



### Information Note and Guidance for Side Events

In response to the COVID-19 pandemic, the Government of the Republic of Korea and FAO are working on a variety of health and safety measures for the XV World Forestry Congress. These measures may include changes to the layout and/or scheduling of side events to ensure adequate physical distancing and/or physical barriers where necessary, as well as an updated cleaning and disinfection protocol for the venue.

Due to the evolving nature of the pandemic, we are unable to provide specific details of these measures at this stage. However, do rest assured that we will use all necessary means to ensure the safety of all participants at COEX, including those organizing and attending side events. We will keep you updated as these health and safety measures develop, and look forward to working with you to make all side events at the Congress a success during these uncertain times.

#### APPLICATION PERIOD

Deadline for side event requests has been extended to: **5 October 2020**

#### AVAILABILITY

A limited number of side event slots are available so not all applications can be granted. Further changes may need to be made due to COVID-19 measures. To have a better chance at securing a slot, applicants are encouraged to collaborate with other organizations to enhance the relevance and quality of the event. Virtual or hybrid events are also strongly encouraged.

#### COSTS

The space for the event is free of charge and will be located in the Congress venue, but if additional services such as particular technical equipment or catering are required, there will be a charge to the side event organizer(s) for these services.

#### APPLICATION PROCEDURE

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

The procedure is as follows:

1. [Go to the online submission platform](#). Log in or Create an Account if you are submitting on this platform for the first time for WFC 2021. If you have created an account through other submissions (paper, poster or video proposal), use the existing User ID and password to log in.
2. Go to the **Side Event Proposal** tab and select Create New Submission.
3. Follow instructions on the site and submit. You will receive an automated email once you have successfully submitted.

4. Please note that the full submission instructions can be found inside the submission steps by clicking the 'Full Instructions' link in the top right corner of the status bar on any submission page.

## **ELIGIBILITY**

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

## **SELECTION AND ALLOCATION CRITERIA**

The XV World Forestry Congress organizers are looking for side events that add value and contribute to the Congress outcomes. The following criteria will be taken into consideration for the selection of side events:

1. Relevance to the theme of the Congress and to one or more of the sub-themes
2. Quality and originality of the event proposed
3. Balance among event organizers
4. Balance among sub-themes
5. Joint applications are preferred but not required

The following criteria will be taken into consideration for the scheduling of side events to rooms and time slots:

1. Size of the expected participation level
2. Feasibility and preference on certain dates
3. COVID-19 social distancing requirements (if applicable)

Kindly note that access to side event rooms is limited to registered conference participants.

## **CONFIRMATION**

All applicants will be notified of whether or not their side event has been accepted by 4 November 2020.

Once the confirmation is made, the Congress Secretariat will contact the event organizers to arrange logistics and request the final programme and speakers list. No changes can be made to the application after this.

Note: If your event is accepted, the contact details of the contact person of your application (not the contact person on-site), title and sub-theme that your event is related to, will be published on the XV World Forestry Congress website.

The WFC organizers will have the final decision on the selection of the side events.