



## International Seabed Authority 28<sup>th</sup> Session 2023

### Guidelines for Organizers of Side Events

- i** All completed and signed application forms for side events during the 28<sup>th</sup> Session should be submitted to the Secretariat at [sideevents@isa.org.jm](mailto:sideevents@isa.org.jm) by 16 June 2023. *Only applications received by this date will be considered.*
- i** The Secretariat will make every effort to accommodate all applications. However, due to the high number of applications expected for side events, it might not be possible to allocate placements for all applications.
- i** All applications will be reviewed by an internal side events committee of the Secretariat, and information on the allocated date for side events will be communicated to applicants and posted on the Authority's website no later than 27 June 2023.
- i** The Secretariat reserves the right to allocate dates to applicants to best suit its meetings. The Secretariat reminds applicants that it reserves the right to reschedule or reallocate side events at any time. It is, therefore, the responsibility of side event applicants to ensure that they can participate during the full meetings being considered.
- i** Side events will be accommodated between 6:00 p.m. to 7:00 p.m. on allocated dates at the delegates' dining area.
- i** Side events are only open to accredited delegates attending the meetings of the Authority. Organizers of events seeking selected, not accredited, audiences or attendance by invitation only should acquire a booking at a different location, i.e., outside the secured parameters of the venue of the ISA Council/Assembly 28th Session.
- i** Please kindly note that the Secretariat does not send invitations to side events. The invitations should be sent by organizers for their respective side events.
- i** There is a fee of USD500 for each side event, which is to be paid as soon as the side event is confirmed and so notified by the Secretariat.
- i** All charges related to side events will be covered by the organizer of the side event.
- i** No catering will be provided during side events.
- i** Organizers are encouraged to hold side events in English as interpretation services are not available from the Secretariat for side events.
- i** For more information on side events, please contact: [sideevents@isa.org.jm](mailto:sideevents@isa.org.jm)



International Seabed Authority  
**28<sup>th</sup> Session 2023**

## Side Events Request Form

**Please complete the details below in block capitals**

Kindly email all completed forms to [sideevents@isa.org.jm](mailto:sideevents@isa.org.jm) by the latest **16 June 2023**

**Please indicate the Organ for which the side event is being requested**

- Meetings of the Council | 10-21 July 2023  
 Meetings of the Assembly | 24-28 July 2023

**NAME OF ORGANIZER**

\* Please attach the logo of your organization in your email when you return the completed form.

**CONTACT INFORMATION**

**Title:** Professor  Dr  Mr  Mrs  Ms  Other

**If other, please indicate:**

**First Name:**

**Last Name:**

**Address:**

**Telephone:**

**Email:**

**Short Title of the Event (60 characters maximum):**

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**Description of Side Event (300 characters maximum):**

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**Use of projector and screen for PowerPoint presentation: Yes  No**

**SPEAKER(S) INFORMATION**

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**Name of Speaker**

**Job Title**

**Organization**

Name of Speaker	Job Title	Organization

Option	Date	TIME SLOT
		[Evening] 6:00 p.m. – 7:00 p.m.
First option		
Second option		

**Kindly indicate preferred date**



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### Guidance Notes

- i** The submission of a request cannot be construed as an approval. A final confirmation by the Secretariat will be formally transmitted to the organizers through an email. No arrangements should be finalized prior to the formal confirmation by the Secretariat.
- i** There is a fee of **USD500** for each side event, which is to be paid as soon as the request is approved.
- i** The final allocation of dates is made by an internal side-events committee. The results will be communicated to applicants no later than **27 June 2023**.
- i** All charges related to side events will be covered by the sponsor.

### Disclaimer

**Please note that the organizers of side events are responsible for obtaining attendees' consent to film, photograph, and take video or audio recordings of the event. Therefore, organizers are expected to obtain permission to use the photographs, videos, and/or audio recordings of attendees before publication. The organizers herein indemnify the Secretariat and its staff from any liability or responsibility whatsoever by any person(s) or entity claiming a breach of privacy or any breach as a result.**

*We will do our best to facilitate your request!*

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Signature

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Name and Title