**Proposal for Side Event**

**Second Ministerial Conference on Civil Registration**

**and Vital Statistics in Asia and the Pacific**

**25 October - 12 November 2021**

Delegations and stakeholders interested in hosting a side event from 25 October to 12 November 2021, linked to the Second Ministerial Conference on Civil Registration and Vital Statistics in Asia and the Pacific organized from 16 to 19 November 2021, are requested to complete this form electronically and return it **by 30 September** to [rattanakittiaporn@un.org](mailto:rattanakittiaporn@un.org) with a copy to [daniel.swaisgood@un.org](mailto:daniel.swaisgood@un.org) and [escap-crvs@un.org](mailto:escap-crvs@un.org). More information on the role of the organizer(s) is provided at the end of this document. If you have any substantive queries, please contact Mr. Daniel Swaisgood at [daniel.swaisgood@un.org](mailto:daniel.swaisgood@un.org).

**I. Focal point for the side event**

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| **Name:**        **Designation/Title:**  **Country/Organization:**        **Email:**  **Phone:** |

**II. Side event details**

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| **Title of the side event:**        **Lead Organizer:**      *[Kindly spell out the organization’s name]*  **Co-Organizer/partner:**      *[Kindly spell out the organization’s name(s)]*  **Preferred Date and time (Bangkok Time):** *[to be assigned on a first come- first serve basis, events can be shorter]* | |
| Date: | Time: |
| 1) | 9.00-10.30  12.00-13.30  14.30-16.00  Others *(please specify)* |
| 2) | 9.00-10.30  12.00-13.30  14.30-16.00  Others *(please specify)* |
| 3) | 9.00-10.30  12.00-13.30  14.30-16.00  Others *(please specify)* |

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| **Meeting Platform:**  MS Team  Zoom  Kudo  Others *(please specify)*  **Format of the side event:**  Panel discussion  Workshop  TED talk style  Debate  Demonstration with Q&A  Award ceremony  Others *(Please specify)* |
| **Background:**  *[Please describe in a few sentences the relevance of the topic to CRVS and its connection with the Ministerial Conference. A focus on innovation would be particularly welcome.]*  **Scope:**  *[Please describe the scope of the side event, including partners, possible background materials.]*  **Key questions to be discussed in the side event:**  1)       *[Provide 3-4 key messages that will be embedded in the side event discussions]*  2)  3)        4)        **Potential speakers:**  *[Please provide the names of the countries or agencies if you do not have the names of the speakers]* |

**Role of the organizer(s):**

The organization of side-events is under the responsibility of the organizer(s). This includes the choice and management of the meeting platform, the development of the agenda, the identification of the speakers, and the possible provision of interpretation.

Following the confirmation of the date and time of the side-event, organizers will be requested to submit the following to ESCAP Secretariat:

* Link to the meeting or to the registration page for the event.
* Flyer of the side-event.

They will also be encouraged to promote their side-event within their communication channels.

**Role of the Secretariat (ESCAP):**

The Secretariat (ESCAP) will centralize the registration to the side-events on its website and promote them with the Ministerial Conference.