



Sustainable Finance Forum 2024 Side Events Guidelines

Organizations wishing to run a side event at the Sustainable Finance Forum 2024 in the Rogers Centre (*formerly known as the Shaw Centre*) should first consider the following points:

SCHEDULING

We have 2 options available for those wishing to run a side event at the Sustainable Finance Forum 2024

- (preferred) Schedule your own side event outside of core conference hours, i.e.:
 - Wednesday November 28th: 8:30am-5:00pm ET
 - Thursday November 29th: 8:30am-5:00pm ET
- (limited space, first come first served) If you are unable to secure space outside of the conference venue and time frame, you may schedule one of the 2 smaller 2nd floor rooms in the Rogers Centre during the times of breakout sessions on Day 2 in the time slots as follows:
 - Thursday November 29th: 2:15pm-3:15pm ET
 - Thursday November 29th: 3:15pm-4:15pm ET
- **Please note the above timings are provisional and subject to change, up to and including the day(s) of the event. SFF does not accept any liability for schedule clashes.**
- You must allow sufficient travel time between the end of your event and the start of the Sustainable Finance Forum so that delegates can get to the Rogers Centre in good time to be seated. Similarly, for events held on Wednesday or Thursday evening, you must allow sufficient travel time between the end of the Sustainable Finance Forum and start of your event.

PROMOTION OF SIDE EVENTS

- SFF will be pleased to include your event on the official side events page of the SFF website and app, provided it meets the side event guidelines and is open for registration. Invitation only events will not be included on the side events page.
- The SFF will direct delegates to the official side event page through our promotional channels. We are unable to undertake any specific marketing for your side event, apart

from listing it on the side event page. This includes directly mailing registered SFF delegates on your behalf.

- The SFF reserves the right to refuse to promote any event that it deems offensive or discriminatory to us or our signatories.
- Side event organizers are not permitted to use SFFs logo on their event materials.
- You must inform us when registration for your side event closes so that we can update our website and conference app.
- If you cancel your event, it is your responsibility to notify us so that we can remove the listing from the site.

REGISTRATION AND DELEGATION LISTS

- The SFF cannot share a list nor any contact details of registered delegates with side event organizers. However, SFF registrants will have access to a list of confirmed delegates (who have opted into the networking function) via conference Pheedloop app. Please log in to your booking to access this page.
- You are responsible for managing the registration process for your side event, including recording registrations and sending out joining information emails containing the necessary details your participants need in advance of the event.

SIDE EVENT VENUE LOGISTICS

- You are responsible for fulfilling any contractual terms you enter into with venues for your side event.
- We will keep details of all side events on the conference registration desk so we can direct your attendees. Please ensure you provide us with comprehensive event location details so that we can assist you in this regard.
- With the exception of the limited spaces listed above, the SFF is unable to provide venue space, audio visual equipment, catering, registration or staffing assistance for your side event.
- If you require assistance you may wish to contact: Susanna at s.redekop@ccednet-rcdec.ca

RESPECT AND INCLUSION

- We encourage organizations arranging side-events to be respectful of local Indigenous communities. Our event is taking place in Ottawa, which is built on unceded and unsurrendered Algonquin Anishinaabe territory and you may want to include a land acknowledgement statement at the beginning of events or meetings.

REGISTERING YOUR SIDE EVENT

- Once your event is confirmed, please complete the **side event submission form here**. This applies to all side events, including invite-only events, so that we have a full picture of what is happening around the conference and can help to direct delegates onsite. We recommend you do so as early as possible, to maximize visibility to prospective attendees. **If you have any questions, please contact sff-ffd@ccednet-rcdec.ca.**
- **The deadline for submissions is November 20, 2024.** Any side-events we are notified of after this date will not be included on the event app or website.