The African Commission on Human and Peoples' Rights Module

Check-list: Organising a side event

Before the side event

- **Content**
  - Determine the topic you want to discuss at your side event, through a concept note. Make sure to include relevant partners, as you don't want to duplicate topics.
  - Draw a list of potential speakers you want to have at your event
  - Reach out to potential speakers with the time, date, and venue of the planned side event to confirm their availability
- **Communications and publicity**
  - Create a digital invitation to send to your contacts approximately two weeks beforehand and set a reminder to follow up 2-3 days before the actual side event - remember that *you can't* publicise your event on the website of the ACHPR!
  - Share your event on your website, social media accounts, and via email to NGOs, including Commissioners and States delegations in your network
  - During the sessions, hand out flyers and advertise. You can also use the NGO Forum as a promotional space.
  - Print copies of an event flyer and of your organisation's recent publications to distribute at the session/in the lead up to your side event
  - If possible, consider preparing equipment (camera, microphones, livestream link, etc.) to webcast and record your event
- **Preparation**
  - Room

- - Book a room directly with the venue where the ordinary session will be taking place (in Banjul, this is the Sir Dawda Kairaba Jawara International Conference Center) or the African Commission Secretariat itself. You can also book event rooms in nearby hotels, some of which will be recommended by the African Commission itself as accommodation options ahead of the ordinary session.
  - Food and beverages
    - Determine whether you want to provide for catering and enquire about catering options when booking the room
  - Interpretation
    - Determine whether you will need interpretation services (it is common at ACHPR sessions to have side events with simultaneous interpretation in English and French) and reach out to ideally 2 interpreters per language, if possible.
    - Contact interpreters, preferably by phone rather than email
    - Provide interpreters with as much information about your side event as possible (e-flyer, statements, reports, previously prepared questions, etc.), so that they can prepare in advance
  - For the panel
    - Prepare name cards for the panellists and moderator, including both their name and organisation;
    - Print attendance lists, at least 5, for participants to sign
    - Print some "reserved" signs to block seats and facilitate webcasting as well

On the day of the side event

- Show up to the room at least 30 minutes before the event to set up
- Set up the food and beverages outside the room for after the event
- If you have some of your organisation's banners, set them up on both sides of the main stage and outside the room near the entrance
- Set up name cards, bottles of water and cups, and pen and paper for each speaker
- Display your printed publications on a table toward the room entrance, so participants can take one
- Put reserved signs in the seats that should be blocked for webcasting purposes
- Place attendance lists in every row, so guests can sign in during the event, if possible
- Share the hashtag of the side-event so guests can use it on social media

- Make sure that someone is posting on your organisation's social media, that notes are being taken, and that the event is being webcast, if possible
- Take photographs of the event, if possible at least one of every panelist and one of the audience, but make sure you announce to the audience that you will be recording/documenting the event, and give people the possibility to contact you if there are any privacy or security concerns

After the side event

- Thank panelists and do proper acknowledgments
- Collect the attendance lists and report back, ideally send an email
- Write an article or a webpiece about your side event, if relevant