



## GUIDELINES FOR T20 SIDE EVENT APPLICATIONS

When proposing a side event, bear in mind that the T20 South Africa Secretariat only approves side events that are in line with or respond to South Africa's overall G20 priorities. All side events should fall under the theme/s of our [task forces](#):

1. Trade and Investment
2. Digital Transformation
3. Financing for Sustainable Development
4. Solidarity for the Achievement of the SDGs
5. Accelerating Climate Action and the Just Energy Transition

### The application process is as follows:

- The primary applicant should be an institution and/or individual.
- Submit applications at least 2 weeks in advance using the [official request form](#).
- Application requests must include the following supporting documents:
  - A 1-page concept note (500-700 words) detailing the context, objectives, planned sessions and expected outcomes of the side event.
  - A programme/agenda
  - A preliminary list indicating speakers' names and official designations, headshots and social media handles. Gender diversity is important and at least one of the speakers in a proposed event must be female.

This completed form, with supporting documents, should be sent to [t20events@t20southafrica.org](mailto:t20events@t20southafrica.org).

After the initial evaluation, the Secretariat will communicate the outcome to the applying organisation or individual.

### Requirements for approved side events

- Use of the T20 South Africa logo on all branding and communications is required. Logo and branding guidelines will be provided.



- The organiser/s of an approved side event are required to provide the following information to the T20 Secretariat within 14 days after the side event:
  - A 1–3-page report outlining the outcomes of the event. This should include concrete and actionable recommendations for the G20.
  - Links to the recordings of the event if available.

## Disclaimer

The T20 South Africa Secretariat does not offer funding for side events organised by partner institutions. If a side event request has been approved, the event will be considered a side event under T20 South Africa, without any accompanying funding from this engagement group.

