



14th GFMD Summit
Centre International Conférences Genève (CICG), Geneva
23-25 January 2024

Open Call for GFMD Side Events

Background: To promote broad participation and maximize the impact of GFMD side events, the France GFMD 2022-2023 Chair will allocate specific timeslots that do not overlap with the main programme during the 14th GFMD Summit for a limited number of side events, which will be organized by Member States, relevant International Organizations and GFMD mechanisms/platforms collaborating through an open invitation and call for applications process. Timeslots will be announced in due course.

Content: Recommended focus: The side event should align with the overarching theme of the GFMD 2022-2023 Chairmanship “*From environmental concerns to cultural aspects of migration: adopting an inclusive approach to meet the challenges of and increase the opportunities for human mobility*” and the specific GFMD 2022-2023 priorities and [Roundtable topics](#).

Format: Interactive panel discussions, film screenings, art and cultural initiatives are highly encouraged by the Chair. Organizers are urged to explore inventive formats for dialogue and facilitation to enhance engagement.

- The GFMD Summit will take place in person at the CICG in Geneva. All sessions and side events will be conducted in person.
- Sessions should be scheduled for a duration ranging from 60 to 75 minutes.

Criteria for Side Events selection

1. Organizers:

- At least 1 UN Member State, in partnership with:
- At least 1 GFMD Mechanism (civil society, private sector and/or mayors mechanism) or the Youth platform.
- At least 1 UN entity and/or relevant Intergovernmental Organization.

2. Organizational Capacity

- Several dedicated rooms within the space of the Summit at the CICG will be made available by the GFMD Chair. All rooms are equipped with tables and chairs (U-shaped, classroom or theatre set-up).
- Organizers are responsible for covering all other expenses related to event organization, including interpretation services and any necessary technical setups, which should be coordinated in advance with the GFMD Chair/Secretariat.
- The responsibilities of event co-organizers encompass a range of tasks, including but not limited to extending invitations and making travel arrangements for speakers, which may involve handling visa and security clearance matters; ensuring the registration status of speakers is confirmed; managing the overall flow of the session, preparing a "run of show" for all speakers; moderating the event, timekeeping and note-taking.
- Organizers are expected to actively promote the side event through their own communication channels including through partners networks and social media. The GFMD will provide limited assistance in announcing these events online and/or on location.
- Organizers must have adequate administrative and logistical capabilities to independently manage the side event without imposing undue burdens on the GFMD Chair or Secretariat.

3. Coordination and application process

- Side-events will be chosen through an open call using a dedicated [submission form](#), which will be made available on **25 September 2023**.
- The **deadline for submitting the concept and draft agenda for a side event is 25 October 2023**. The proposal should outline the event theme, title, format, duration and specify all logistical requirements (venue type and expected capacity, catering, lighting, sound, interpretation, video, etc.), administrative needs (registration, visas, badges).
- All submitted proposals will be reviewed by the organizing committee vis-à-vis the above criteria, with **approvals granted no later than 8 November 2023**.
- **The list of side event panelists and speakers** should be communicated to GFMD Chair/Secretariat for security and coordination purposes no later than **24 November 2023**.
- Each entity is limited to submitting only ONE application. Duplicate submissions will not be considered.
- Organizers are required to submit a short summary of the side event (up to three paragraphs, no more than one page) by 2 February 2024.

4. Selection process

- Side events will be selected by a committee composed of representatives from the Chair and Secretariat following the criteria mentioned above, with an emphasis on maintaining regional and thematic balance. Only the organizers of approved applications will receive direct email notifications.
- Due to the substantial volume of requests, the committee may propose consolidating sessions that address similar themes.
- After selecting the proposals, meeting rooms and time slots for each approved session/event will be allocated.
- Selected events will be incorporated into the official schedule of side events for the GFMD Summit.