**The VIII annual International Conference “Insights into Development”**

**Almaty, Kazakhstan, June 28-29, 2017**

**SIDE EVENTS FORMAT:**

**HALF-DAY / 2 HOURS**

By conducting a side event organizations can cover a wide range of stakeholders attending the conference. The content, format and program of a side event will be developed by an organizer.

ARGO encourages organizers to cooperate with other organizations, conducting side events, thus, promoting partnerships and opinions diversity.

A maximum number of main side events will be 6 (two half-day side events and four 2-hour side events).

**SIDE EVENTS**

Side events of the Conference can be conducted on the first day from 12:00 till 18:00 and on the second day from 10:00 till 16:00. Side events can be arranged for launching projects and publications, discussing specific innovative ideas, presenting state-of-the-art instruments, initiatives and activity results. All innovative ideas are welcome. Events will be held concurrently with panel discussions, master classes and other activities.

**SIDE EVENT FORMAT**

Organizers may use various formats, including but not limited to:

* Presentations with subsequent discussion;
* Open sessions for maximum interaction among participants;
* Round table discussions;
* Seminars.

A side event program will be published close to the conference dates. Every event within the program will have own link to the “Interactive Community” online platform, allowing the organizers placing invitations, documents for discussion before the Conference starts. After the Conference results and recommendations of each side event will be published in the conference electronic materials.

**APPLICATION PROCESS**

*Applications* for side events are accepted **by May 15, 2017**.

The application process:

1.  Applications will be reviewed by the Conference Steering Committee.

2.  Applicant organizations will be notified about decision concerning their applications **by May 20, 2017.**

**Application evaluation criteria:**

* + Proposal is consistent with the Conference theme.
	+ Proposed event is strongly focused on a respective discussion topic, on new and innovative ideas. Proposed event aims raising awareness and promoting innovations in the social sphere, and also stressing involvement importance and support of social innovations by government authorities, private sector and civil society.
	+ Proposed event strongly focuses on multilateral dialogue and open discussion with stakeholders.

**GENERAL RECOMMENDATIONS FOR SIDE EVENT ORGANIZERS**

1. A proposed side event theme should be consistent with the main goal and theme of the VIII annual International “Insights into Development” Conference.

2. An application for a side event can be submitted on behalf of several organizations at once.

3. A side event organizer can become an organizer of no more than one side event of the Conference.

4. Side event organizers will be responsible for side event informational support.

5. Participation in side events is open for all Conference participants.

6. Side event organizers will be entitled to request for equipment and services necessary for event, including sound equipment, overhead projectors and screens.

7. Translation services are not included in the list of services provided for side events and can be provided on a fee basis.

8. It is prohibited to change a layout of the hall provided, and organizers should take all presentation, seminar etc. materials away from the Conference formal meetings halls.

9. Printed materials directly related to the Conference agenda can be distributed by organizers during a side event, or at any other time through information desks available in the lobby of Conference halls.

10. Events providing meals and soft drinks, receptions and cocktails are permitted in designated areas only and shall be agreed upon with the Conference Organizing Committee.

**APPLICATION SUBMISSION**

Organizations interested in arranging a side event within the Conference shall fill in an application and enclose precise event description, including all participating partners, main topic, speakers and their potential contribution to the Conference.

All filled in applications shall be submitted to the Conference Organizing Committee by May 15, 2017 by email: **insightsconference@argonet.org**

**SIDE EVENT APPLICATION FORM**

Name of the organization:

Contacts:

Duration of the event:

Name of the event:

Brief description of the event:

Participating partners:

Main topics and speakers:

Brief description of this event’s potential contribution to the Conference: