

GCM Africa Regional Review Side Events Checklist

The following checklist is intended to guide the organization of side events the GCM Africa Regional Review, upon approval of a proposal by the side event Task Force and final clearance by organizers. Tasks are divided between the entity leading the Side event, on the one side, and IOM and ECA as organizers of the GCM Africa Continental Review on the other.

Lead agency for a side event is requested to:

<input type="checkbox"/>	Designate a point of contact for the side event—only one.
<input type="checkbox"/>	Produce an electronic handout/flyer for the side event in English and French, to be published online, including objective, topics of discussion, names of speakers/moderator and logos of partners; template available.
<input type="checkbox"/>	Obtain the speakers' and moderator's biographical notes (bios) in English and French (short paragraph only).
<input type="checkbox"/>	Coordinate with speakers on their interventions.
<input type="checkbox"/>	Set-up the online platform and share the link with organizers ahead of time.
<input type="checkbox"/>	Arranging simultaneous interpretation in English and French (required), and for other languages, e.g., Arabic and Portuguese (optional)
<input type="checkbox"/>	Preparing a summary report on the event and sharing it with the secretariat of the review conference;

As organizers of the GCM Africa Continental Review, IOM and ECA will:

<input type="checkbox"/>	Provide Arabic interpretation upon request (if submitted at least 14 days ahead of the event).
<input type="checkbox"/>	Provide translation of bios into Arabic (if submitted at least 14 days ahead of the event).

Timeline

25 July: Deadline for receipt of all proposals

28 July: Conference organizers will notify the side events focal point of their selection; they will also publish the list of side vents and the participants registration process.

13 August: Deadline for receiving confirmed agenda, dissemination of flyers and information on the side events.

26 August: Side events will be held between 9:00 a.m. and 5:30 p.m. (Morocco local time [GMT+1])

Additional Information

- **Speakers and participants** in side events are welcome to attend the entire GCM Africa Continental Review.