



International Seabed Authority 28th Session 2023

Guidelines for organizers of Side Events

- All completed and signed application forms for side events during Part III of the 28th Session should be submitted to the Secretariat at sideevents@isa.org.jm by 11 October 2023. *Only applications received by this date will be considered.*
- The Secretariat will make every effort to accommodate all applications. However, due to the high number of applications expected for side events, it might not be possible to allocate placements for all applications.
- All applications will be reviewed by an internal side events committee of the Secretariat and information on the allocated date for side events will be communicated to applicants and posted at the Authority's website no later than 18 October 2023.
- The Secretariat reserves the right to allocate dates to applicants to best suit its meetings. It is therefore the responsibility of side event applicants to ensure that they can participate during the full meetings being considered.
- Side events will be accommodated, every other day, between 6:00 p.m. to 7:00 p.m. on allocated dates at the delegates dining area.
- Side events are only open to accredited delegates attending the meetings of the Authority.
- There is a fee of **USD500** for each side event, which is to be paid as soon as the side event is confirmed and so notified by the Secretariat.
- All charges related to side events will be covered by the organizer of the side event.
- No catering will be provided during side events.
- Organizers are encouraged to hold side events in English as interpretation services are not available from the Secretariat for side events.
- For more information on side events, please contact: sideevents@isa.org.jm

Attachment: Side Events Request Form



International Seabed Authority
28th Session 2023

Side Events Request Form

28th Session, Part III - Council | 30 October - 8 November 2023

Please complete the details below in block capitals

*Kindly email all completed forms to sideevents@isa.org.jm by the latest **11 October 2023***

NAME OF ORGANIZER

* Please attach the logo of your organization in your email when you return the completed form.

CONTACT INFORMATION

Title: Professor Dr Mr Mrs Ms Other

If other, please indicate:

First Name:

Last Name:

Address:

Telephone:

Email:

Title/Topic of Side Event:

Use of projector and screen for PowerPoint presentation: Yes No

SPEAKER(S) INFORMATION

--

Name of Speaker

Job Title

Organization

Kindly indicate preferred date

		TIME SLOT
Option	Date	<i>[Evening]</i> 6:00 p.m. – 7:00 p.m.
First option		
Second option		

Guidance Notes

- There is a fee of **USD500** for each side event, which is to be paid as soon as the request is approved.
- The final allocation of dates is made by an internal side-events committee. The results will be communicated to applicants no later than **18 October 2023**.
- All charges related to side events will be covered by the sponsor.

Disclaimer

Please note that the organizers of side events are responsible for obtaining attendees' consent to film, photograph, and take video or audio recordings of the event. Therefore, organizers are expected to obtain permission to use the photographs, videos, and/or audio recordings of attendees before publication. The organizers herein indemnify the Secretariat and its staff from any liability or responsibility whatsoever, by any person(s) or entity claiming a breach of privacy or any breach as a result.

We will do our best to facilitate your request!

Signature

Name and Title