

# Side Event Guidelines for Hosting Organisations

## Purpose & Relevance

The side events should align with the overarching theme and thematic focus areas, as well as the objective and expected outcomes of the conference, as outlined in the concept note. The events should offer valuable insights and promote dialogue relevant to shaping Africa's energy future.

## Application Submission

Interested organisations or businesses must submit their applications to a side event [here](#) or visit <https://acep.africa/side-event-application/>. Applications should be submitted within the designated timeline provided by ACEP.

## Event Format

Side events can take various formats, including but not limited to workshops, panel discussions, cross country experience sharing and learning, expert submissions, research presentations, capacity building sessions, or networking receptions. The format should be engaging, interactive, and conducive to meaningful conversations and collaborations in line with the purpose and relevance spelt out above and, in the concept note.

# Duration of Side Event Sessions

Each side event will be scheduled for 90 minutes. Upon acceptance of your proposal, successful applicants will be provided with available time slots spanning the two-day event, from which they can select their preferred session time.

## Speaker Selection

Speakers should be experts or thought leaders in their respective fields, with relevant experience and insights to contribute to the discussion. Diversity in perspectives, backgrounds, and experiences should be considered when selecting speakers to ensure a well-rounded and inclusive dialogue.

## Promotion & Outreach

Organisers or entities interested in hosting side events are responsible for promoting their side events to ensure maximum participation and engagement. ACEP will do well to update the conference website with details of each side event. Side event organisers are encouraged to use various promotion channels like their website, social media platforms, email newsletters, and targeted outreach to relevant stakeholders.

## Logistics & Support

ACEP will provide a venue and basic audiovisual support for each side event. However, hosting organisations are responsible for all other logistical arrangements, including any additional equipment or resources required for the success of their event. While ACEP may offer additional support where possible, the primary responsibility for planning and execution rests with the host.

# Collaboration & Partnership

Collaborations between multiple organisations to co-host side events are encouraged, fostering cross-sectoral dialogue and partnerships. Partnerships with academic institutions, industry associations, NGOs, private organisations, CSOs, and other relevant stakeholders can enhance the quality and impact of side events.

# Evaluation & Feedback

After the event, organisers should gather feedback from participants to evaluate the effectiveness and impact of the side event. Feedback can be collected through surveys, evaluation forms, or other means to identify strengths, areas for improvement, and lessons learned.

# Compliance & Code of Conduct

Side events must adhere to the conference's code of conduct and guidelines for respectful and inclusive participation. Any promotional materials or activities associated with side events should comply with the conference's branding guidelines and ethical standards, which ACEP will share with successful applicants.

# Submission Deadline

Application for hosting side events must be submitted by Monday, June 30, 2025 to be considered in the conference programme.

# Contact Information

For further inquiries or clarifications on hosting side events, please send an email to [info@acep.africa](mailto:info@acep.africa) or call or WhatsApp Roselyn at **+233(0)244185371**.