



**2022 OECD Forum on Due Diligence in the Garment and Footwear Sector
23-24 February 2022**

SIDE SESSION APPLICATION INFORMATION

Side sessions will take place on 21, 22 and 25 February 2022

DEADLINE FOR SUBMISSIONS: 2 NOVEMBER 2021

The OECD welcomes proposals for side sessions to be held alongside the 2022 OECD Forum on Due Diligence in the Garment and Footwear Sector.

This year sessions organised by the OECD will take place in virtual format, over two days 23-24 February, with the remaining days of the week being open to virtual side sessions (21, 22, 25 February). This brief provides more information about side sessions and describes the process for applying for a side session.

What constitutes a side session at the OECD Garment and Footwear Forum?

Side sessions are events held during the OECD Forum week that are relevant to due diligence for responsible supply chains in the garment and footwear sector, but are wholly organised and hosted by partner organisations (not the OECD). In the past side sessions have been organised by intergovernmental organisations, government, businesses, trade unions, civil society, industry or multi-stakeholder initiatives, etc.

Side sessions may take any format (panel discussion, workshop, consultation, webinar etc.) as best suits the organising partner's objectives for the session. Since these events will be held virtually, there is also no limit to the time zone or language in which the side session may be held. Beyond selecting, timetabling and publishing a side session agenda, the OECD will take no further role in the session development.

What is expected of the organising partner(s)?

Side session organisers will be completely responsible for all aspects of the session: set up, virtual platform, content, speakers, registration, launch, recording, or interpretation if any, etc. If your session application is selected, the OECD will feature a link to your session, plus a session description on the side session agenda on the Forum website. Further promotion of the session is the responsibility of the session organisers.

What is the process for applying for a side session?

Interested parties are asked to apply to organise a side session via this [online application form](#) by **2 November 2021**. Only applications submitted through this process will be considered.

Main information points required to complete the application form are:

- Name of lead organisation(s) proposing the session
- Contact name and job title
- Contact email
- Session topic
- Brief description of the session
- Why the session is timely or important and its link with due diligence in the garment and footwear sector
- Proposed speakers or organisations for the session, if available
- Duration of the session
- Format of the session

How and when will side sessions be selected?

The OECD Secretariat will aim to notify selected organisations by **30 November 2021**. The OECD will prioritise sessions which clearly seek to add value to the ongoing discussions and challenges faced in implementing due diligence in the sector. Purely self-promotional sessions will not be selected. The OECD may also seek to connect organisations with closely-related proposals to consider combining sessions, so as to reduce duplication in the side session agenda. Once selected, the organising partner is ultimately responsible for the quality, content and delivery of the session. The OECD will make efforts to accommodate the preferred day and time slot of session organisers, however, sessions may be scheduled in parallel with other sessions.

Once selected, what will be the following steps?

Due date	Stage of session development
2 November 2021	Apply for a side session using this online application form .
30 November 2021	Notification if session has been selected. Start session preparation.
Early January 2022	Submit to the OECD the following information: <ul style="list-style-type: none">- A <u>short</u> description (1-2 sentences) as you wish for it to appear on the agenda- A preferred day (21, 22, 25 February 2021) and timeslot.- A link to your event information webpage (or Zoom link)- A public contact email
In the run up to the Garment Forum week (21-25 February 2021)	Your session will then appear on the Forum side session agenda.