



Information Note on Side Events

What is a “side event”?

Side events are informal discussion meetings held in parallel, between and/or after official sessions which will provide an opportunity for the participants to freely discuss issues that have not been fully covered during the Forum sessions. Open to all participants, a side event is also a unique platform to present your latest projects, activities and to network with other participants in a convivial atmosphere. Some side events will merely be socially-oriented, such as cocktail parties or receptions. NGOs, governments, private companies and other participants are all encouraged to organize side events at the 5th World Water Forum.

How can you organize a side event?

Side events can be organized in parallel with the official sessions, during the lunch breaks or in the evenings. They can be organized either in the Pavilions in the Fair or in a number of specific rooms of capacity ranging from 50 to 150 people.

Side events organized during the lunch breaks will only be one hour long.

The Forum Secretariat will arrange the scheduling of the side events organised in the specific rooms and assist with the necessary logistical arrangements for all side events.

For specific rooms, only one side event application per organization will be considered.

Side events can be organized as closed meetings upon request. Organizations convening a closed event should provide a guest list to the Forum Secretariat no later than February 21, 2009.

Rooms for side events held in parallel with the official sessions are provided free of charge (subject to availability) for a maximum of 2 hours. A fee of 50€ per hour will be charged for every hour above the first two. A fee of 150€ per hour will be charged for side events held during the lunch breaks and in the evenings.

The Forum Secretariat reserves the right to reschedule side events at any time. Changes in the two weeks preceding the Forum will however be avoided by all

Organized by





Information Note on Side Events

means. Changes will immediately be communicated to the organizers and events rescheduled by the Forum Secretariat will not be charged.

Please be aware that, due to space limitations, requests arriving at the Forum Secretariat after the deadline cannot be guaranteed a room. Furthermore, sending an application on time does not guarantee that your request will be honoured, although the Secretariat will do its best to accommodate all proposals. In case the requests exceed the space capacity, preference will be given to those events which are of high relevance for the themes and topics of the 5th World Water Forum.

If you would like to organize a side event, please complete the Application Form for Side Events available on the Forum website (www.worldwaterforum5.org) and submit it to sideevents@worldwaterforum5.org by no later than January 31, 2009.

Please note that one must be a registered Forum participant in order to organize a side event at the 5th World Water Forum. Companies willing to organize side events at the Forum venue must have a stand at the World Water Expo. Please refer to <http://www.worldwaterforum5.org/index.php?id=1872> for more information.

For further information and queries related to side events, please contact Ms Idil Yilmaz at sideevents@worldwaterforum5.org.

Extra services

Technical equipment, simultaneous interpretation and hostesses can be provided upon request at the cost of the organization convening the side event.

The Forum Secretariat can help arrange for the provision of catering at the cost of the organization convening the side event. Food and/or beverages may be provided only by the official caterer of the Forum.

A price list for extra services will be available on the Forum website by early January.

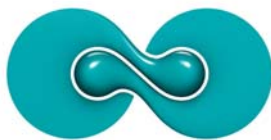
Please be advised that cancellation of ordered services may result in cancellation fees at the discretion of the service provider.

Organized by



5th World Water Forum Secretariat

Libadiye Cad. No:54 Kucukcamlica - Uskudar 34696 Istanbul/Turkey Tel: +90 (216) 325 49 92 Fax: +90 (216) 428 09 92
E-mail: info@worldwaterforum5.org Web: www.worldwaterforum5.org



Information Note on Side Events

How will people learn about the side event?

Registered side events will be announced on the Forum website and will appear in the Forum programme and in the official documentation given to participants (paper and/or electronically).

The production and distribution of any documents for the side event remains the responsibility of the organizer. The Forum Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events. Any documentation provided at side events should be printed on recycled content paper with vegetable-based inks. Bags distributed at the side event should be made from paper.

Greening the side events

Side events must follow the general principles outlined in the Forum’s Environmental Policy (<http://www.worldwaterforum5.org/index.php?id=2161>).

Organized by



5th World Water Forum Secretariat

Libadiye Cad. No:54 Kucukcamlica - Uskudar 34696 Istanbul/Turkey Tel: +90 (216) 325 49 92 Fax: +90 (216) 428 09 92
E-mail: info@worldwaterforum5.org Web: www.worldwaterforum5.org