



UN ECONOMIC COMMISSION FOR EUROPE    FOOD AND AGRICULTURE ORGANIZATION  
**FORESTRY AND TIMBER SECTION**

## **GUIDELINES FOR PARALLEL EVENTS**

### **A- Introduction**

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The European Forest Week (9-13 December 2013) will be celebrated throughout Europe, with special events in taking place in Rovaniemi, Finland, during Metsä2013 (joint meeting of the UNECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission).

The organizers encourage wide participation of government officials from forestry and non-forest sectors as well as representatives of international, regional and subregional organizations that deal with forest-related issues in the region, including NGOs, the private sector, schools and academic institutions.

### **B- Registering Metsä2013 Parallel Events**

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Parallel events are established by the UNECE/FAO Forestry and Timber Section as an opportunity for stakeholders to present their work and explain how it contributes or will contribute to a green economy and engage the audience in a Q&A session. These events provide a unique communication and outreach opportunity to highlight how the forest sector and forests, through their multiple services, contribute to our daily lives.

Parallel events can vary in duration and last between half a day and one day. Some events might exceptionally be extended to one and a half day. Due to an expected high demand, the Secretariat will review each application carefully and decide whether the side event matches the eligibility criteria listed in **section D and E**.

Room capacity for side and parallel events varies between 10 and 80 people. The secretariat regrets it will be unable to accept applications for larger events. When filling the Parallel Event Application Form, please make sure you indicate the expected number of participants attending the event so that we allocate you with the most suitable room.

### **Poster Session:**

Due to the expected high demand of stakeholders to present their work at Metsä2013 and a restricted number of rooms available, the host government will provide standardized exhibit space outside the main Plenary for stakeholders to showcase their work during Metsä2013. Additional information and guidelines on how to submit a poster proposal in order to organize a poster session will be provided at a later stage.

### **C- Application periods:**

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The registration period will be open from 1 June 2013 and close on 31 July 2013. Interested stakeholders should submit their application forms by email at: [efw-see@unece.org](mailto:efw-see@unece.org). All applicants will be acknowledged their application has been received within two weeks. Should you not receive such acknowledgement, please re-send your message.

Applications received after the deadline will be placed on a waiting list.

### **D- Availability**

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Parallel events space is free of charge and will take place in the conference venue throughout the conference period. The secretariat may have to decline some of the applications due to space constraints at the venue.

### **E- Application procedure**

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Applications for parallel events should be sent to: [efw-see@unece.org](mailto:efw-see@unece.org) during the application period.

1. **Confirmation/Decline:** The review of application and selection process will take place in August. As of beginning September, all applicants will be informed on whether their application has been accepted or declined. Once the confirmation is made, no changes can be made to the application. If you wish to change the confirmed date or time, the secretariat may accept if you find at your own initiative an organizer who agrees to swap slots with you.
2. **Cancellation:** In case of cancellation, please make sure you inform the secretariat by email at [efw-see@unece.org](mailto:efw-see@unece.org) as early as possible so that we can allocate the room to another interested stakeholder who has been placed on the waiting list. (See section C)

Note: If your application is successful the contact details of the applicant, title and theme of your event will be published on our website at: <http://www.unece.org/forests/metsa2013.html>.

### **F- Selection and allocation criteria**

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- **Following criteria are taken into consideration for the selection of Parallel Events:**
  1. One application per stakeholder;
  2. Joint applications of stakeholders are welcome and encouraged;
  3. Assessment of relevance to issues under discussion at Metsä2013 and within the objectives of the EFW;
  4. Balance among constituencies;
  5. Balance among topic themes;
  6. The side event will highlight the contribution of forests and forest products; and
  7. The side event must be non-commercial.
- **Following criteria are taken into consideration for the allocation of Parallel Events:**
  1. Feasibility and preference on certain dates;

2. Avoidance of thematic overlaps per time slot;
3. Alignment of similar themes in the same room; and
4. Size of the expected participation level and room size.

## **G- Technical specifications**

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1. Technical material such as a beamer and screen will be provided. Parallel Events organizers are however strongly advised to bring their own laptop to connect to the beamer as not all rooms have computers;
2. Microphones will not be provided by the secretariat, should you need microphones or other specific technical equipment, please contact:

### **Juhani Sallanmaa**

Congress Manager

ROVANIEMI CONGRESSES

Tel: +358-(0)400-698 154

Fax: +358-(016)-3424 650

E-mail: congress@rovaniemi.fi

Skype: rcjussi

## **CATERING**

Should you wish to organize catering for your event, please contact **Juhani Sallanmaa** (see contact details above).

## **IMPORTANT**

- Access to Parallel Event rooms is limited to duly registered conference participants;
- No interpretation services will be provided by the secretariat. Should you wish to organize interpretation services for your event, please also contact **Juhani Sallanmaa**.

## **INFORMATION**

### **Hotels in Rovaniemi close to the Metsä2013 venue**

#### **Hotel Santa Claus**

Reservations by 16 September 2013

[www.hotelsantaclaus.fi/en](http://www.hotelsantaclaus.fi/en)

Reservation code to be used with bookings: "Metsa2013"

Prices: 140-160/169-180 € for single/double room per night for the period 8-13.12.2013.



Tel. +358 16 321 321

rovaniemi@santashotels.fi

**Scandic Hotel Rovaniemi**

Reservations by 8 November 2013

Reservation code to be used with bookings: "Metsa2013"

Prices: 106/116 € for single/double room per night for the period 8-13.12.2013.

Tel: +358 16 460 6000

Fax: +358 16 460 6666

rovaniemi@scandichotels.com

[www.scandichotels.com/Hotels/Countries/Finland/Rovaniemi/Hotels/Scandic-Rovaniemi](http://www.scandichotels.com/Hotels/Countries/Finland/Rovaniemi/Hotels/Scandic-Rovaniemi)

**Hotelli Aakenus**

Reservations by 1 October 2013

[hotelliaakenus.net/en/](http://hotelliaakenus.net/en/)

Reservation code to be used with bookings: "Metsa2013"

Prices: 98/108 € for single/double room per night for the period 8-13.12.2013.

**City Hotel Rovaniemi**

Bookings at the Hotel Website: [www.cityhotel.fi/en/](http://www.cityhotel.fi/en/)

Tel. +358 16 33 00 111

Fax. +358 16 311 304

hotel@cityhotel.fi





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### METSÄ2013 PARALLEL EVENT REQUEST FORM

**Please submit before the deadline to the Secretariat at [efw-see@unece.org](mailto:efw-see@unece.org).  
Only fully completed forms will be considered.**

Application : **1 June 2013 – 31 July 2013** Application : \_\_\_\_\_  
period Received on (secretariat only)

SUBMITTED BY						
Main Organizer (Member State/organization/company)	Name:			<input type="checkbox"/> Member State <input type="checkbox"/> IGO <input type="checkbox"/> Academia <input type="checkbox"/> NGO <input type="checkbox"/> Other _____		
Contact details of person responsible (including e-mail address)						
Mobile number						
COOPERATING PARTIES						
Member State						
Other Co-sponsor						
EVENT PROFILE						
Title						
Description of event (to appear in the programme of events, <b>200 words maximum</b> )						
How does your event contribute to raising awareness of the forest sector's contribution to a green economy? <b>(200 maximum)</b>						
Please indicate your preferred slots (please select your 3 preferred options in the table) -preferred option 1; 2 and 3.  <b>Parallel Events last between ½ day and 1 day. Some events might exceptionally be extended to 1 ½ day.</b>		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	9:00-12:00					
	13:00-18:00					

Target audience (please select as many as apply)	<input type="checkbox"/> Delegation Members <input type="checkbox"/> Experts <input type="checkbox"/> NGOs	<input type="checkbox"/> IGOs <input type="checkbox"/> Academia <input type="checkbox"/> Other: _____
<b>PLANNING REQUIREMENTS</b>		
Anticipated number of participants (room capacity)		
Any special requirements:	Please specify:	
Are you providing refreshments? (Only outside the conference rooms in the coffee bar areas)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Should you wish to organize catering for your event, we will provide you with the contact details of the responsible person in due time.
<b>CLEARANCE (UNECE-FAO only)</b>		
Cleared by Secretariat	<input type="checkbox"/> Yes <input type="checkbox"/> No	