



## Guidelines for Organizers of Side Events

### Background

Side events organized within the sidelines of the official sessions of the 2<sup>nd</sup> Eastern Africa Agroecology Conference (EAAC) will provide opportunity for participants to exchange information and experiences on diverse issues related to the objectives of the Conference. The 2<sup>nd</sup> EAAC with the theme “**Strengthening Agri-Food System Transformation for Resilience, Sustainability and Socioeconomic Development**”, will be held from 25<sup>th</sup> - 28th March 2025 in Argyle Grand Hotel, Nairobi, Kenya. The conference will be a hybrid event comprising physical and virtual attendance.

The conference aims to invoke consciousness and motivate national, regional, and continental institutions to invest in interventions that will transform the current food production systems and take deliberate measures towards more sustainable and environmentally friendly solutions with long-term vision and planning. The conference so far has attracted interest from various organizations and donor agencies given the growing interest in agroecology focus more on sustainable agriculture and food systems globally.

### General guidelines for organizers of side events

1. All completed and signed application forms for side events during the 2<sup>nd</sup> EAAC should be submitted to the Secretariat of the Conference Organizing Committee at <https://lencatech.zohobackstage.com/EAAC2025#/sideevents?lang=en> by 28 February 2025. Only applications received by this date will be considered.
2. The Secretariat will make every effort to accommodate all applications. However, due to the high level of applications expected for side events, it might not be possible to allocate placements for all applications.
3. All applications will be reviewed by the EAAC Secretariat (Biovision Africa Trust, BvAT) and information on the allocated dates for side events will be communicated to applicants and posted at the conference’s website by 7<sup>th</sup> March 2025.
4. There is a fee of US\$3000 for each side event, which is to be paid as soon as the side event is confirmed and so notified by the Secretariat to the 2<sup>nd</sup> EAAC.
5. All side event organizers and attendees must have registered for the conference. Kindly register via our website portal: <https://ea-agroecologyconference.org/>
6. All other charges (apart from room and hybrid support systems) related to the side event will be covered by the organizer of the side event.
7. The proposed side event should be directly related to the goals and objectives of the 2<sup>nd</sup> EAAC and should reflect an approach towards food systems transformation.
8. Effort should be made to align the proposed event with the main thrust of the agenda of the 2<sup>nd</sup> EAAC, being “**Strengthening Agri-Food System Transformation for Resilience, Sustainability and Socioeconomic Development**”,. The side event therefore should make a potential contribution to conference outcome.
9. Side event proposals that involve collaborative partnering by several organizing partners (jointly organized by two or more entities) are particularly encouraged to accommodate as many requests of side events as possible.
10. The organizers of the side events should be registered delegates participating at the official sessions of 2<sup>nd</sup> EAAC. One of the co-organizers of the proposed side event should be designated as a lead organizer. A co-organizer cannot be designated as a lead organizer of more than one side event.
11. The EAAC Secretariat will prepare a comprehensive programme of side events and daily updates to



- be posted on the 2<sup>nd</sup> EAAC website <https://ea-agroecologyconference.org/> Publicizing a side event is the responsibility of its organizers. The EAAC Secretariat will not produce fliers, distribute notices, or run other publicity efforts for side events. Organizers are encouraged to refrain or extremely limit the amount of information materials including flyers, brochures, and publications.
12. Side events are open to all registered participants to the 2<sup>nd</sup> EAAC. Organizers of closed events or invitation only events aiming for an exclusive audience are advised to obtain alternative locations.
  13. As per general practice, no event can be organized during the official meetings of the Conference.
  14. The EAAC Secretariat will allocate a side event room in a strategic location, however, the venue of the side event may have changed at the last minute if there is good reason to do so and commination done to the organizers immediately.
  15. The secretariat is responsible only for room allocation. Time slots and rooms will be accommodated according to availability on a first-come, first-served basis and within the conference program.
  16. Standard equipment (i.e. sound system, one table microphone for each two delegates and fixed projection facilities) will be provided in the side events meeting rooms.
  17. Side event participants will enter side event rooms on a first come, first served basis. It will not be possible to have more people in the room than available room seating capacity.
  18. Displays and exhibitions can only be organized through the EAAC Secretariat. Side event organizers are advised not to set up displays or put-up posters on meeting room walls during a side event or at any other time during the meeting to avoid removal and loss of their materials.

#### **Submission of Proposals for Side Events**

Requests to hold side events at the 2<sup>nd</sup> EAAC should be submitted by 28<sup>th</sup> February 2025. Organizations, agencies, and networks interested in organizing a side event during the EAAC must submit a proposal using the Application Form for Side Events accessed via this link <https://lencatech.zohobackstage.com/EAAC2025#/sideevents?lang=en>. The application should include a detailed description of the proposed event, including its theme focus, speakers/presenters, and its potential contribution to the 2<sup>nd</sup> EAAC.

Note: Only submissions received before the 28<sup>th</sup> February 2023 will be considered. For more information on side events, please contact: The EAAC Secretariat Email: [info@ea-agroecologyconference.org](mailto:info@ea-agroecologyconference.org) and you can reach Venancia Wambua via Mobile number: +254 721 766 628.



**Side Event Request Form PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.**

Name of requesting organization:	
Contact Person:	
Address:	
Telephone:	
E-mail:	

**Title of the Side Event** (Please attach a separate page with a detailed description, including all organizing partners, the thematic focus, speakers and potential contribution to the Ocean Conference)

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**Preferred days** (Please indicate more than one option) Priority Day 1 - 25<sup>th</sup> March 2025....., Day 2- 26<sup>th</sup> March 2025..... Day 3- 27<sup>th</sup> March 2025.....  
(Please note that the standard timing for side events is from 4.00 pm to 6.00 pm)

30-60 persons..... 50-100 persons..... 100-300 persons...

**Equipment and services** (please note – laptops are not provided)

Tick as appropriate

Projector for PowerPoint presentation		Projector for video playback (please provide format)	
Room screen		Sound (in room microphones)	

Any charges for services related to the side event will be covered by:

\_\_\_\_\_

(Sponsoring Organization)

Signed by:

\_\_\_\_\_

(Name and title)

Please indicate below the name and contact details of the organizer or the representative.

Please send [info@ea-agroecologyconference.org](mailto:info@ea-agroecologyconference.org) by 28 February 2023.