



## SIDE SESSION SUBMISSION INFORMATION

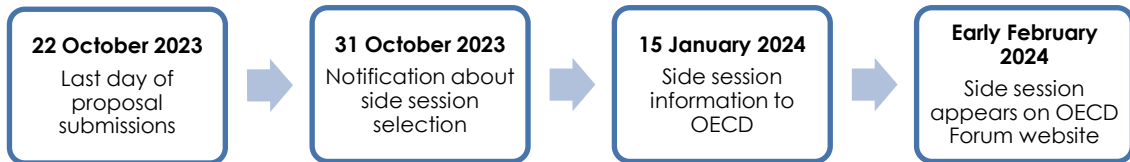
### OECD FORUM ON DUE DILIGENCE IN THE GARMENT AND FOOTWEAR SECTOR

Side sessions will take place in virtual format on 19, 20 and 23 February 2024

[Deadline to apply: 22 October 2023](#)

The OECD welcomes proposals for virtual side sessions to be held alongside the 2024 OECD Forum on Due Diligence in the Garment and Footwear Sector.

Please see the most important dates below:



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

Side sessions are events relevant to due diligence for responsible supply chains in the garment and footwear sector that are held in the run-up to the OECD Forum. They are organised and hosted by organisations other than the OECD. In the past, side sessions have been organised by intergovernmental organisations, governments, businesses, trade unions, civil society, industry or multi-stakeholder initiatives. Last year's side session agenda can be consulted [here](#).

Side sessions may take any format that can be implemented virtually (panel discussion, workshop, consultation, etc.) depending on the objectives for the session. Beyond selecting, timetabling and publishing a side session agenda with short descriptions, the OECD will take no further role in the session development.

#### ■ When will the side sessions be scheduled?

Side sessions will take place on **19, 20 and 23 February 2024**. The OECD aims to accommodate the preferred day and time slot of session organisers. However, sessions may be scheduled in parallel.

Monday, 19 Feb	Tuesday, 20 Feb	Wednesday, 21 Feb	Thursday, 22 Feb	Friday, 23 Feb
Virtual side sessions	Virtual side sessions	OECD Forum	OECD Forum	Virtual side sessions

#### ■ What is expected of side session organiser(s)?

Side session organisers are responsible for all aspects of the session: set up, virtual platform, content, speakers, registration, launch, recording, interpretation etc. The OECD will feature a link and a description as part of the side session agenda on the Forum website. Further promotion is the responsibility of the session organisers.

## ■ Can a side session be organised by several organisations?

A side session can be organised by more than one organisation. The OECD may also seek to connect organisations with closely related proposals to consider combining sessions to reduce duplication in the agenda and to consider as many proposals as possible. The OECD will not co-organise side sessions.

## ■ Are there language or time zone requirements?

There is no limit to the time zone or language in which the side session may be held.

## ■ What is the process for applying for a side session?

Interested parties are asked to apply via this [online application form](#) by **22 October 2023**. Only applications submitted through this process will be considered.

Main information points required to complete the application form are:

- Name of lead organisation(s), contact name, and email
- Session topic
- Brief description of the topic and its link with due diligence in the garment and footwear sector
- Ideas for speakers or organisations
- Duration and format

## ■ How and when will side sessions be selected?

The OECD Secretariat will aim to notify selected organisations by **31 October 2023**. 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 selection of side sessions is entirely at the OECD's discretion. Once selected, the session organiser is ultimately responsible for the quality, content and delivery of the session.

## ■ Once selected, what are the next steps?

You will receive a **draft schedule** with a timeslot for your session which you will need to confirm. By **15 January 2024**, session organisers should have submitted the following information:

- Title of the session and a short description (4-5 sentences) to appear on the agenda
- A link to your event information webpage (or registration link) and a public contact email.

## ■ Contact in case of questions

Please contact Zara KURUNERI ([zara.kuruneri@oecd.org](mailto:zara.kuruneri@oecd.org)), OECD Centre for Responsible Business Conduct.

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