



Introduction

The 20th Regional Conference Organizing Committee invites partners who wish to reach the global network of practitioners coming for the conference to host a side event on topics relating to the Conference theme and sub-themes. Application to organise a the side event can be made using a form attached in annex 1.

The deadline for submission of the request form is 10 March 2025. The NOC will review the proposals received and send a confirmation at the latest on 21 March 2025.

What are the objectives of side events?

Side events will be part of the 20th ILO Regional Conference for EIIP Practitioners. As such, side events are meant to allow delegates to share further knowledge, experiences and global good practices that are related to the main theme and sub-themes of the Conference.

In choosing these events the National Organising Committee (NOC) will ensure that as many hosts as possible are involved with priority being given to collaborative side events involving several sponsors or co-organizers.

Sponsors of each side event shall designate a lead organizer (Institution) and/or focal person that will be responsible for the organization and conduct of the side event as well as liaison with the NOC. The NOC will not be responsible for the organization or content of any side event. The NOC will include the side events in the Conference programme, which will be available in the Conference website, and mobile apps.

When will side events take place?

Side events will take place throughout the Conference Period, 19 - 23 May 2025, at agreed time and location.

Where will side events be taking place?

Side events hosts may decide to organize their side events face-to-face or hybrid format only. Side events will take place during the hours allocated for side events during the Conference.

Who can attend a side event?

Only conference registered participants will be able to participate in the face-to-face side events. The virtual part of side events can be open to other participants. For all side events, sponsors should ensure that moderators and speakers are properly registered at the Conference.

What will the NOC provide?

The National Organising Committee for the 20th Regional Conference will provide the following facilities for the side events.

- Meeting room, of an average capacity of 150 people
- Equipment: microphones, AV, projector and screen
- Wi-fi connection
- Beverages for speakers only
- Technical back up from Conferences audio-visual providers during the event (a focal person will be designated)
- Interpretation services in English and French will be available
- Branding materials of the 20th Regional Conference will be provided for side-event organisers.

What the NOC will not provide

- Hotel or travel expenses for speakers/moderators.
- Banners or any promotional material specific to the side event.
- Translation in sign language if required
- Extra costs associated with the hybrid modality beyond the costs borne by the NOC (for example: online platforms, hiring additional cameras, audio or video recording or web streaming, or other extra costs.) will be borne by the side event organisers/sponsors.

Other Responsibilities of Side Event Organizer

- Designate a focal person to liaise with NOC on all matters related to the side event.
- Provide the NOC with an overview of the side event including objectives, format, speakers (up to 10 lines), with the purpose of adding this information to the Conference website.
- Prepare a flyer using a template and branding guidelines provided by Conference organizers.
- Side event organizers who may wish to place banners in the meeting room or distribute promotional materials during their session should contact the NOC beforehand on that matter. The NOC reserve the right of approval of all content as to ensure consistency of the Conference's branding and messaging.
- Publicizing a side event remains a responsibility of its proponents. The NOC will not produce flyers, distribute notices or run any other publicity for the side events, but may include them in the Conference programme and app for participants.
- Side event organisers can promote their sessions through their own social media accounts. When doing so, they are encouraged to use the Conference hashtags:
 - #iloethiopia2025
- The sale of printed materials or any goods on the Conference venue during side events or at any other time is strictly prohibited.
- Food and beverage in the meeting rooms are not allowed at any moment.
- Side events promoters need to make sure that the session begins and finishes at the agreed time indicated in the Conference Programme,
- Side events need to be conducted in a respectful manner in spirit of cooperation and solidarity as well in conformity with the above-mentioned guidelines.
- Side event hosts/organizers need to make sure that a short report of the side event will be shared with the NOC for inclusion in the Conference proceedings report.

Selection of the side events

Conference organizers will consider

- Alignment and consistency with the Conference objectives and contribution to the agenda
- Regional balance where relevant
- Variety of side event organizers
- Overall coverage of a variety of topics (not for each single side event, but looking for a balance)

Special consideration will also be given to crosscutting issues and approaches in terms of whether the proposed events promote a right-based approach, gender and social inclusion, environmental stewardship and inclusive growth or not.

NOC side event Focal Persons

- 1) Government of Ethiopia (Ethiopian Roads Administration): **Frew Bekele and Eyasu Almeu**, iloethiopia2025@era.gov.et, Tel.: +251911043881/+251909637364
- 2) International Labour Organisation : **Asfaw Kidanu**, kidanu@ilo.org

Annex 1: Request form to organise a Side Event at the 20th Regional Conference

19 - 23 May 2025

Please complete this request form and send it with a one-pager concept note on the side event you wish to host to the National Organizing Committee Conference (NOC) at iloethiopia2025@era.gov.et. The Concept note should as a minimum include the title, objective, proposed structure and a short overview of the side event. It will useful if you indicated the estimated number of participants and target audience as well.

Title of the Side Event: _____

Modality (face to face / hybrid): _____

Contact Person (name & title): _____

Organization: _____

Contact detail:

Telephone: _____

E-mail: _____

Pledge

I/we pledge to ensuring the side event contributes to the objectives of the 20th Regional Conference for EIIP Practitioners and to make deliberate effort to in identify challenges, viable solutions, and actionable commitments towards addressing unemployment and skills gaps in the continent.

Name of designated officer: _____

Signature: _____