



GLOBAL PLATFORM FOR  
DISASTER RISK REDUCTION



INDONESIA  
23-28 MAY 2022

## Seventh Session of the Global Platform for Disaster Risk Reduction

# Guidance Note for GP2022 Side Event Applications

### General Information

The seventh session of the Global Platform for Disaster Risk Reduction (GP2022) will be organized and convened by the UN Office for Disaster Risk Reduction (UNDRR) from 23 to 28 May 2022, in Bali, Indonesia, hosted by the Government of Indonesia. The event will be co-chaired by the Government of Indonesia and UNDRR.

The Global Platform for Disaster Risk Reduction is a multi-stakeholder global forum where participants come together to discuss and review progress on the implementation of the Sendai Framework for Disaster Risk Reduction. At the Global Platform, governments, the UN system and all stakeholders get together to share knowledge, discuss the latest developments and trends in reducing disaster risk, identify gaps and make recommendations to further accelerate the implementation of the Sendai Framework for disaster risk reduction.

Side events form an integral part of the informal programme of the GP2022 and will take place between 25 and 27 May 2022. **Side event applications can be submitted via an online form on the [GP2022 website](#) starting from 4 January 2022.**

### Objectives

Side events support the outcomes of the 2022 Global Platform on Disaster Risk Reduction in that they allow different stakeholders and participants to present their work on DRR, raise awareness on disaster risk reduction activities, and contribute to the promotion and exchange of knowledge.

**Format**

It is foreseen that GP2022 will feature 16 side events, of which eight to be conducted as in-person events and eight to be conducted as virtual events and screened at the GP2022. Selected organizers will be provided with a ninety minutes session slot. Side events take place during the three official days of GP2022, during mornings, lunch breaks, afternoons and evenings.

<b>In-person Side Events</b>	<b>Online Side Events</b>
<ul style="list-style-type: none"> <li>- Take place in connection with GP2022, during Bali time zone (UTC/GMT +8 hours)</li> <li>- All panelists and organizers to be physically present</li> <li>- May include pre-recorded statements/video messages</li> <li>- Side events to be featured as distinct events in the GP2022 website agenda</li> <li>- Webstream/recording of side events to be confirmed at a later stage</li> </ul>	<ul style="list-style-type: none"> <li>- Take place in connection with GP2022, during Bali time zone (UTC/GMT +8 hours)</li> <li>- Representatives of the organizers to be present in Bali, providing coordination support and a link between GP2022 participants and the online audience</li> <li>- Will be broadcast in a dedicated room at the GP2022 conference venue</li> <li>- Side events to be featured as distinct events in the GP2022 website agenda</li> <li>- Organization and registration for online side events to be managed by the side event organizers (e.g. using Zoom/Teams/Webex platforms)</li> <li>- Recordings of side events at the discretion of the organizer: recordings can be uploaded on the GP2022 website afterwards</li> </ul>

The official language for side events is English. As the GP2022 organizer will not able to provide interpretation services for side events, side event organizers should commit to cover the costs of interpretation, if needed.

Further logistical details, including the exact time slots, will be shared, following the initial side event selection, with the respective side event focal points.

The general event modalities of side events are at the discretion of the organizers. However, we ask side event organizers to feature a maximum of five panelists, including four main speakers and one moderator. Moreover, we strongly encourage organizers to pursue a balanced gender distribution, equitable geographical distribution with different stakeholder groups represented across the panelists. We also encourage to ensure side events are accessible for all to allow for meaningful and active participation of persons with disabilities.

## Who can apply?

We invite different stakeholders and participants - Member States, Parliamentarians, Local Governments, United Nations system entities, Intergovernmental Organizations, Major Groups and other Stakeholder Groups to submit side event applications.

Before submitting a side event application, please make sure to register for the GP2022 on the [GP2022 Website](#) and use the same email address for the submission of the side event application as for the general GP2022 registration. There is no need to wait for the approval of your GP2022 registration in order to apply for side events.

Due to the limited amount of slots available for side events, multi-stakeholder organizing teams, representing a variety of different organizations and perspectives, have a greater likelihood of being accepted. Applications from single organizers will not be accepted.

## Selection Criteria

When submitting a side event, we encourage applicants to take into account the following considerations, as they will be used to assess and select side events:

- Relevance to the GP2022 themes and other global agendas
- Multi-stakeholder approach
- Focus on those most at risk and ensuring that no one is left behind
- Interactive, innovative, and impact-focused
- Inclusion and accessibility
- Gender equality and the promotion of women's agency and leadership
- Environmentally sustainable
- Risk-conscious, including consideration of disease transmission (COVID-19)

To learn more on GP2022 themes, click [here](#) or visit the main [GP2022 website](#).

## How to submit the application?

Proposals for side events can be submitted via an online MS Forms application form starting from 4 January 2022. The application process closes at midnight CET on 31 January 2022. The application form will be shared on the [GP2022 website](#). Please note that all submissions are to be provided in English.

Successful applicants for side events will be notified at latest by the end of February 2022. Additional guidance for side event organizers will be shared in the month of March 2022.

## Application checklist

Please note that the application for a side event should be submitted by the main focal point. If someone else submits on their behalf, please list the contact information of the focal point only.

The side event application form will feature the following items:

Item	Requirements
Organizing Entities	Please indicate main organizers of the event
Name of Applicant	Please include first and last name of the assigned focal point for this side event
Email Address of Applicant	Please include email address of the assigned focal point of this side event;  <i>Please use the same email as used for the general GP2022 registration via Indico</i>
Job Title	Please describe the professional role of the assigned focal point for this side event
Title of the side event	Please insert the proposed title for this side event, max. 100 characters including spaces
Side event description	Please provide short explanation of the type of event to be organized.  <i>Please limit to 250 words</i>
Side event objective	Please describe how effectively the session contributes to the GP2022 objectives, max 250 words
Associated GP2022 Themes	Select all that apply (please choose a maximum of four themes): <ul style="list-style-type: none"> <li><input type="checkbox"/> Strengthening disaster risk governance to address systemic risk</li> <li><input type="checkbox"/> Social and economic recovery from COVID-19 for all</li> <li><input type="checkbox"/> Financing DRR and risk-informed investments and developments</li> <li><input type="checkbox"/> Stocktaking and accelerating process in achieving the goal and the targets of the Sendai Framework</li> <li><input type="checkbox"/> Leave no one behind - Investing in local action and empowering the most at risk</li> <li><input type="checkbox"/> Accelerating and integrating disaster risk management to sustainable development (SDGs) and climate action</li> </ul>
Theme	Please explain how the thematic focus of the side event links to at least one of the GP2022 themes, max. 200 words including spaces
Proposed speakers	List the potential four panelists and one moderator (organization and name, if known)  <i>Note that this is indicative only, and can be adjusted later on</i>

<p>Event format preference</p>	<p>Please indicate your preferred event format:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In-person*</li> <li><input type="checkbox"/> Online</li> </ul> <p>*If you selected in-person, please also provide the following information:</p> <ul style="list-style-type: none"> <li>- Are you able to cover the travel of all speakers, including possible vaccinations and quarantine requirements?</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>
<p>Preferred date to host side event</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 25 May 2022</li> <li><input type="checkbox"/> 26 May 2022</li> <li><input type="checkbox"/> 27 May 2022</li> </ul> <p><i>We will do our outmost to take into account your preferred event timing, but, unfortunately, we cannot guarantee that all preferences can be accommodated.</i></p>
<p>Preferred timing for side event</p>	<p>Note that in-person <u>and</u> online side-events are expected to take place during mornings, lunch breaks, afternoons, and evenings Bali time.</p> <p>Do you have a specific wish regarding timing of your event?</p> <p><i>We will do our outmost to take into account your preferred event timing, but, unfortunately, we cannot guarantee that all preferences can be accommodated.</i></p>
<p>Target audience</p>	<p>Please state your side event target audience.</p>
<p>*For fully online events</p> <p>Online engagement and participation</p>	<p>Please state how you plan to engage your virtual audience.</p>
<p>Gender and inclusivity pledge</p>	<p>Please highlight your planned gender distribution of panelists and how you plan to make the event accessible for all</p>
<p>Interpretation</p>	<p>Will you have interpretation, International Sign, and/or CART?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes*</li> <li><input type="checkbox"/> No</li> </ul> <p>*If yes, please indicate what you will cover</p> <p>Please indicate that you commit to hire and cover the costs of interpretation services, if necessary, and state what languages you will provide interpretation for.</p>

I understand that the information submitted through this form will be transmitted to the UNDRR Global Platform Secretariat only.

Please note that failure to submit proposals with the necessary information will result in the exclusion from the pool of side-event organizers.

*For other queries related to side events, contact [globalplatform@un.org](mailto:globalplatform@un.org). For additional information on the GP2022, visit the official [GP2022 website](#) or go to the [Help page](#).*