

Guidelines for Side Events

4th International Conference on Financing for Development (FfD4)

Seville, Spain | 30 June – 3 July 2025

The Call for Side Events for the 4th International Conference on Financing for Development (FFD4) is now **open**.

FFD4 will take place in Seville, Spain, from 30 June to 3 July 2025. The conference will bring together Heads of State, government officials, and representatives from UN agencies, international financial institutions, businesses, civil society organizations, academics and other stakeholders to advance solutions for mobilizing financing for sustainable development.

Participants are invited to organize side events in parallel to the official programme.

What are Side Events?

Side events, which can be organized by UN Member States, UN entities, intergovernmental organizations, or accredited stakeholders, provide a platform for discussions on financing for development, innovative financial mechanisms, and policy solutions to scale up development finance.

Participants have the opportunity to:

- Showcase their work on financing for sustainable development
 - Discuss challenges in global finance for development
 - Share knowledge and solutions
 - Exchange best practices
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Who Can Apply to Host a Side Event?

Side events may be **organized or co-organized** by:

- Member States
- Group of Member States
- UN System, Specialized Agencies and Related Organizations
- UN Secretariat
- Organization in consultative status with ECOSOC
- Organization with special accreditation to participate in the International Conferences on Financing for Development
- Intergovernmental organization with observer status at the UN General Assembly
- Intergovernmental organization with ad hoc accreditation to the FfD process

All interested and eligible organizers are encouraged to **form partnerships** to enhance the quality and impact of their events.

Who can Attend Side Events?

Only individuals who have registered and been approved to participate in the FFD4 conference can attend side events at the conference venue. Please note that there is no separate registration process to attend side events in the conference venue and side events will derive their audience solely from the officially registered participants of the FFD4 conference. However, further note that some side events may be closed.

Additionally, if an individual does not belong to any accredited organization, they cannot access the FFD4 conference venue, even if they are only interested in attending side events, as access to the venue is restricted solely to registered participants of the FFD4 conference.

Format of Side Events

Side events can be organized in the following formats:

1. In-person inside the Conference Venue (Seville, Spain)

2. In-person at an off-site (External) venue in Seville (arranged by the organizers)
3. Virtually (hosted on an external platform by organizers)

Please note that hybrid functionalities are not available for side events inside the Conference Venue.

Event Duration and Scheduling

Each side event will be allocated a 90-minute time slot. The available time slots are:

- 08:30 AM – 10:00 AM
- 10:30 AM – 12:00 PM
- 12:30 PM – 2:00 PM
- 2:30 PM – 4:00 PM
- 4:30 PM – 6:00 PM

Organizers are encouraged to select a preferred time slot when submitting their application. Final allocations will be determined based on availability and thematic balance.

How to Apply & Timeline

Apply here: <https://indico.un.org/e/Side-Events/FFD4>

All applications must be submitted through the **official application forms**. Applications received via email, or any other channel will not be considered. Before applying, please review these guidelines carefully.

For On-site Side Events (In-person only)

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| Early Deadline for Side Event Applications at the Conference Venue <i>(Applications submitted by this date will be given priority consideration)</i> | 18 April 2025 |
| Final Deadline for Side Event Applications at the Conference Venue | 30 April 2025 |
| Notification of Approval of Side Events (Conference Venue) | 30 May 2025 |
| Publication of Side Events Official Programme | 15 June 2025 |

For Off-site (External Venue) /Virtual Side Events

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| Final Deadline for Off-Site (External Venue) / Virtual Side Event Application | 15 May 2025 |
| Notification of Approval of Side Events (External Venue/Virtual) | 30 May 2025 |
| Publication of Side Events Official Programme | 15 June 2025 |

Facilities Available at the Conference Venue

Side event rooms at the Conference Venue will be equipped with a monitor for presentations and visual displays, laptop connectivity for seamless integration with the provided equipment, and a theatre-style seating arrangement in most rooms. Interpretation facilities will be very limited, and the provision of these services will be the responsibility of the event organizers.

Selection Criteria

Due to the anticipated number of applications, the following principles will guide the selection of side events:

- **Thematic relevance** – The event must align with the overall objectives of FFD4
- **Multi-stakeholder approach** – Events co-hosted by multiple organizations or partnerships will be prioritized
- **Regional and sectoral balance** – Ensuring diverse representation from different regions and sectors

The Conference Secretariat will review all submissions and notify only those organizers whose events are approved.

Organizer Responsibilities

Side event organizers are responsible for:

- Ensuring all speakers, moderators, and attendees are registered for FFD4

- Managing logistics, including invitations and any required permits for speakers
- Ensuring events remain paper-free and environmentally sustainable
- Submitting a one-page summary of key outcomes and recommendations within one week after the event

For off-site and virtual events, organizers are responsible for securing the venue, hosting the online platform, and managing all associated costs, including promotion and logistical arrangements.

Promotion of Side Events

- The full program of approved side events will be published on the official FFD4 website.
 - Organizers are encouraged to create dedicated webpages for their events, including agendas, speaker details, and supporting documents.
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Contact Information

For inquiries regarding side events, please contact desa-ffd4-sideevents@un.org.