



SIDE EVENTS GUIDELINES

10TH WORLD WATER FORUM

1. General principles

The side events of the 10th World Water Forum aim to broaden the discussion on water-related priorities, focusing on the topics proposed by potential organizers for presentation during the Forum week. Side Events offers public and private stakeholders a platform to exchange their practices and activities to solve water challenges while engaging in in-depth dialogue and presenting showcases.

2. Practical information

Side Events will be held at the Nusa Dua Convention Center in Bali from May 18-25, 2024, at time slots to be determined by the Forum Co-hosts. They are open to any institution interested in applying.

3. Room and equipment

Rooms are rented for a maximum of 90 minutes per session. Access to Side Events is limited to registered Forum participants.

The format of the event remains flexible. Room configuration allowing for the preferred format should be requested to the Forum secretariat at special_side@worldwaterforum.org.

All session rooms will be equipped default with the following: 1 computer, 1 Video Projector, 1 Screen, 2 Microphones, 1 Staff chairs, and tables (upon request and according to the session format).

Interpretation can be provided upon request. All costs incurred by the interpretation services would be borne by the party requesting it.

Additional equipment or services (furniture, catering, special arrangements, receptionist, producers, interpretation, etc.) should be requested to the Forum secretariat by email. They will be charged to the Side Event organizers.

Please see Annex 2. on page 4 for the rates for room rental, extra equipment, catering, and interpretation. The way to apply for the extra equipment, catering services will be informed by the secretariat to the selected organizers of the side event after March 31th.

4. Organizers' responsibilities

The organizers are responsible for organizing and promoting their sessions. They should ensure that the event is relevant to the Water agenda linked to the main theme of the Forum: "Water for shared prosperity." Organizers highly recommend ensuring diversity and a balanced representation of speakers.

The organizers are responsible for contacting the panelists they intend to invite to participate in the session and determining the feasibility of the session, ensuring that potential speakers have the resources and capacity to conduct the proposed session.

Organizers will be responsible for drafting the session's outcomes and results and contributing to the post-Forum synthesis document.



5. Selection

The proposals of the Side Events will be selected by the Forum co-hosts. All participants are eligible to apply for a Side Event slot. The selection will be based on the following criteria:

Scope:

- The proposal does not overshadow the content of the regular sessions and cannot be easily integrated into the existing session program.
- It provides new opportunities to engage areas in and outside of Water sector or to highlight achievements of particular importance that are not addressed in the 10th World Water Forum's processes.
- It explores new emerging topics or global paradigms that are gaining prominence and may be of significant interest to the water community.

Relevance:

- The proposal is relevant to critical local, regional or global water-related policy issues and agendas
- The proposal is relevant to align with presenting practical cases as solutions to water challenges.

Stakeholders:

- The proposal considers innovative ways of interaction, participation and facilitation, and ensures quality dialogues involving the contribution of different stakeholders from various backgrounds and different parts of the world.
- The proposal defines the stakeholders involved and explains how their interests will be represented and/or discussed.

Impact and value-added:

- The proposal defines the session's expected outcomes and contribution to the Forum's theme or the Water agenda.
- The proposal explains the added value of organizing the Side Event in the context of the 10th World Water Forum.

Clarity, format, and viability:

- The proposal is written in English in a clear and concise manner, with an explanation of any jargon or acronyms used.
- The proposal is submitted in a timely manner and in the assigned form.
- The proposed session is viable in terms of objectives to be achieved in the session's time frame.

6. Submission and acceptance

Side Events submissions should be made by **March 19, 2024** (CET 23:59) online at the following address: ([link](#)).

Applications received after the deadline will not be considered. The submission of an application does not guarantee its acceptance. The Secretariat may request additional information to facilitate the decision-making process. We encourage applicants to collaborate with other organizations to increase the level of importance and the quality of the event.

All applicants will receive notification of the acceptance or rejection of their proposal by **March 31th**

7. Contact

All submissions, enquiries and requests to the Forum secretariat should be sent to the following email address: special_side@worldwaterforum.org.



Note:

An overview of the elements required to fill out the online application form can be found in the following annex.

ANNEX 1

The following elements will be requested in the online application form:

1. Type of Session
2. Name of organization
3. Type of organization
4. Location of organization (country)
5. Organizer contact first name
6. Organizer contact last name
7. Email address
8. Mobile number
9. Title of your session
10. Promotional session description (3 sentences in media-friendly language max.)
11. Keywords to describe the content of the session (5 keywords max.)
12. Short description of the session (300 words max.), including purpose, focus areas, targeted audience, outcomes, etc.
13. List of expected speakers and contributors (name, affiliation, organization, role in the session)
14. Justification. Please indicate why this Side event is expected to be organized during the 10th World Water Forum (e.g. alignment with the Forum's main theme, contribution to providing global water solutions, etc.) (100 words max.)
15. Session length
16. Expected number of participants
17. Preferred room configuration
18. Interpretation (if necessary, please indicate the required language for interpretation)
19. Additional requirements (audio and video facilities, recording, materials, special equipment, etc.)



ANNEX 2

SIDE EVENT PRICING	Side Event Pax Category (Theatre Setup)			
	10-50 pax	100-180 pax	200 pax	300-400 pax
Rate/Session (IDR)	35 Million	45 Million	45 Million	185 Million
Standard Equipment	1 computer, 1 Video Projector, 1 Screen, 2 Microphones, 1 Staff	1 computer, 1 Video Projector, 1 Screen, 2 Microphones, 2 Staff	1 computer, 1 Video Projector, 1 Screen, 2 Microphones, 2 Staff	1 computer, 1 Video Projector, 2 Screen, 3 Microphones, 4 Staff
Available Additional Equipment (by request)	Stage Flower décor Lighting Food & Beverages SIS Receiver etc	Stage Flower décor Lighting Food & Beverages SIS Receiver etc	Stage Flower décor Lighting Food & Beverages SIS Receiver etc	Stage Flower décor Lighting Food & Beverages SIS Receiver etc
Other inquiries to be discussed with the secretariat. Please reach us at special_side@worldwaterforum.org				