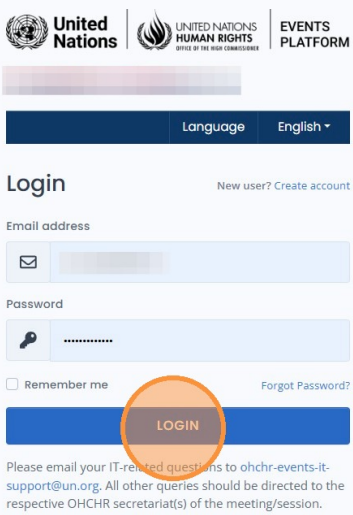
Step-by-Step Informal Guidance on the Registration and Processing of NGO Side Event Requests

This informal guidance provides a step-by-step overview of the procedures for the registration, scheduling, and management of NGO side event requests for Human Rights Council sessions. It outlines the actions required from NGOs, and explains each stage of the process, from submission and modification of requests to accommodation and confirmation by the Secretariat.

1 Login into your account.





Registration

2

1. From the list of open events, select the "Side event" for the relevant Human Rights Council session.

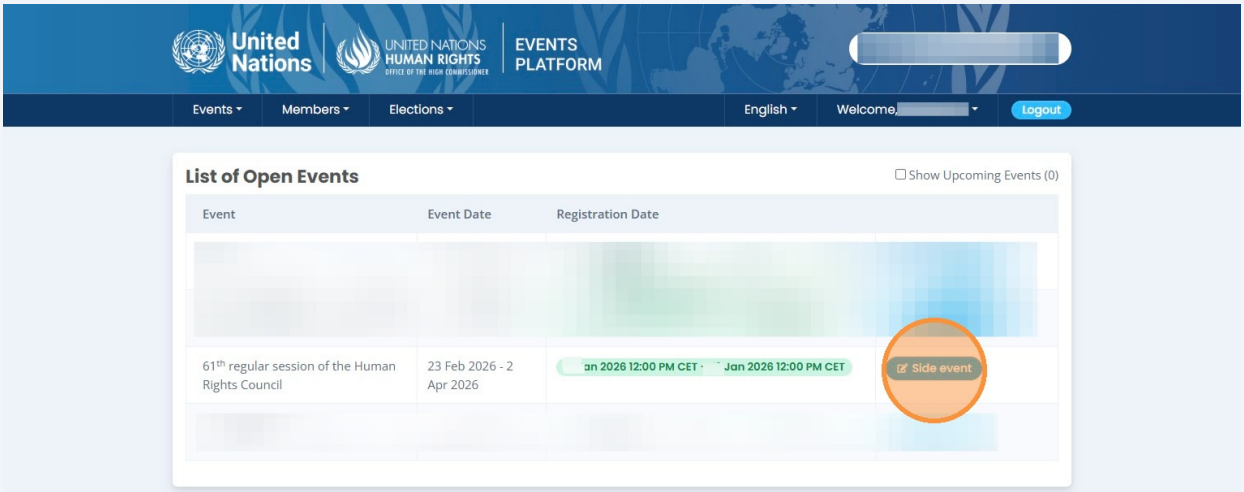
2. Click "Add new side event" to complete the registration form.

3. Once the form is complete, click “Save” to submit your request.

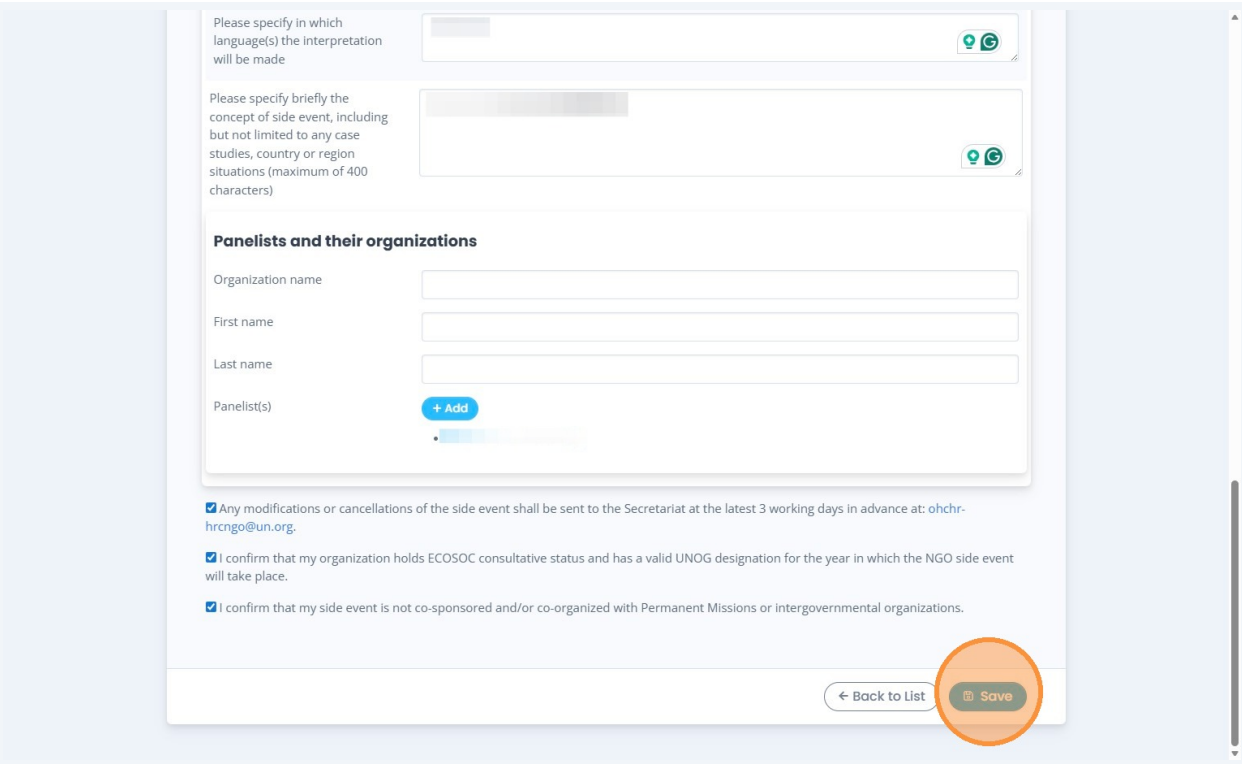
4. Once you submit your request, you will receive an automatic email from the EVENTS platform acknowledging receipt. The email includes a summary of your request. (see an example of the email below)

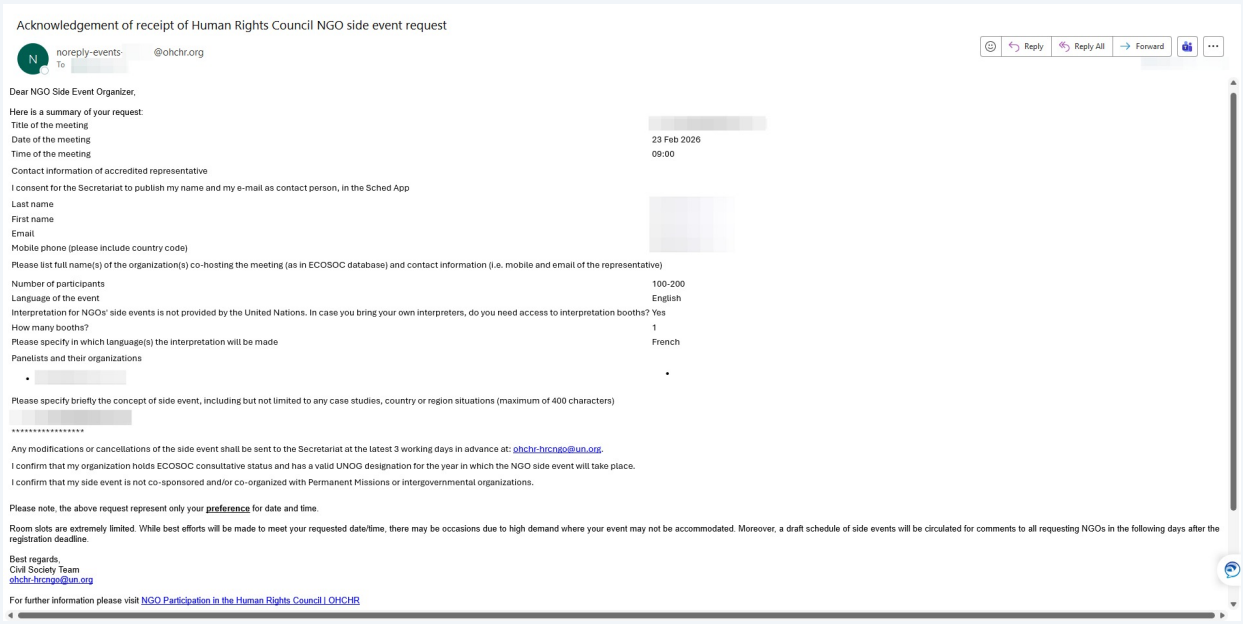
NOTE: This email **does not mean** that your side event has been confirmed.

IMPORTANT: All automatic emails are sent to the email address associated with the user's account from which the request is submitted.







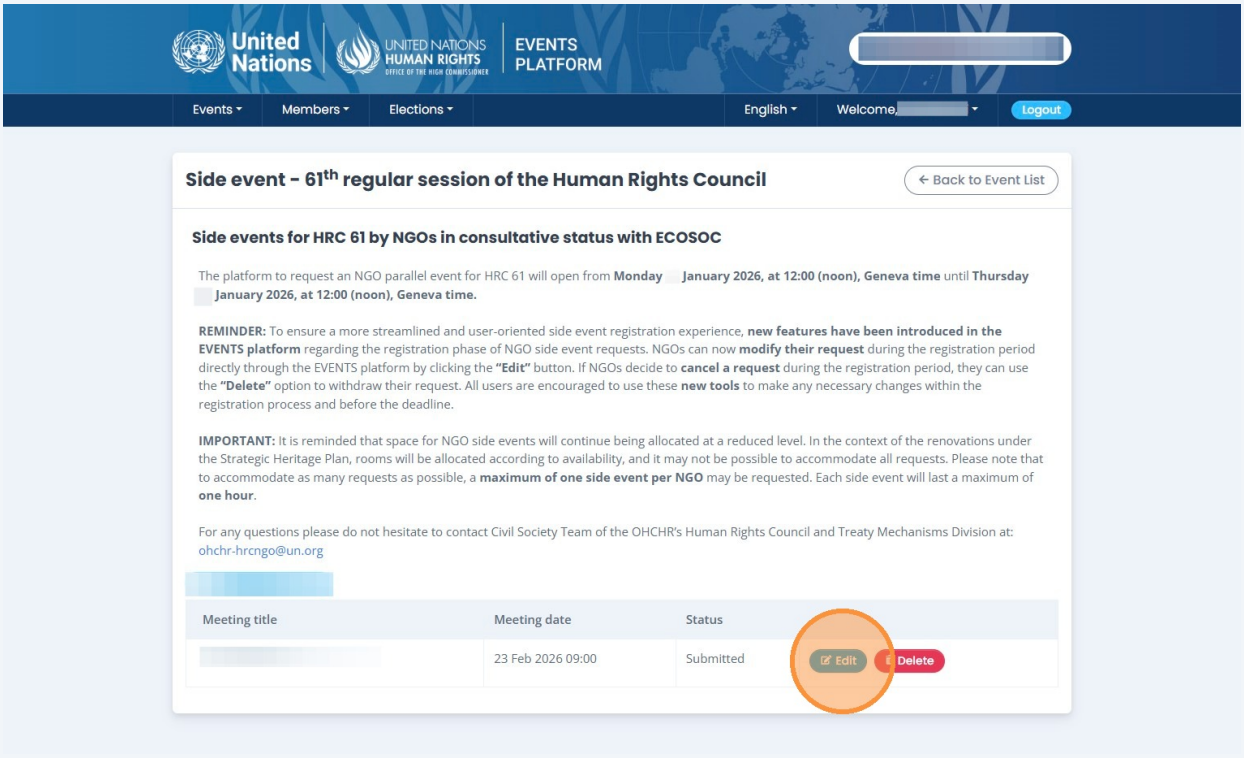


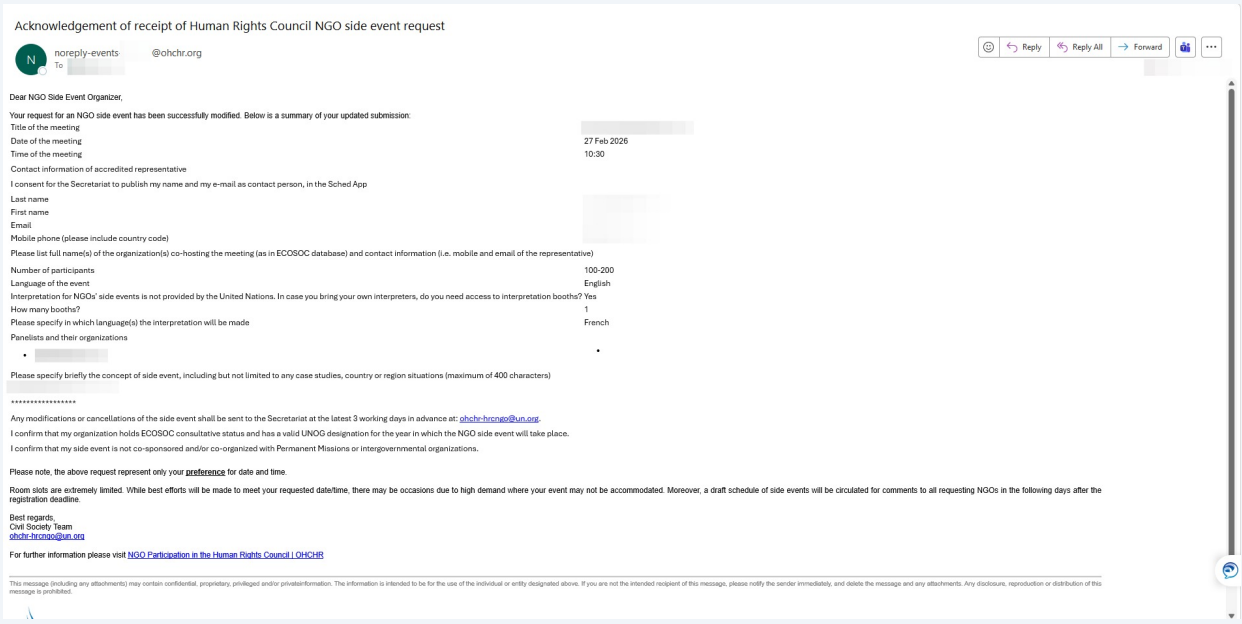
Editing the Request

3

1. Before the deadline, and **while registration is open**, you can edit your request by clicking "Edit."

2. Once you edit your request during the registration period, you will receive an automatic email acknowledging the modifications you made. The email includes an updated summary of your event (see an example of the email below). **NOTE:** This email **does not mean** that your side event has been confirmed.





Cancelling the Request (during registration)

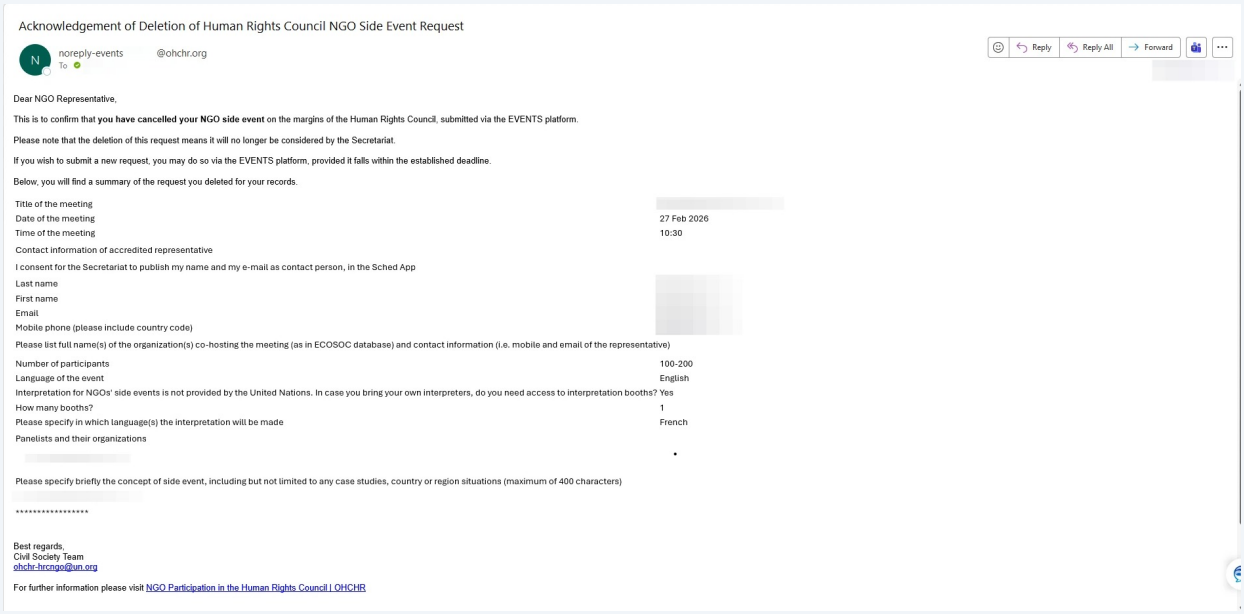
4

1. During the registration period, and **before the deadline**, you may delete your request to **cancel** your side event.

2. Once you delete your request during the registration period, you will receive an automatic email confirming that your side event request has been cancelled and **will not be considered** by the Secretariat. (see an example of the email below)

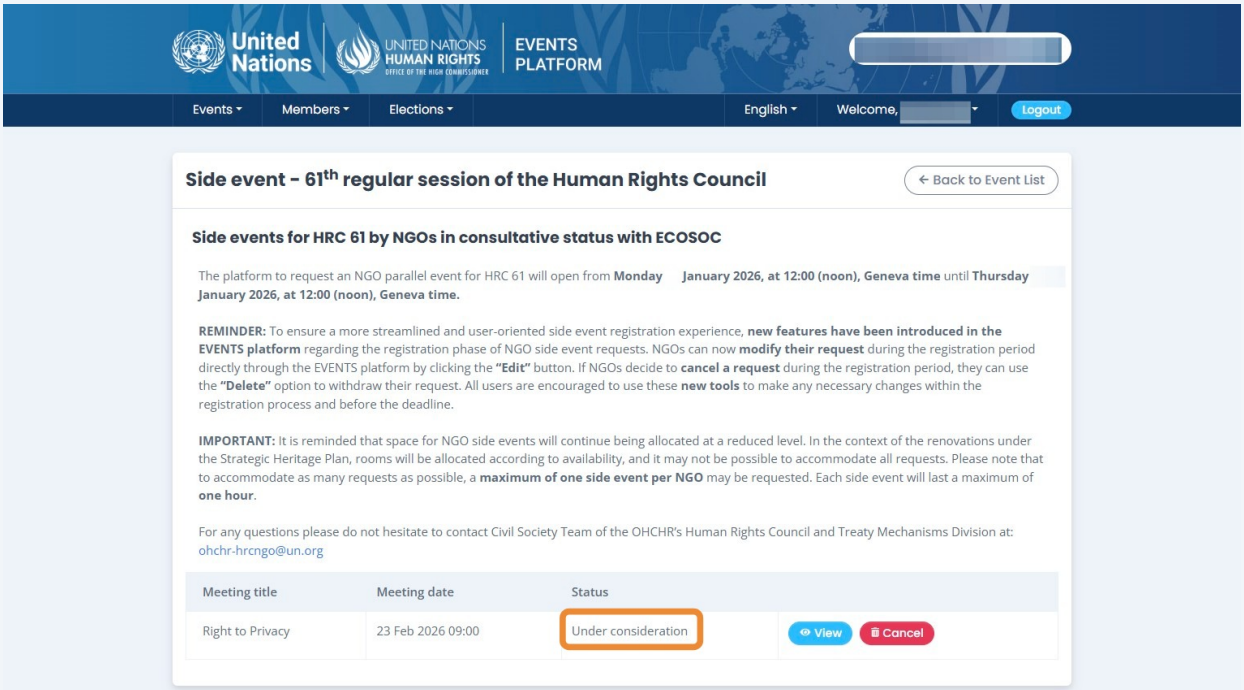
3. If you wish to submit another request **within the established deadline**, you may do so.





Post-Registration

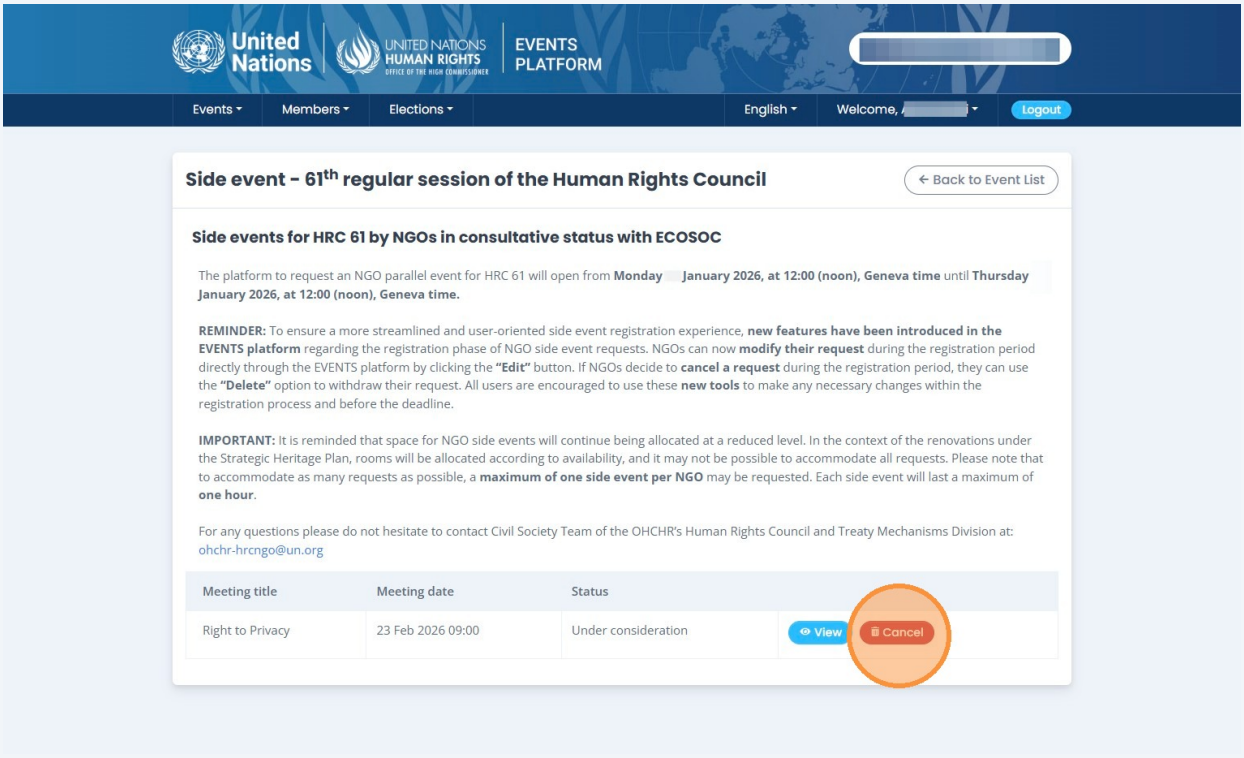
5 Once registration is closed, your request will be **under consideration** until the Secretariat takes action.

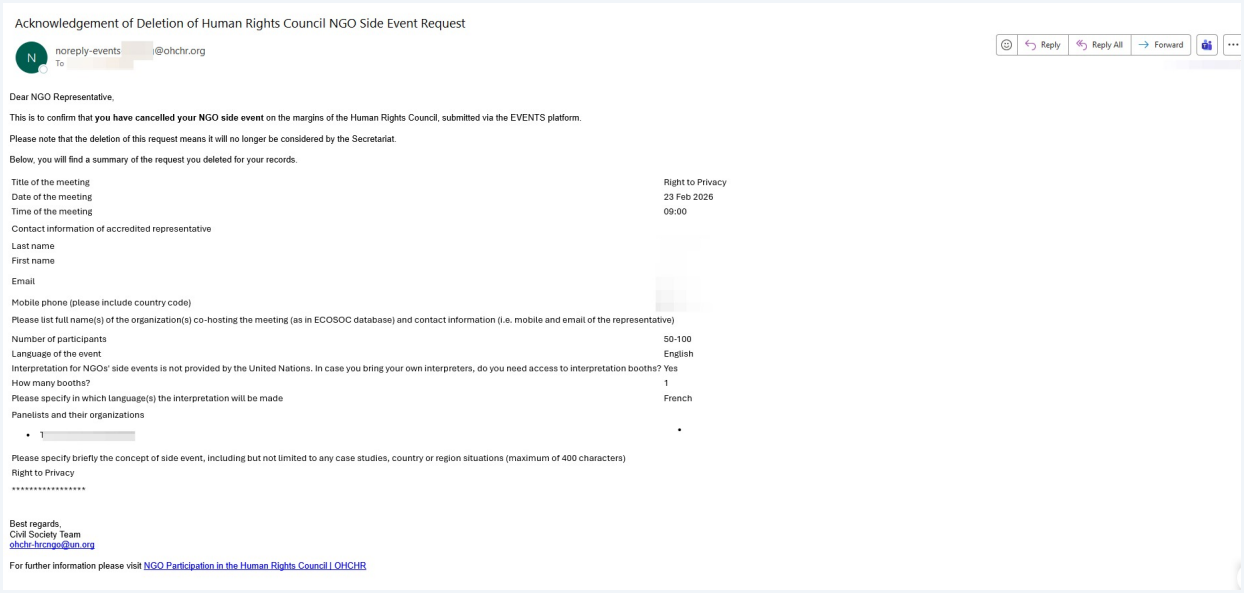


Cancelling the Request (post-registration)

6 1. At any time after registration and **at the latest three working days** before your event, you may cancel your request or accommodated side event by clicking "Cancel."

2. When you cancel your request or accommodated side event at any time after registration has closed, you will receive an automatic email confirming the cancellation of your side event. (see an example of the email below)



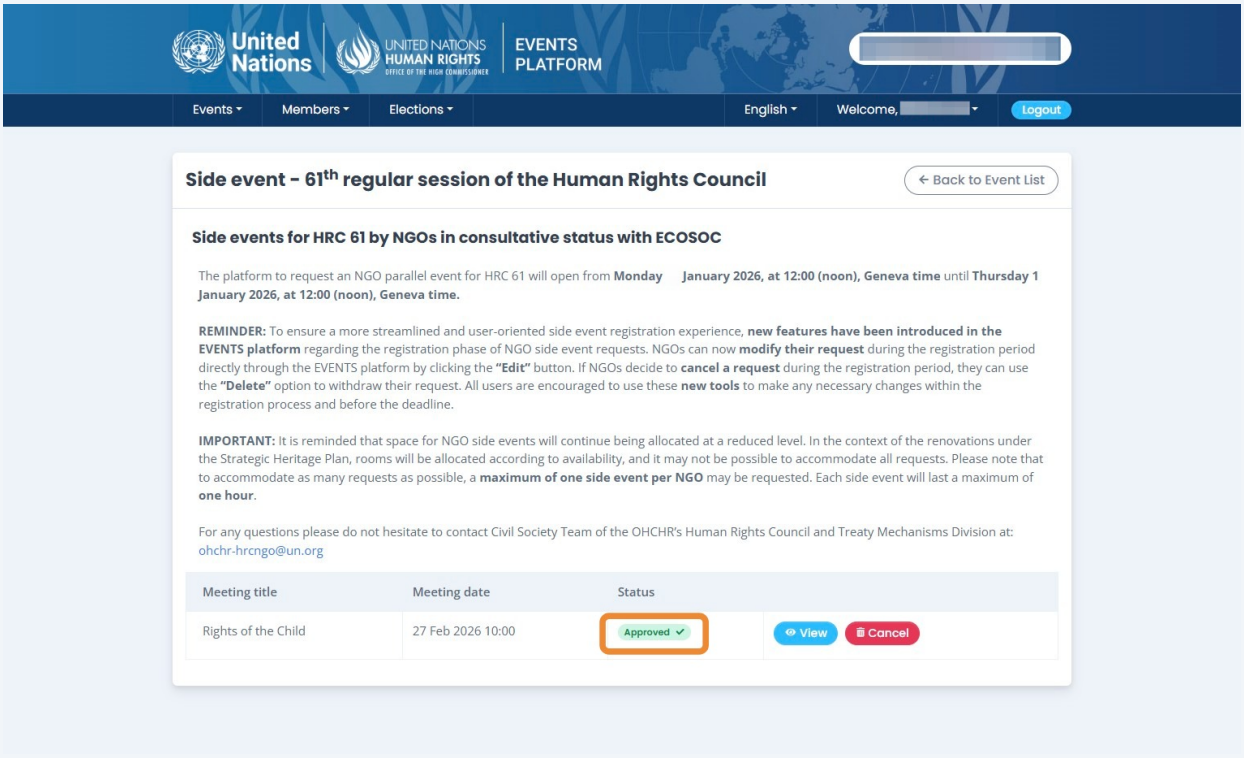


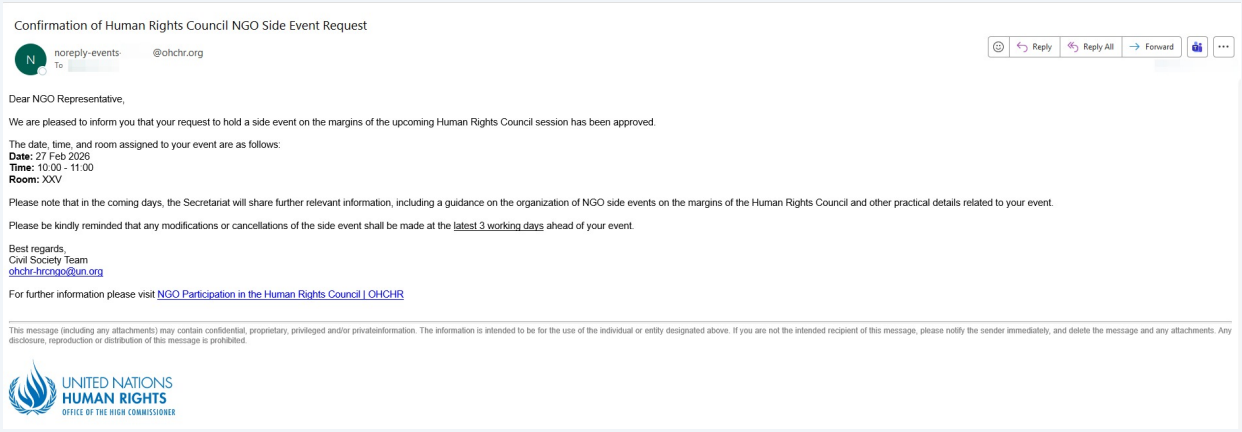
Accommodated Requests

7

1. If your request is accommodated **in its initial form**, the status of your side event will be changed to "**Approved.**"

2. In this case, you will receive a **confirmation email** with the date, time, and venue of your side event. (see an example of the email below)



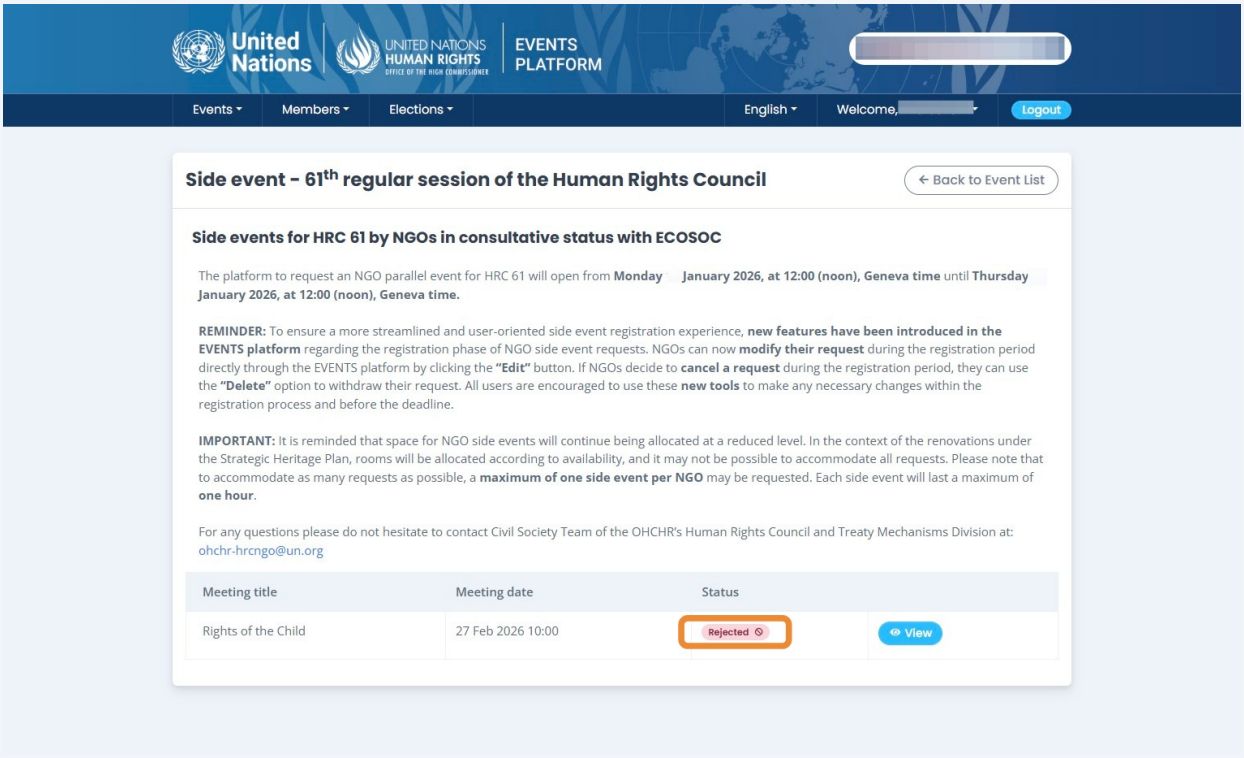


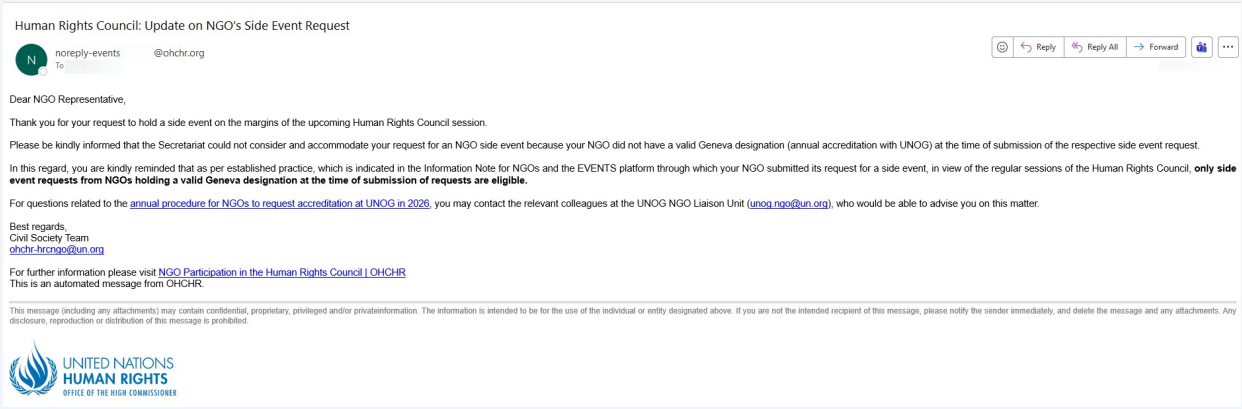
Rejected Requests

8

1. If your request **did not meet** one or more admissibility criteria and therefore could not be considered by the Secretariat, the status of your side event will be marked as "**Rejected.**"

2. If your request is rejected, you will receive an email informing you of the status of your side event request, along with the reasons for its rejection. (see an example of the email below)





Rescheduling Requests

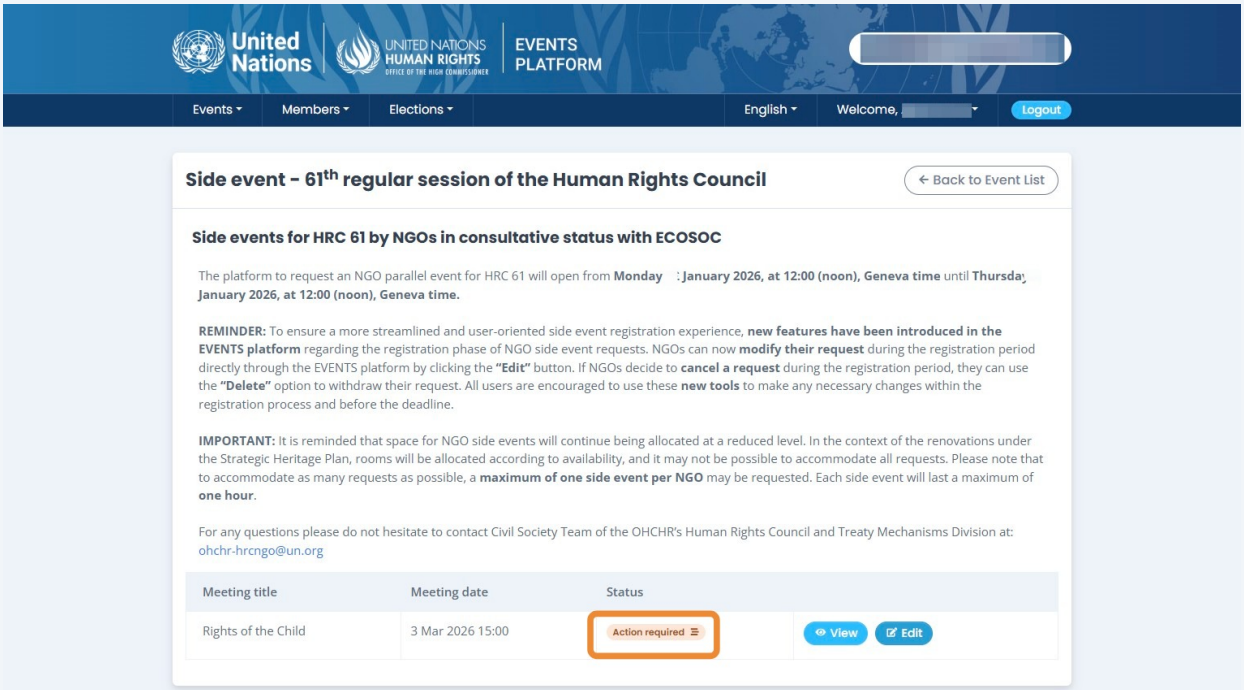
9

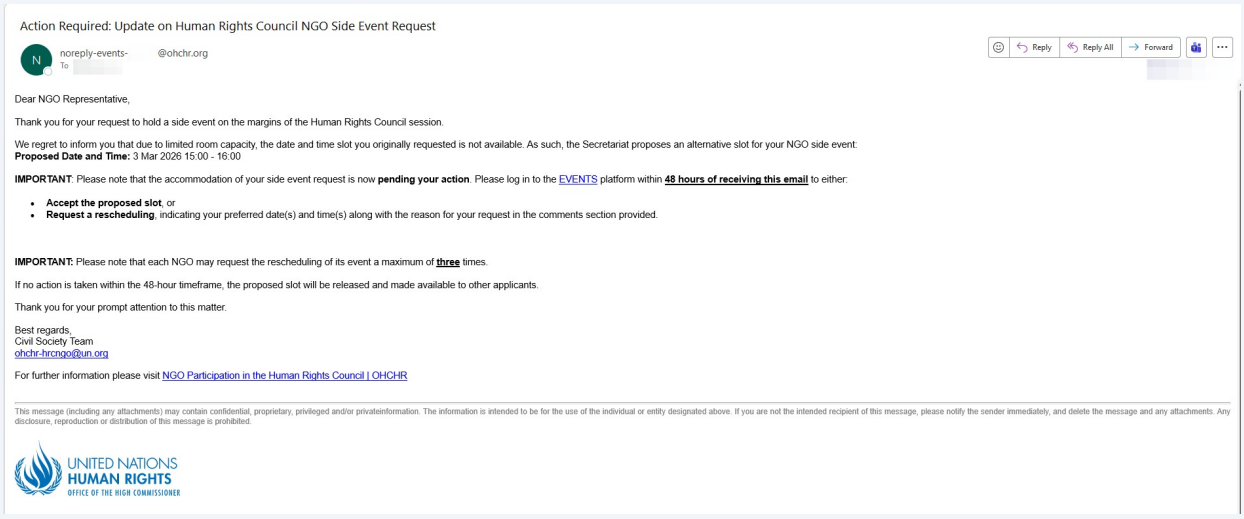
1. If, due to limited room availability, your request cannot be accommodated in its initial form, the Secretariat may offer an alternative time slot. In this case, the status of your side event will change to "**Action Required**."

2. In this case, you will receive an email from the Secretariat informing you of the proposed slot. (see an example of the email below)

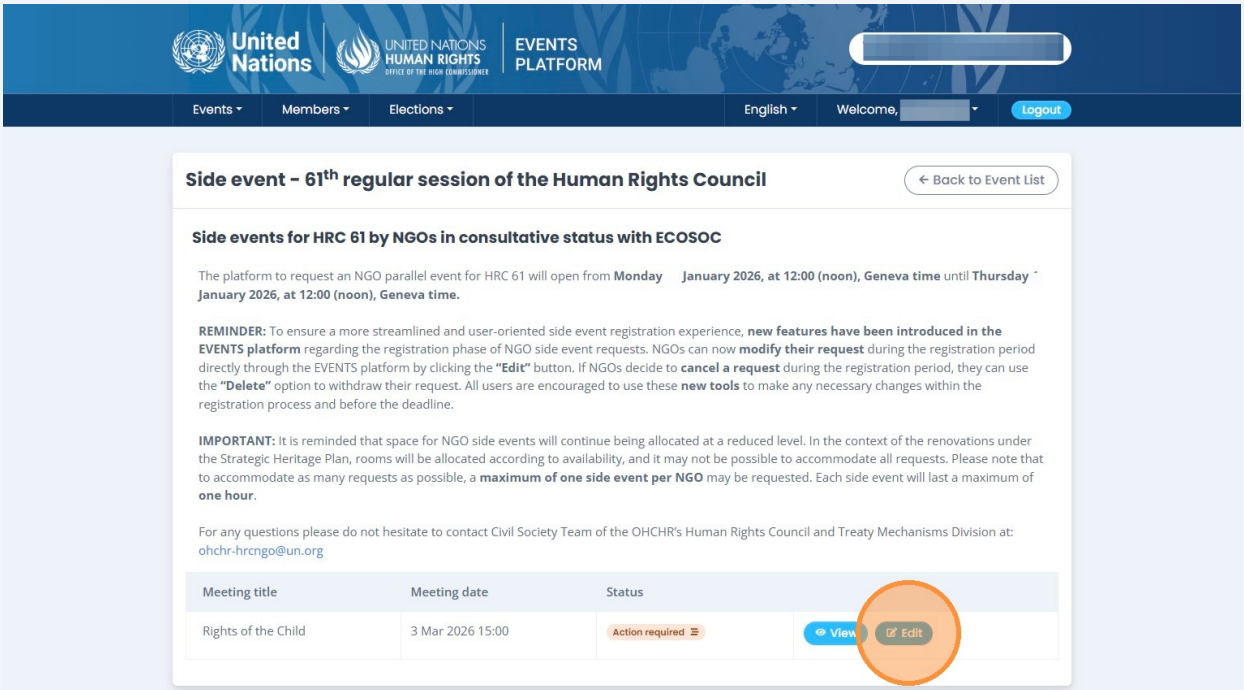
3. From the moment you receive this email, you will have **48 hours** to log into your account and take the required action, namely to either **accept** the proposed slot or request **rescheduling** of your side event.

IMPORTANT: Please note that if no action is taken within 48 hours of receipt of the email, the Secretariat will release the slot and offer it to another requester.


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EVENTS PLATFORM
Events
Members
Elections
English
Welcome,
Logout
Side event - 61th regular session of the Human Rights Council
← Back to Event List
Side events for HRC 61 by NGOs in consultative status with ECOSOC
The platform to request an NGO parallel event for HRC 61 will open from Monday : January 2026, at 12:00 (noon), Geneva time until Thursday January 2026, at 12:00 (noon), Geneva time.
REMINDER: To ensure a more streamlined and user-oriented side event registration experience, new features have been introduced in the EVENTS platform regarding the registration phase of NGO side event requests. NGOs can now modify their request during the registration period directly through the EVENTS platform by clicking the "Edit" button. If NGOs decide to cancel a request during the registration period, they can use the "Delete" option to withdraw their request. All users are encouraged to use these new tools to make any necessary changes within the registration process and before the deadline.
IMPORTANT: It is reminded that space for NGO side events will continue being allocated at a reduced level. In the context of the renovations under the Strategic Heritage Plan, rooms will be allocated according to availability, and it may not be possible to accommodate all requests. Please note that to accommodate as many requests as possible, a maximum of one side event per NGO may be requested. Each side event will last a maximum of one hour.
For any questions please do not hesitate to contact Civil Society Team of the OHCHR's Human Rights Council and Treaty Mechanisms Division at: ohchr-hrcngo@un.org
Meeting title
Meeting date
Status
Rights of the Child
3 Mar 2026 15:00
Action required
View
Edit

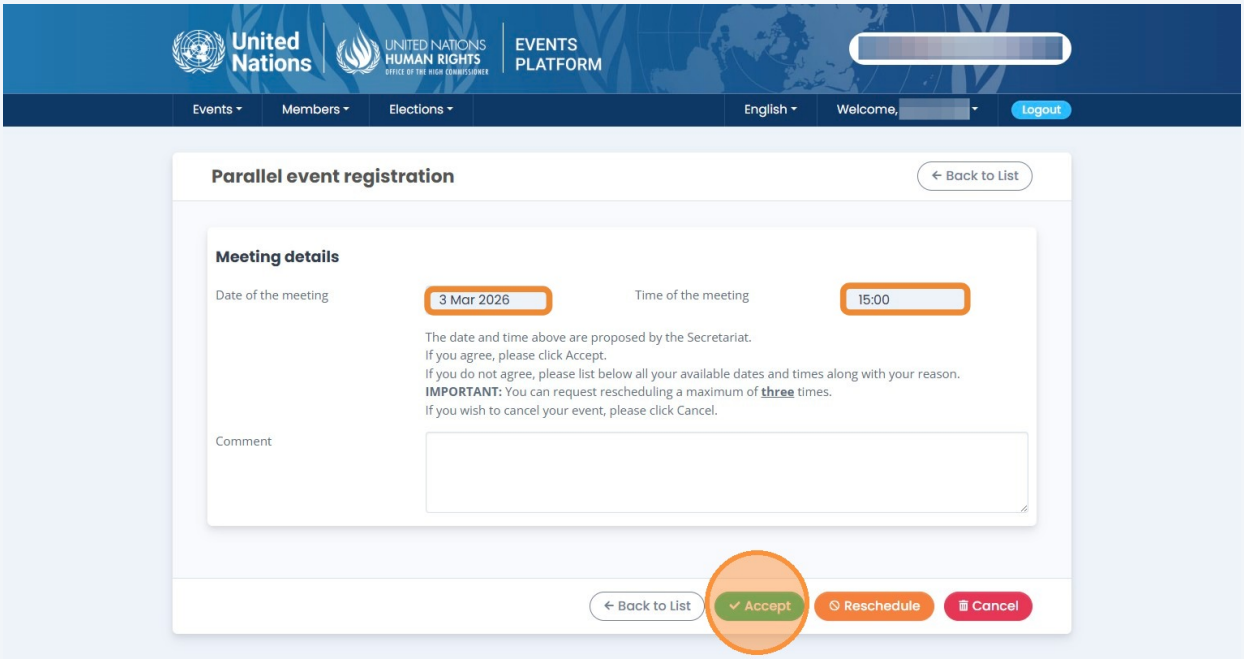

Action Required: Update on Human Rights Council NGO Side Event Request
noreply-events- @ohchr.org
To
Reply
Reply All
Forward
Dear NGO Representative,
Thank you for your request to hold a side event on the margins of the Human Rights Council session.
We regret to inform you that due to limited room capacity, the date and time slot you originally requested is not available. As such, the Secretariat proposes an alternative slot for your NGO side event:
Proposed Date and Time: 3 Mar 2026 15:00 - 16:00
IMPORTANT: Please note that the accommodation of your side event request is now pending your action. Please log in to the EVENTS platform within 48 hours of receiving this email to either:
Accept the proposed slot, or
Request a rescheduling, indicating your preferred date(s) and time(s) along with the reason for your request in the comments section provided.
IMPORTANT: Please note that each NGO may request the rescheduling of its event a maximum of three times.
If no action is taken within the 48-hour timeframe, the proposed slot will be released and made available to other applicants.
Thank you for your prompt attention to this matter.
Best regards,
Civil Society Team
ohchr-hrcngo@un.org
For further information please visit NGO Participation in the Human Rights Council | OHCHR
This message (including any attachments) may contain confidential, proprietary, privileged and/or privateinformation. The information is intended to be for the use of the individual or entity designated above. If you are not the intended recipient of this message, please notify the sender immediately, and delete the message and any attachments. Any disclosure, reproduction or distribution of this message is prohibited.
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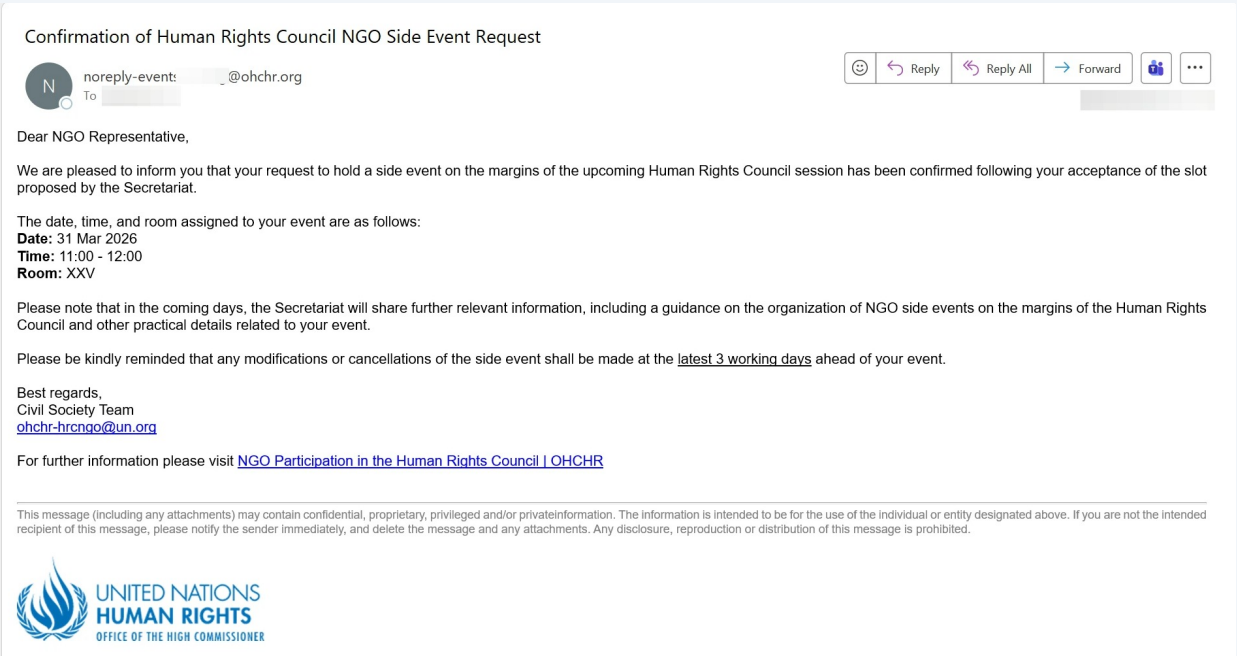
10 To take action in response to the slot offered by the Secretariat, click “Edit.”



11 1. If you **agree** with the slot proposed by the Secretariat, click “**Accept**.”

2. When you accept the slot offered by the Secretariat, you will receive an email confirming your acceptance of the proposed slot, along with the details of your event (date, time, and venue). (see an example of the email below)





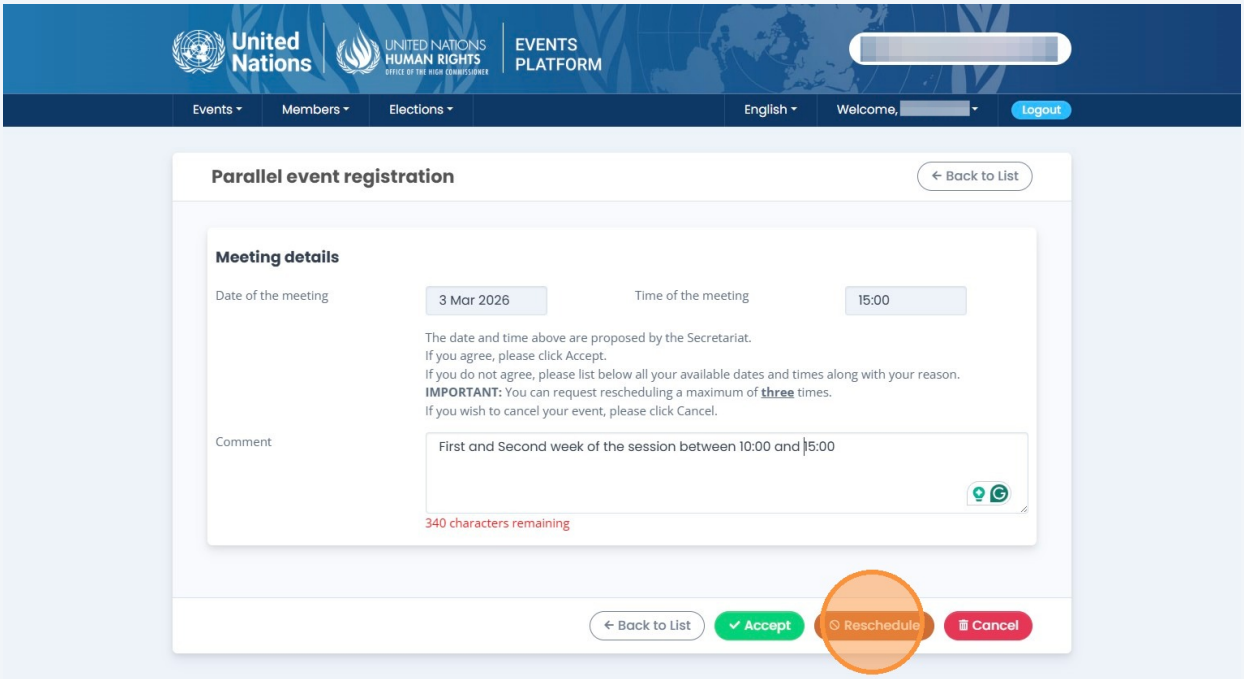
12

1. If you **do not agree** with the proposed slot, you may request **rescheduling**.

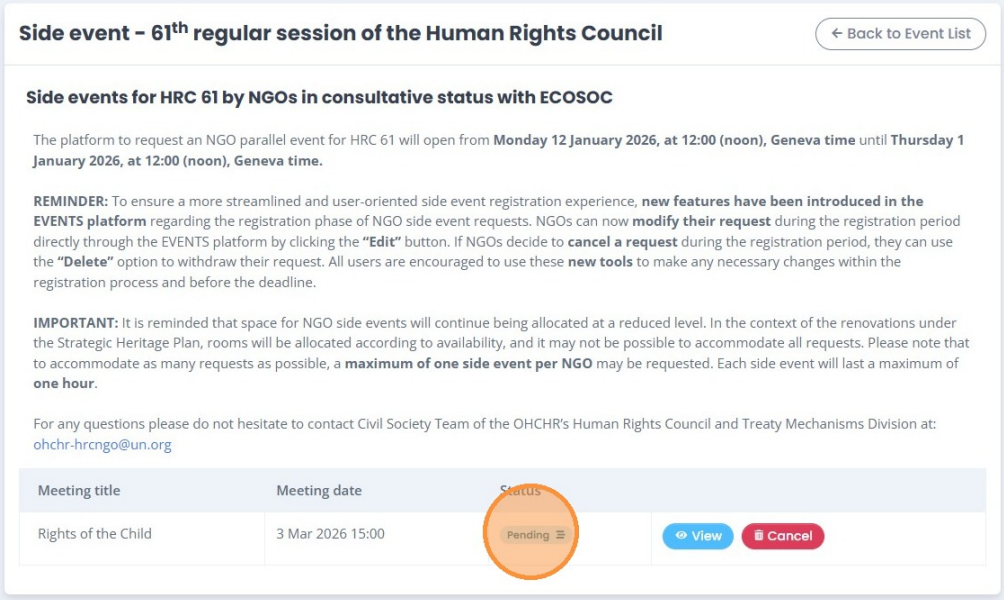
2. In the comment box, please indicate your **availability** and, if applicable, provide the reason for your preferred dates and times (maximum 400 characters).

3. Then click “Reschedule” to submit your request.


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EVENTS PLATFORM
Events
Members
Elections
English
Welcome,
Logout
Parallel event registration
← Back to List
Meeting details
Date of the meeting
3 Mar 2026
Time of the meeting
15:00
The date and time above are proposed by the Secretariat.
If you agree, please click Accept.
If you do not agree, please list below all your available dates and times along with your reason.
IMPORTANT: You can request rescheduling a maximum of three times.
If you wish to cancel your event, please click Cancel.
Comment
e.g., First and second week of the session
← Back to List
✔ Accept
Reschedule
Cancel


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EVENTS PLATFORM
Events
Members
Elections
English
Welcome,
Logout
Parallel event registration
← Back to List
Meeting details
Date of the meeting
3 Mar 2026
Time of the meeting
15:00
The date and time above are proposed by the Secretariat.
If you agree, please click Accept.
If you do not agree, please list below all your available dates and times along with your reason.
IMPORTANT: You can request rescheduling a maximum of three times.
If you wish to cancel your event, please click Cancel.
Comment
First and Second week of the session between 10:00 and 15:00
340 characters remaining
← Back to List
✔ Accept
Reschedule
Cancel

13 While the Secretariat is processing your rescheduling request, the status of your side event will be "**Pending**."



14

1. After receiving your rescheduling request, the Secretariat may propose another slot. (step 9 repeats)

2. You may then either **accept** the proposed slot (repeat step 11) or **request a different one** (repeat step 12).

IMPORTANT: You can request rescheduling **a maximum of three times**.

On the third occasion, you will **no longer be able to request a new slot** and must either **accept** the offer or **cancel** your side event.

