



REPUBLIQUE DU SENEGAL

Un Peuple Un But Une Foi

MINISTRY OF WATER AND SANITATION

EXECUTIVE SECRETARIAT OF THE 9th WORLD WATER FORUM



**9th FORUM MONDIAL
 DE L'EAU | DAKAR 2022**

**ORGANISATION OF SIDE EVENTS
 9th WORLD WATER FORUM , « DAKAR 2022 »**

1. General principles

The Side events are opportunities offered by the Forum organizers to any organization (public or private) to promote its own activities, ideas, etc., on the occasion of the 9th World Water Forum. The theme and scope of the Side Event must be approved by the Executive Secretariat and the Bureau of the International Steering Committee of the Forum.

2. Place ?

The Side Events will be held at the Abdou Diouf International Conference Center in Diamniadio/Dakar.

3. When ?

From March 21 to 26, 2022 at time slots to be determined by the organizers.

4. Who can organize a side event?

Any institution interested in organizing a Side Event can apply.

5. How to organize a side event?

Rooms are rented for a maximum of 60 minutes for sessions of up to 100 participants.

6. Format

The format of the event remains flexible in order to meet the needs of the organizers while maintaining the theme of the Forum. The responsibility for organizing the Side Event lies with the organizers. They must ensure a diverse and balanced representation of participants. The Forum organizers reserve the right to request adjustments to the program if necessary.

7. Equipment provided

All session rooms will be equipped with computer equipment for projection of presentations, microphones, chairs and possibly tables (depending on the structure of the session). Translation from English to French (and vice versa) will be the responsibility of the organizers.

The organizers are responsible for contacting the panelists they intend to invite to participate in the session and determining the feasibility of organizing the session. It is the responsibility of the proposing organizations to ensure that they have the resources and capacity to conduct the proposed Side Event.

Requests for additional items (food and beverages, stage design, special arrangements, receptionists, producers, simultaneous translation) should be made to the Forum Executive Secretariat.

8. How to apply?

See Annex 1: Guidelines for side events

Price ?

The cost of organizing a side event is 3000 euros.

9. Format for submitting side events

Side Event Title	
Keywords to describe the main elements of the session (5 keywords max.)	
Description of the session (250 words maximum). <i>It should include the objectives and expected outcomes and/or questions the session intends to answer.</i>	
Description/justification of how the session relates to the Forum's theme or priorities (200 words maximum).	
Name and contact information (organization, country and e-mail address) of the main organizer and any co-organizers.	
Session length (maximum time allowed is 60 minutes)	
Expected speakers/moderators	
Final session agenda (scheduled times for presentations, group discussions, etc.)	
Target audience and minimum number of participants expected	

Session format/logistics required (e.g., type of room desired, translation, audio and video facilities, recording, paper materials, special equipment, etc.)	
Desired room configuration (conference, hollow square, U-shaped, scattered round tables, other)	

Guidelines for side events

1. APPLICATION PERIOD

Applications must be submitted by **March 4, 2022**

ONLINE AT THE FOLLOWING ADDRESS: <https://forms.gle/QxSV49Gdj59htjrNA>

2. AVAILABILITY

Applications received after the deadline will not be considered. Submission of an application does not guarantee acceptance. As the number of slots for side events is limited, we will not be able to accommodate all requests. Finally, the Secretariat may request additional information to facilitate the decision-making process.

To increase the chances of having a guaranteed slot, we encourage applicants to collaborate with other organizations to increase the level of importance and quality of the event.

3. APPLICATION PROCEDURE

Applications will be received through the online registration system during the application period.

1. Access the online submission platform.
2. Go to the Side Event tab and select. Create a new submission.
3. Follow the instructions on the site and submit. You will receive an automatic email when you have successfully completed the submission process.

4. ELIGIBILITY

All participants are eligible to apply for a side event slot. If there are more applications than slots available, a selection will be made based on the criteria below.

5. SELECTION AND ASSIGNMENT CRITERIA

The organizers of the 9th World Water Forum wish to host side events that add value and contribute to the Forum's outcomes. The following criteria will be considered in the selection process:

Scope :

- The proposal does not overshadow the content of the regular sessions and cannot be easily integrated into the existing regular session program.
- Provides new opportunities to engage sectors other than water, or to highlight achievements of particular importance that are not addressed in the 9th World Water Forum's thematic program.
- Explores linkages to the SDGs and/or areas indirectly related to water or new emerging topics that are gaining prominence and may be of significant interest to the water community.

Relevance. The proposal must:

- Describe its relevance to one or more of the Forum's four priorities.
- Describe its relevance to critical global policy issues and agendas - e.g., the SDGs, the 2063 Agenda for Africa, the Paris Agreement, the Sendai Framework, etc.

Stakeholders, engagement and approval

- Consider innovative ways of interaction, participation, facilitation and quality dialogues involving the contribution of different stakeholders.
- Define the stakeholders involved and how their interests will be represented and/or discussed.
- Ensure the capacity to financially support the participation of invited panelists, should this be necessary.

Impact and value added. The proposal must:

- Define the expected outcome of the session and the contribution it can make to the theme.
- Explain the added value of organizing the side event in the context of the 9th World Water Forum.

Clarity, format, and viability/feasibility. The proposal must be:

- Written in English and French in a clear and concise manner, with an explanation of any jargon or acronyms used.
- Submitted in the appropriate format (see Annex 1) and by the deadline.
- Viable in terms of objectives to be achieved in the time frame of the session.

Note: Please note that access to the side event rooms is limited to registered Forum participants.

6. CONFIRMATION

All applicants will receive notification by **February 18, 2022** of the acceptance or rejection of their side event proposal.

Note: If your event is accepted, the contact information of the reference person for your application (not the on-site reference person), the title and the sub-theme related to your event will be published on the 9th World Water Forum website.