

Guidelines for Sessions

1. General Background

Building on the **Dubai Declaration of 2016** and on the agreement that **UNISPACE+50** is a **milestone opportunity** to further demonstrate the broad societal benefits of space as an area of innovation, inspiration, interconnectedness, integration and investment, the High Level Forum will focus on **concrete inputs and recommendations for UNISPACE+50**.

As agreed in 2016 **the Forum promotes dialogue** between governments, international organizations, industry, the private sector, academia and civil society, **to connect the four pillars** (Space Economy, Space Society, Space Accessibility, Space Diplomacy) to **UNISPACE+50 and Space2030**, and to facilitate partnerships with the Office for Outer Space Affairs.

For the preparation of the statements, contributions and interventions the organizing committee would therefore like to reiterate the main goals to address

- The wealth of options and arguments on **why space is important for society**, the need to guarantee access to space activities, and the need for a cooperative regulatory instrument mechanism for cooperation to ensure the benefits of space for societies;
- The attainment of the goals set by the **2030 Agenda for Sustainable Development** with the support of space and how space can be a driver for social and economic sustainable development;
- The various factors of **access to space, space technology data and facilities**, and the **importance of joining a global effort** in the development of the entire space arena for the benefit of humanity; and
- The attention of governments to the **need for regulatory frameworks and mechanisms** at national, regional and global levels, as well as the role of international mechanisms for cooperation in the peaceful exploration and use of outer space.

2. Presenters / Panellists

a. Plenary Presentation

Each presentation is scheduled for **15 minutes**. This should **include** the introduction by the Chairperson, any set-up/connection needed, and the presentation itself.

b. Parallel Session Presentation

Each presentation is scheduled for **10 minutes**. The parallel sessions are either scheduled before the lunch break (Session 5) or before the adjourning the forum (Sessions 3 and 7). It will be in the hands of the moderators to schedule Q and As after the presentations

- On the day of the presentation, please **provide your power-point presentation** to be loaded on the **Workshop PC**. We will also be **using this copy of the presentation** to include afterwards on the website of the Office for Outer Space Affairs at (www.unoosa.org)

- The screen size we will be using are wide so it would be great if you can size your presentations based on **16:9 ratio**. Please see the attached power point presentation as reference or if you wish you can use this as a template.
- The rapporteur will be summarising the main points of the session to be included in the United Nations report. If there are **specific points** you would like to suggest for **inclusion in the United Nations report** please provide specific paragraphs to the rapporteur of your presentation and/or discussion session.

c. High Level Panel

The maximum **10-minute keynote contribution during the High Level Panel** (if you wish, please do bring a power point presentation) should focus on the two main areas of:

- **International cooperation and challenges towards UNISPACE+50 and Space2030** in order for the international community to lay the basis for the use of space for the benefit of all humankind and to be able to collectively address cross-border concerns
- **Space2030 as an opportunity for innovation, integration and investment** in order to generate the widest participation possible to promote space technology to address issues that are transnational in their nature and to deal with global concerns; and to strengthen unified efforts at all levels and among all relevant stakeholders of the space sector in addressing the overarching long-term development concerns of society with concrete deliverables pertaining to space for development

3. Moderators

- As you can see in the programme we have a **tight agenda** ahead of us and the **successful scheduling is in the hands of the moderators** and we would kindly ask you to try to keep the time as good as possible but as well to allow enough time for short Q & A after each presentation. Please inform the presenter when there are *3 minutes* left, then *1 minute left* and when time is up please ask the presenter to wrap-up immediately
- The outcomes will be essential inputs for UNOOSA going forward to UNISPACE+50 and Space2030 and we would therefore kindly ask you to focus the discussions clearly on the **recommendations for UNISPACE+50**
- After the **introductory remarks on 8th November 2017** we have scheduled 30 minutes to report on the first two days for the moderators of only the plenary sessions under one of the 4 Pillars (Space Economy, Space Society, Space Accessibility and Space Diplomacy) as well as the special session on Global Partnership
- We would therefore kindly ask all **moderators of the plenary sessions to prepare a short max. 6 minute recap of your session**
- Communicate to the Speakers and the audience any last minute changes

- In case you wish to directly contact the presenters / panellists of your session please use the attached participants list
- Introduce to the audience each Speaker before each presentation
- Each person asking a question should identify himself/herself (name and institution)
- Make sure the questions do not prolong unnecessarily (they should be direct questions).
- Aim at finishing the session at the scheduled time

4. Rapporteurs

- Please take notes and summarise the main facts, thoughts and conclusions. These summaries will **be the basis for the official United Nations Report**. Include any notes provided by the Speakers.
- Please do share all notes with UNOOSA through markus.woltran@unoosa.org latest **by the end of the day of the session**. Please note that these notes will also be used for the **drafting of the recommendations for UNISPACE+50** to be reviewed and approved during the last day of the High Level Forum.