



CFS 47 Virtual Side Events: Criteria and Guidance

Background

To enrich and complement the CFS 47 and to give its partners and other stakeholders an opportunity to highlight their work, CFS will organize 12 virtual side events over the four days – 3 per day, in parallel during the lunch break. The side events will be chosen among applicants by the CFS Chairperson, and organized by CFS stakeholders. Side events that are co-organised by multiple CFS stakeholders and respect the multi-stakeholder nature of the Committee (i.e., governments, UN agencies, private sector, civil society, research organizations, and philanthropies) stand a higher chance of being selected.

Criteria, Guidance and Conditions

The following are the general *CFS Side Events Criteria, Guidance and Conditions*:

- Side Events must be relevant to the CFS mandate and its programme of work.
- Priority will be given to Side Events that reflect the CFS multistakeholder model and include different CFS constituencies. Gender parity, geographic diversity, and youth presence will be positively considered.
- Side Events should maximize interactivity with a minimum of 30%-50% of the total time allocated for interactivity with the audience. A maximum of 5-6 speakers including chairs is recommended.
- In the event that two or more Side Event applications are received on a similar theme, the organizers may be asked to merge their proposals. CFS stakeholders are requested to be flexible if this occurs.
- The CFS Secretariat will assign the date once selections are made.
- Side Events may be conducted in any of the six official FAO languages (English, French, Spanish, Arabic, Russian and Chinese). Interpretation is organized through the Secretariat but paid for by side event organizers. It is not mandatory to provide interpretation, although it is desirable.

Format of the Side Events

Each virtual side event will be allocated 75 minutes. To ensure efficient use of the allocated time, we recommend the following:

- Maximum of 5-6 speakers including chairs and/or moderators;
- Keep presentations brief and to the point (max 5-8 minutes). Check all slides before they are projected and be strict about their quality (visibility: font color, size; attractiveness: visuals vs. text; key messages);
- Make sure speakers are introduced to participants and their bios shared if possible;
- Allow enough time for Q&A with the audience. A minimum of 30 minutes is recommended.

Themes

Side events are more likely to be accepted if their themes fall under the CFS mandate of food security and nutrition and are aligned with one or more of the CFS Program of Work. Applicants are encouraged to structure their side events in a way that facilitates sharing of



progress and experiences in the implementation of CFS's various policy products at national, local, or regional levels, or link the work of their networks and organizations to the CFS and its mandate.

Co-hosting and Speakers

One of the distinctive features of the CFS is its multi-stakeholder nature, bringing the voices of not only governments but also many other actors: civil society, private sector and philanthropies, research, and international organisations. It is important that speakers are drawn from among these constituencies, with an eye toward gender and regional balance.

Audience

It is important to keep in mind that side events are open to diverse participants and should therefore be tailored for both general and very informed audiences. Please be sure to observe diplomatic protocol when Member State representatives are present.

Interpretation

Organizers are encouraged to secure interpretation for their side event which is available - at a cost - through FAO's Language Service Division.

Publicity Material for Side Events

Organizers of selected side events are responsible for publicity and outreach for their events, including any promotional materials and contacting potential invited participants. The CFS Secretariat will post electronic versions of these materials on the website, but all other communications, including updates/changes, are the responsibility of the organizers. Permission to use the CFS logo and/or logos of any organizations referenced in such communication materials must be received in writing from those organizations.

Punctuality

Organizers must ensure that their side events start and end punctually to allow participants time to join the plenary sessions.

Event Summaries

Brief summaries of each side event will be required from side event organizers within a few days following their event, details of which will be provided to selected organizers. These summaries, along with webcast links of the events, will be posted on the CFS public website following the plenary.

Contacts

For more information, please contact: cfs@fao.org.