



UN ECONOMIC COMMISSION FOR EUROPE FOOD AND AGRICULTURE ORGANIZATION

FORESTRY AND TIMBER SECTION

GUIDELINES FOR SIDE EVENTS

A- Introduction

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 Side Events

Side events are established by the UNECE/FAO Forestry and Timber Section and organized within the side-lines of the official Metsä2013. These events will provide a unique opportunity for participating stakeholders to profit from a large number of colleagues from different sectors and with different points of view to further address issues related to the contribution of forests and forests products to a green economy.

Side events will be held during the day from 9:00 and 20:00. The duration of a side event is one and a half hour. Exceptionally some events might be allocated two time slots or three hours.

These events will provide opportunities for technical presentations, learning experience, often engaging the audience in a Q&A session. 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 F**.

Room capacity for side events varies between 10 and 80 people. The secretariat regrets it will be unable to accept applications for larger events.

In order to accommodate as many requests of side events as possible, side event proposals that involve several organizing partners (jointly organized by two or more entities) are particularly encouraged.

The Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events; publicizing a side event is the responsibility of its organizers. However, all side events will be listed on our website at: <http://www.unece.org/forests/metsa2013.html>.

C- Application periods:

The online registration period will be open from 1 June 2013 and close on 15 October 2013. Applicants will receive an acknowledgement of receipt of their application within two weeks. Should you not receive such acknowledgement within 2 weeks, please re-send your message. Due to a high level of interest in organizing side-events, applications will be dealt with on a first come first served basis, providing the applications comply with the eligibility criteria. (See Section F). Therefore it is important you keep a copy of the original message you sent us in case of problem. Those who missed the registration period or not fully meet the eligibility criteria will be put on a waiting list.

D- Availability

Side 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

Applications for Side Events should be sent to: efw-see@unece.org during the application period.

1. **Confirmation/Decline:** The review of applications and selection process will commence during the second half of July 2013. All applicants will be notified on whether their application has been accepted or declined from the beginning of August onwards. 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 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 Side Event will be published on our website within two weeks.

F- Selection and allocation criteria

Following criteria are taken into consideration for the selection of Side Events:

- a. One application per stakeholder;
- b. Joint applications of stakeholders are welcome and encouraged;
- c. Assessment of relevance to issues under discussion at Metsä2013 and within the objectives of the EFW;

- d. Balance among constituencies;
- e. Balance among topic themes;
- f. The side event will highlight the contribution of forests and forest products;
- g. The side event must be non-commercial.

Following criteria are taken into consideration for the allocation of Side Events:

- h. Feasibility and preference on certain dates;
- i. Avoidance of thematic overlaps per time slot;
- j. Alignment of similar themes in the same room; and
- k. Size of the expected participation level and room size.

G- Technical specifications

1. Technical material such as a beamer, screen and Internet access will be provided. Organizers are however strongly advised to bring their own laptop to connect to the beamer as not all rooms will 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 Side 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 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

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

Hotelli Aakenus

Reservations by 1 October 2013

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/

Tel. +358 16 33 00 111

Fax. +358 16 311 304

hotel@cityhotel.fi





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FORESTRY AND TIMBER SECTION

METSÄ2013 SIDE EVENT REQUEST FORM

**Please submit before the deadline to the Secretariat at efw-see@unece.org.
Only fully completed forms will be considered.**

Application : 1 June to 15 October 2013
period

Application : _____
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, 200 words maximum)						
How does your event contribute to raising awareness of the forest sector's contribution to a green economy? (200 maximum)						
Please indicate your preferred slots (please select your 3 preferred options in the table) -preferred option 1; 2 and 3. Only one slot will be allocated		Monday	Tuesday	Wednesday	Thursday	Friday
	9:00-10:30					
	11:00-12:30					
	13:00-14:30					
	15:00-16:30					
	17:00-18:30					
	19:00-20:30					
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: _____		
PLANNING REQUIREMENTS						

Anticipated number of participants		
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.
CLEARANCE (UNECE-FAO only)		
Cleared by Secretariat	<input type="checkbox"/> Yes <input type="checkbox"/> No	