Important Information About Parallel Events

Dear Parallel Event organizers,

We are excited to have you host your events with us this year at CSW64! Below is some important information about hosting Parallel Events. Please read through the entire email.

Parallel Event Regulations and Guidelines

All organizers must read and adhere to the following regulations. If you do not follow these rules, NGO CSW/NY has the right to remove you from the venue and/or reject any future event applications.

- No food or drink (besides water) is allowed in rooms or corridors
- You must leave the room 15 minutes after your event ends. We need everyone’s cooperation with this for a smooth Forum.
- NGO CSW/NY cannot accommodate any changes in scheduling or assigned venue
- Site visits before the event are not allowed
- Permission to take photos or videos during the event must be agreed upon between the organizers and participants.
- No sitting on tables
- Do not attach anything to the room’s walls or windows.
- Outside equipment including microphones and projectors are not permitted.
- You must bring your own laptop and HDMI/VGA converters. We cannot provide this equipment.
- Leave all equipment in good working order.
- Ensure that the room and its contents are clean and ready for the next group.
- Selling products in the parallel event rooms and venues is not allowed.
  - If you have goods you’d like to sell, you can apply for a table at our Artisan Fair.
- NGO CSW/NY name, logo, designs, product identifiers, slogans, trademarks and service marks may not be used in any advertising, publicity, promotion or other manner without the written consent of NGO CSW/NY

FAQs about Parallel Events:

What is the length of my Parallel Event?
Each Parallel Event is 90 minutes long. Additionally, you will have 15 minutes before the event to set up and 15 minutes afterward to clean up and exit the room.

**What is the capacity of my Parallel Event room?**
Below is a list of each room’s capacity. You must follow the capacity limits specified by the fire code.

- **Church Center (777 UN Plaza)**
  - 2nd floor - 175
  - 8th floor - 80
  - Tenth floor - 80
  - Drew Room - 40
  - Chapel - 160

- **Salvation Army (221 E. 52nd St.)**
  - Auditorium - 250
  - Downstairs - 100

- **4 W 43rd St**
  - Social Hall - 200
  - Green Room - 80
  - Aqua Room - 70
  - Blue Room - 40

- **Armenian Convention Center (630 2nd Ave.)**
  - Vartan Hall - 120
  - Yerevan Hall - 50
  - Guild Hall - 100

**Do people have to register or get passes to attend Parallel Events?**
No. All Parallel Events are open to the public and no registration is necessary for individual events.

**When will the final list of Parallel Events be published?**
The final Parallel Events schedule will be published in mid-February.

**Will wifi be available?**
Yes. There is wifi available at each venue. However, we recommend downloading any presentations onto your laptop as we cannot ensure that downloads and streaming will be successful in real time.

**How do I promote my Parallel Event to other NGO CSW Forum participants?**
There are a couple options for promoting your event:
- **Purchase an advertisement** in our handbook or on our website for your event. You can find the different prices and options [here](#).
- **Bring flyers** for your event to CSW and hand them out in the various Parallel Event venues or during networking opportunities.
- **Post in the Guidebook app about your event.** The app will be live in mid-February with all Parallel Events and other NGO CSW Forum events. There is an option in the app to make posts that everyone using the app can see. This is another good way to promote your event. Once we publish all the information on the app, we'll send an email with more information on how to access it.

**More FAQs:**
Click [here](#) for more information regarding Parallel Events and the NGO CSW Forum.

**Purchasing an Advertisement for a Parallel Event**

- You may purchase an advertisement in our Handbook to showcase your work or market your event. The deadline to purchase a printed ad is **February 13**, and the deadline to purchase an online ad is **February 28**.
- Advertisement Types and Prices:
  - Online Ad on NGO CSW/NY’s Website: $75.00
  - Online Ad on NGO CSW/NY Website & in App: $175.00
  - Inside Full Page Ads (no bleed): $800.00
  - Section Divider Full page ads (full bleed): $1,000.00
  - Back Inside Cover (full bleed): $1,200.00
  - Front Inside Cover (full bleed): $1,200.00
  - Handbook Back Cover (full bleed): $1,500.00
- [Advertisement Specifications](#)
- [CSW63 Handbook Ad Examples](#)

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**NGO CSW/NY Code of Conduct**

**Purpose**
NGO CSW/NY is committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. NGO CSW/NY events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any NGO CSW/NY event. We are also guided by NGO CSW/NY’s Values and Working Agreements.
Applicability
The Code of Conduct applies to any NGO CSW/NY event, including meetings, parallel events, consultation days, conversation circles spaces, workshops, trainings, receptions, rallies, marches and any forum organized, hosted or sponsored in whole or in part by NGO CSW/NY wherever it takes place. The Code of Conduct applies to all participants at a NGO CSW/NY event, including all persons attending or involved in any capacity in a NGO CSW/NY event.

The Code of Conduct is not legal or prescriptive in nature. It supplements, and does not affect, the application of other relevant policies, regulations, rules and laws, including United States and New York laws as well as laws regulating the premises in which the NGO CSW/NY event takes place.

Prohibited Conduct
Harassment, defined as any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment in any form because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affiliation, age, religion or any other reason is prohibited at any NGO CSW/NY event. This includes all online or any other electronic harassment and/or bullying.

Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. This may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.

Discrimination, and any form of abuse of any participant is strictly prohibited and will not be tolerated under any circumstances. This includes discrimination of participants or NGOs on the ground of political or other opinions, if not prohibited by law. Action that involves the use or threat of physical force or destruction of property, is strictly prohibited.

Complaint Process
The safety and wellbeing of all participants is important. Any participant who has witnessed or experienced any action or behavior in violation of these principles is encouraged to report them to a NGO CSW/NY staff member or Executive Committee member, or anonymously at info@ngocsw.org by email. NGO CSW/NY will respond as quickly as possible to all reported violations and take appropriate actions.