30	
Wednesday, 21 June [8 events, 2 parallel events in each time slots]	08.00 - 09.30	10.00 - 11.30	12.00 - 13.30	15.00 - 16.30
Thursday, 22 June [4 events, 2 parallel events in each time slots]	08.00 - 09.30	—	13.15 - 14.30	—
Friday, 23 June [4 events, 2 parallel events in each time slots]	08.00 - 09.30	—	13.15 - 14.30	—

### 4. Format and structure

Both the Eighth Biennial Review and the Third High-Level Conference of Heads of Counter-Terrorism Agencies of Member States will be held in in-person. **The side events can be held in in-person, hybrid or virtual formats, at max 90 minutes each.**

Multiple entities can participate in the planning of side events, including United Nations Global Counter-Terrorism Compact entities, civil society, academia and the private sector, but the principal organizer of each event will need to be a Member State or an international/ regional organization. At least two entities will need to partner together to propose a side event.

**The organizers are responsible for all aspects of their events, from the agenda to the panel composition, the platform utilized, the visibility aspects and all costs associated with the event.**

### 5. Proposals for Side Events

Member States, international and regional organizations, United Nations Global Counter-Terrorism Compact entities, academia, civil society and the private sector interested in co-

organizing a side event are kindly asked to submit their proposals through this [Side Event Proposal Form](#).

**Note:** Proposals must be submitted **by COB (New York time), 20 April 2023**. Organizers are kindly asked to include one side event per proposal form and list at least one additional partner entity on their application.

#### Criteria for assessment of the Proposals:

- It must be proposed by at least two partners (preferably more), of which at least one must be a Member State or an international/regional organization. Civil society, academia and the private sector inclusion are highly encouraged;
- It must be relevant to the main themes of the Conference;
- It must not have any overlapping content with other side events;
- It must align with at least one pillar of the UN Global Counter-Terrorism Strategy; and
- It should strive to ensure its speaker list takes into account geographic diversity and gender balance.

## 6. The Role of UNOCT Side Events Team

The role of UNOCT Side Events Team is to facilitate the overall coordination and management of the side events by collecting and sharing information from the organizers in close coordination with the UN Department of General Assembly and Conference Management (DGACM), the UN Office of Information and Communications Technology (OICT), the UN Department of Safety and Security (UNDSS) and UNOCT teams. **The UNOCT Side Events Team will facilitate the allocation and services of the conference rooms/virtual platform; help organizers avoid scheduling conflicts and finalize timeslots; and prevent the duplication of themes.**

## 7. The Role of Organizers

The side event organizers have the primary responsibility for the conceptualization, planning and organization of side events, including all substantive, logistical and budgetary arrangements. The organizers must ensure that all side event participants are registered for the HLC.

The organizers should take note of the following logistical details as they incur cost, namely the use of live-streaming virtual platforms, webcasting, interpretation and security arrangements. Please refer to Annex 1 for overview of service costs.

### a. Registration

Organizers should create a registration page for their participants to fill out. The recommended registration platform is Microsoft Forms, which is approved by OICT. Side event organizers must

also ensure that their attendees, including media, are registered in the general HLC registration page.

#### b. Side Event Platforms

**UN Conference Rooms:** UNOCT will reserve two conference rooms where two side events will be organised simultaneously at a given timeslot. Timeslots for each side events will be allocated on the basis of the thematic focus of the event and on a first come, first served basis. The conference room will be assigned closer to the event dates. The UNOCT Side Events Team will submit individual booking requests to DGACM per each side event via gMeets platform.

**Virtual Platform:** For hosting of virtual side events, Microsoft Teams or Cisco Webex are the preferred platforms, however both do not facilitate interpretation. Organizers can host and record their event on Microsoft Teams or Webex or request UNOCT to host/record it. The use of Microsoft Teams comes at no cost, while Webex will incur costs.

**Hybrid Platform:** For hosting hybrid side events, the only compatible platform with audio-visual equipment of the conference room is Webex.

**Virtual Interpretation:** If organizers would like to utilize interpretation in their virtual meeting, the only compatible platform is the Zoom digital platform. The UNOCT side event team will share information on the use of the Zoom platform, as required.

**Live Streaming of Virtual Events:** If organizers would like their virtual event to be streamed live on UN Web TV, the use of Webex and the use of the conference room will be required. However, if they wish to publish the recording on-demand, there will be no cost, and the meeting can be hosted on the Microsoft Teams platform.

#### c. Interpretation

To ensure consistency with the spoken language during the Counter-Terrorism Week, organizers are encouraged to provide interpretation in English when using any other languages. Additional interpretation into the other 5 official UN languages is welcomed.

**Note:** The use of interpretation will incur a **cost to be covered by the organizers.** Interpretation service is based on availability and is not guaranteed due to multiple events at the Secretariat in June.

#### d. Webcast (UN Web TV)

If organizers of side events wish to live-webcast the event and/or make it available on demand on [UN Web TV](#), UNOCT will liaise with DGACM and OICT by following these steps: (1) Book the event in gMeets; (2) Contact OICT Broadcast and Conference Support Section (BCSS) to test

connectivity of the virtual platform used by the organizers; and (3) Contact UN Web TV to schedule the event for coverage.

The UNOCT side event team will maintain a centralized list of the requests for live streaming or on-demand posting in collaboration with UN Web TV and the organizers. The organizers will be responsible for the costs related to the live webcasting (audio-visual support) and liaise directly with UN Web TV on the administrative and technical aspects, during the event. On the day of side events held in WebEx or the Zoom platforms, the organizers would directly liaise with OICT technicians if any technical issues arise during the event. The Microsoft Teams platform is self-managed, and support would not be available unless hosted by OICT, where there would be a cost.

#### e. Recording

Organizers are encouraged to record the side events and share with UNOCT after the event. If organizers plan to have their event recorded, they are kindly requested to inform UNOCT in advance. UNOCT reserves the right to use screenshots and/or video clips taken from public side events co-organized by UNOCT for research and promotional purposes.

#### f. Security

Organizers are responsible for ensuring access to UN premises or other venues for panelists and participants. UNOCT, on behalf of the organizers of side events, will coordinate with the UNDSS Security Events Planning Unit to arrange special event tickets for participants upon receipt of confirmation of the room booking of their side events.

**Note:** Any **security related costs** should be covered by the organizers of side events.

## 8. Communication and Visibility

Organizers are primarily responsible for ensuring the visibility and promoting attendance of their side event(s). Organizers may also request UNOCT to provide additional visibility. Organizers are also kindly requested to incorporate CT Week logo in their promotional materials. The event could be either public or open to media, under Chatham House Rule, by invitation or closed. If a side event needs to be cancelled, organizers are kindly requested to inform the UNOCT side event team, at least one week in advance, so the schedule can be adjusted.

Organizers are encouraged to incorporate the Counter-Terrorism Week and side events visual identity in their materials, which will be shared in due course. UNOCT will promote the Counter-Terrorism week through: (1) A dedicated page for side events on the [UNOCT website](#); (2) [UNOCT Twitter](#) and hashtags; (3) The next Quarterly Briefing to Member States, (4) UN

Global Counter-Terrorism Coordination Compact and related entities; and (5) Media briefings and alerts on CT week and its side events.

Organizers should be aware that any media requiring access to UN Headquarters to participate in a side event will need a UN accreditation. Members of the media can apply for accreditation by contacting the Media Accreditation and Liaison (MALU) with the support of their Permanent Mission.

**Note:** The Communication Guidance Note for side events will be issued once the applications/proposals are confirmed. For promotion of side event(s) through the UNOCT platforms, kindly contact **Ms. Laurence Gerard** ([gerardl@un.org](mailto:gerardl@un.org))

## 9. General UN Rules Governing Side Events

- In using United Nations premises, due respect must be maintained for the dignity of the Organization. Proposed meetings and events must be consistent with the purposes and principles of the United Nations and must be non-commercial in nature.
- Side event organizers can request equipment and services needed for their event. There may be charges for the related services which the event organizers will be required to cover.
- The sale of printed materials or any goods on UN grounds during the side events or at any other time is strictly prohibited. Only printed materials that are directly related to the agenda of the Conference can be distributed during a side event.
- The Conference Secretariat reserves the right to remove materials judged to be inappropriate.
- Side event organizers are advised not to set up displays or put up posters on meeting room walls during a side event or at any other time to avoid removal and eventual loss of their materials.
- Food and beverage are strictly prohibited in the UN meeting rooms.

### UNOCT Side Events Team

For any questions on the CT Week Side Events, please contact **Ms. Sudha Uprety** ([sudha.uprety@un.org](mailto:sudha.uprety@un.org)) with copy to **Ms. Klara Nadas** ([klara.nadas@un.org](mailto:klara.nadas@un.org)) and **Mr. George Kostakis** ([kostakis@un.org](mailto:kostakis@un.org))

### Annex I: Overview of Service Costs

To assist organizers in the conceptualization of their event, below is a breakdown of the estimated cost of services that can be requested. This is meant as a guide and should not constitute an exact costing of your event. The final cost estimates will come from the services providers, once they have the meeting details and the services needed.

S.N.	Service	Responsible Entities (UN Entities + Organizers)	Estimated Cost
1.	<b>Audio/Visual: Virtual Meeting in Microsoft Teams</b> with no extra components	Organizers *OICT/BCSS can host such meetings upon request, which will incur a cost.	No Cost
2.	<b>Audio/Visual: Fully In-person meeting with no virtual component, interpretation or webcasting (Standard meeting hours, 10.00–13.00 &amp; 15.00–18.00)</b>	OICT/BCSS	\$785
3.	<b>Audio/Visual: Fully In-person meeting with no virtual component, interpretation or webcasting (Outside of standard meeting hours, Before 10.00, after 18.00 or between 13.00 and 15.00)</b>	OICT/BCSS	\$1,185
4.	<b>Audio/Visual: Hybrid Meeting with no interpretation or webcasting (Standard meeting hours, 10.00–13.00 &amp; 15.00–18.00) via Cisco WebEx</b>	OICT/BCSS	\$1,185
5.	<b>Audio/Visual: Hybrid Meeting with no interpretation or webcasting (Outside of standard meeting hours, Before 10.00, after 18.00 or between 13.00 and 15.00) via Cisco Webex</b>	OICT/BCSS	\$1,585
6.	<b>Audio/Visual: Hybrid meeting with in-person interpretation but no webcasting (Standard meeting hours, 10.00–13.00 &amp; 15.00–18.00) Via Zoom</b>	OICT/BCSS and DGACM	\$1,665
7.	<b>Audio/Visual: Hybrid meeting with in-person interpretation but no webcasting (Outside of standard meeting hours, Before 10.00, after 18.00 or between 13.00 and 15.00) via Zoom</b>	OICT/BCSS and DGACM	\$2,065
8.	<b>Audio/Visual: Support in managing and hosting platform</b>	OICT/BCSS	\$560
9.	<b>Live Webcasting on UN WebTV: (Standard meeting hours, 10.00–13.00 &amp; 15.00–18.00)</b>	OICT/BCSS and DGC	\$296
10.	<b>Live Webcasting: (Outside of standard meeting hours, Before 10.00, after 18.00 or between 13.00 and 15.00)</b>	OICT/BCSS and DGC	\$518
11.	<b>Recording with Video-On demand on WebTV</b>	OICT/BCSS and DGC	No Cost
12.	<b>Interpretation: (Standard meeting hours, 10.00–13.00 &amp; 15.00–18.00). This will increase outside of standard meeting hours</b>	DGACM	\$12,500+
13.	<b>Security</b>	UNDSS	\$2,000- \$3,000