



UNFF21 Side Event Guidelines

11-15 May 2026 | UNHQ, New York

I. General information about UNFF21 side events

1. UNFF21 side events will be held in person from 13:15 to 14:30 during the twenty-first session of the UN Forum on Forests (UNFF21), which is going to be held from 11 to 15 May 2026 at UN Headquarters in New York.
2. Side events should relate to items on the agenda of UNFF21 as contained in the [Provisional Agenda and Annotations \(E/CN.18/2026/1\)](#). UNFF Member States, UN System organizations, UN accredited Intergovernmental Organizations, organizations in consultative status with the Economic and Social Council¹, and UNFF accredited Major Groups are eligible to submit a request for a side event during UNFF21.
3. Side event requests should be submitted via the online form through the link below by **Friday, 27 February 2026**. Requests received after the deadline will not be considered.

[Click here to open the UNFF21 side event online request form](#)

4. The application form should provide a detailed description of the side event, including its thematic focus, speakers/presenters, date and room preferences, even if tentative at the time of submission. It should also indicate the primary requesting entity, as well as any co-organizers, and provide relevant contact information.
5. UNFF21 side events should be open to all UNFF participants. Organizers of closed events or events intended for an exclusive audience are advised to make alternate arrangements outside of UNHQ.
6. Due to the large number of requests, limited number of side event slots, and the need to ensure regional and thematic balance, only one side event request will be considered per entity. In approving the requests, priority will be given to events organized by UNFF Member States and those organized jointly with multiple countries or entities. Interested parties are strongly encouraged to partner with others to increase the chance of their requests being approved. The Secretariat may request that side events addressing similar themes be merged.
7. Following the review of the applications, the UNFF Secretariat will inform organizers of the response to their requests, and if approved, will provide information on the assigned date and conference room. The UNFF Secretariat will make every effort to schedule approved events according to the preferences stated in the request form. Nevertheless, the Secretariat reserves the right to modify date and room allocations at any time, as changes may be necessary to accommodate mandated meetings that have priority over side events.
8. As part of the UN's sustainability commitments, side events are strongly encouraged to be paperless or paper smart. Any printed materials distributed during the side event should be removed from the room by the organizers after conclusion of their side event.
9. The sale of goods or materials at side events is strictly prohibited. The UNFF Secretariat will authorize removal of materials judged to be inappropriate.
10. The provisional schedule of UNFF21 side events will be made available on the UNFF website ahead of the session. Publicizing the side event is the responsibility of the event organizers.
11. **All queries related to UNFF21 side events should be addressed to the UNFF21 Side Event Focal Point at the UNFF Secretariat, Ms. Nadine Souto (nadine.souto@un.org), CC Ms. Njeri Kariuki (kariuki@un.org).**

¹ To confirm eligibility, please refer to the [List of non-governmental organizations in consultative status with ECOSOC](#).



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II. Payment for UNFF21 side events and related services

12. Side events at UNHQ are held on a full cost-recovery basis. The Secretariat will provide the relevant rates to organizers of approved side events at the time of room allocation.
13. Organizers of side events at UNHQ must have a business partner (BP) number with the UN. The bill should be paid fully prior to the event and payment confirmation/remittance advice with the Sales Order Number provided to the Special Events Unit for proper payment reconciliation.
14. Standard audiovisual services are provided by the Broadcast and Conference Support Section (BCSS), subject to availability of service and applicable charges. Videoconferencing services (virtual participation) are not available for side events.
15. Webcasting services may be provided by the Department of Global Communication (DGC), subject to room allocation, availability of service and applicable charges. Catering services can be provided in designated locations outside the conference rooms, subject to applicable service charges.
16. Side event organizers will need to comply with deadlines communicated by the Secretariat for the booking and billing of conference rooms and services. Changes or new requests made after the deadlines may not be accommodated.

III. Safety and security

17. UNFF21 side events should be organized in line with the principles of the United Nations. The United Nations is committed to enabling events taking place on UN premises in an inclusive, respectful and safe environment. All participants of the UNFF side events must comply with the [United Nations Code of Conduct](#).
18. All side event participants are required to comply with safety and security regulations, as well as the rules and procedures of the United Nations. Any act that disrupts the normal functioning of the programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as audio, gatherings, or demonstrations of any kind, is not allowed.
19. All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and ST/AI/2019/5, entitled “Authority of United Nations Security Officers”.