# World Urban Forum Side Event Applications

## How to apply:

UN-Habitat welcomes applications for organizing side events at the Ninth session of the World Urban Forum to be held from 7 to 13 February 2018 in Kuala Lumpur, Malaysia.

Side events are one hour long and should focus on **concrete examples of the implementation of the New Urban Agenda such as projects, research, data, etc. They are an opportunity to share data, knowledge and initiatives in an effort to advance the sustainable urban development in cities and towns around the globe.** The main topic of the side event should be related to the implementation of the New Urban Agenda and the achievement of the Sustainable Development Goals.

The organization holding the side event is responsible for its financing. It is a pre-requisite that organizers have sufficient funds to carry out the event, including own travel and accommodation, if the event is selected. Only one side event per organization will be accepted for further selection process.

Please note that the WUF Secretariat may follow-up on further details if required.

There are no application fees.

Evaluation of received applications will be based on the set criteria for side events.

**Online applications close on 24 November 2017 23:59 (UTC+3)**

## Criteria for Selection:

To carry out the side event, it is a pre-requisite that the organization holding the event has the required funds, including own travel and accommodation, if the event is selected.

All Side Event organizers will be requested to self-report on their event activities to the World Urban Forum Secretariat to be part of the WUF9 report. More information on the reporting format will be provided after the selection process is completed.

Below are the criteria for assessing applications, apart from regional balance and thematic relevance:

* Thematic links to the WUF9 theme
* Quality of the proposal in terms of its expected outcomes and contribution to the implementation of the New Urban Agenda
* Inclusiveness in terms of age and gender balance, as well as participation of stakeholders
* Inclusiveness in terms of participation of Least Developed Countries (LDC) representatives or experiences
* Innovation in the outreach/mobilization strategy to promote attendance at the event
* Innovation in the monitoring of the expected outcome

## Application:

1. **Title of event: \***
2. **Describe the event format, for example, researches presentations, projects of networks, signing of agreements, book launch, etc. (max. 100 words):**
3. **Provide a summary of your event indicating how is contributing or how it will be relevant to advancing on the implementation of the New Urban Agenda and the achievement of the Sustainable Development Goals \* (max. 500 words):**
4. **Provide 10 key words describing your event \* (max. 100 characters):**
5. **Indicate to which of the three New Urban Agenda transformative commitments is your event contributing \* (Select one):**
   1. Sustainable urban development for **social inclusion** and ending poverty
   2. Sustainable and inclusive **urban prosperity** and opportunities for all
   3. **Environmentally sustainable** and resilient urban development
6. **Indicate to which of the Sustainable Development Goals is your event contributing to achieve \* (Maximum two can be selected):**
7. **Enumerate three expected outcomes when organizing this event \* (max. 100 words):**
8. **Is your event expecting to attract donors? \* (Y/N)**
9. **Is your event expecting to increase partners? \* (Y/N)**
10. **Is your event presenting a replicable project?  (Y/N)**
11. **Which is the scope of your initiative? (Select one)**
    1. Local
    2. Subnational
    3. National
    4. Regional
    5. Global
12. **Please explain to what extent the event will be inclusive in terms of age and gender balance \* (max. 100 words)**
13. **Number of persons funded by organization to participate at event \* (must select exact number)**
14. **How many of these persons are from Least Developed Countries? \* (must select exact number)**
15. **What is your outreach strategy to promote attendance at this event? \* (max. 500 characters)**
16. **What is your monitoring strategy to follow up on the expected outcomes of this event? \* (max. 500 characters)**
17. **Is the event funded by another organization/institution apart from the applying organization? \* (Y/N)**
18. **Indicate prospective speakers or panelists you plan to feature \***
19. **Which is the main language of presentation? \***
20. **Do you require interpretation for your event? (Organizer is responsible for paying interpretation service) (Y/N) \***
21. **Catering required? (Organizer is responsible for paying the catering service). Type of catering required?**
22. **Have you ever organized a networking event at previous World Urban Forums (WUF) or Habitat Conferences? (Indicate which WUFs and which Habitat conferences)**
23. **Other organizations directly involved in the event, and their roles (partner organizations):**
24. **Name of your organization:\***
25. **Website (URL) of your organization:**
26. **Contact information\***
    1. Title:\*
    2. First name:\*
    3. Last name:\*
    4. City/town:\*
    5. Zip/postal code:
    6. State:
    7. Country:\*
    8. Email:\*
    9. Confirm email:\*
    10. Telephone:\*
    11. Mobile phone: