

5TH GLOBAL CONFERENCE
ON THE ELIMINATION
OF CHILD LABOUR
DURBAN, 15-20 MAY 2022

GUIDELINES FOR ORGANIZERS OF SIDE EVENTS



What are the objectives of side events?

Side events will be part of the 5th Global Conference on the Elimination of Child Labour Agenda. They will be one-hour sessions that will allow delegates to share further knowledge and experiences related to the main topics addressed in the event.

The organizers defined a total of 28 side event proposals, which denote relevance to the Conference agenda. In order to ensure that as many organizers as possible can be involved, priority will be given to collaborative partnering and side events involving several sponsors/co-organizers.

One of the sponsors of each side event should be designated as the lead organizer, assuming the main responsibility for the organization of the side event and acting as focal point with the Conference organizers, who will not be responsible for the organization or content of any side event.

The Conference organizers will prepare a program of side events, which will be available in the Conference materials, website, and mobile app.

When will side events take place?

Side events will take place throughout the Conference.

- 4 side events are scheduled during the core hours (12.30 – 16.30 pm) and have already been identified, for a duration of 1h45
- 24 side events are scheduled outside the core hours and will run simultaneously: 8 in the morning and 16 in the afternoon, for a duration of 1 hour. At least eight (8) of the afternoon side events will take place online only.

Where will side events be taking place?

Sponsors may decide to organize their side events face-to-face at the ICC in Durban, in a hybrid format (face to face and virtual) or online only. Side events will take place during the hours allocated for side events at the Conference, including fully virtual side events.

Who can attend a side event?

Only conference registered participants will be able to participate in the face-to-face side events. The virtual part of side events can be open to other participants. For all side events, sponsors should ensure that moderators and speakers are properly registered at the Conference.

What will the Conference organizers provide:

	Face to face	Hybrid	Virtual
Meeting room, of an average capacity of 250 people.	✓	✓	
Equipment: microphones, AV, projector and screen	✓	✓ /TBD	
Wi-fi connection.	✓	✓	
Beverages for speakers only	✓	✓	
Technical back up from Conferences audio-visual providers during the event (a focal person will be designated)	✓	✓ /TBD	TBD
Interpretation services in English, Spanish and French will be available as well as sign language	✓	✓ /TBD	TBD
Platform (online)	✓	✓ /TBD	✓
Branding Guidelines of the 5th Global Conference will be provided for side-event organisers.	✓	✓	✓

What the Conference organizers do not provide:

- Hotel or travel expenses for speakers / moderators.
- Banners or any promotional material specific to the side event.
- Extra costs associated with the hybrid modality beyond the costs borne by the conference organizers (for example: hiring additional camera's, audio or video recording or web streaming, or other extra cost.) will be borne by the side event organisers/sponsors.

Disclaimer: More information on these guidelines will be defined and updated, once the overall list of side events is confirmed.

Side event organizer responsibilities

- Designate a focal person to liaise with Conference organizers on all matters related to the side event.
- Provide the Conference organizers with an overview of the side event including objectives, format, speakers (up to 10 lines), with the purpose of adding this information to the Conference brochure and website.
- Prepare a flyer using a template and branding guidelines provided by organizers.
- Side event organizers who may wish to place banners in the meeting room or distribute promotional materials during their session should contact the Conference organizers beforehand on that matter. The organizers reserve the right of approval of all content as to ensure consistency of the Conference's branding and messaging.
- Publicizing a side event remains a responsibility of its proponents. The Conference organizers will not produce flyers, distribute notices or run any other publicity for side events, but include them in the Conference program and app for participants.
- Side event organizers can promote their sessions through their own social media accounts. When doing so, they are encouraged to use the Conference hashtags:
Main: #EndChildLabour
Topical: #RaiseYourHandForKids
- The sale of printed materials or any goods on the Conference venue during side events or at any other time is strictly prohibited.
- Food and beverages in the meeting rooms are not allowed at any moment.
- Side events promoters need to make sure that the session begins and finishes according to the Conference schedule, as well that it occurs in a respectful manner in contemplation of the above-mentioned guidelines.
- Side events organizers need to make sure that a short report of the side event will be shared with the Conference organizers.

Conference organizers: side event Focal Points

Government of South Africa: Kekulu Padi

ILO: Nadine Osseiran and Fei Wang, e-mail address: sideevents_5GC@ilo.org

Request form to organise a Side Event at the 5th Global Conference on the Elimination of Child Labour

Please complete and submit the following information below and a one-page concept note of the side event, which includes the title, objective, and a short overview of the side event, event structure, estimated number of participants and target audience (1 page) through the online form available on the webpage:

Title of the Side Event: _____

Modality (face to face / hybrid / online) _____

Contact Person (name & title): _____

Organization: _____

Country/Region: _____

Telephone: _____

E-mail: _____

Concept Note: _____

Disclaimer: I/we commit to ensure the side events contribute to the objectives of the Fifth Global Conference, in particular discussing challenges, viable solutions and actionable commitments for the elimination of child labour.

For further details or any question, please feel free to reach out to sideevents_5GC@ilo.org.

The deadline for submission of requests form is 1 April 2022.

The Conference organizers will review the proposals received and send a confirmation at the latest on 7 April 2022.

Conference organizers will consider:

- Alignment and consistency with the Conference objectives and contribution to the agenda
- Regional balance where relevant
- Variety of side event organizers
- Overall coverage of variety of topics (not for each single side event, but looking for a balance)

Consideration of holistic approaches, gender equality and gender balance should also be taken into account as relevant.



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