



## UGANDA WATER AND ENVIRONMENT WEEK 2024

### MINISTRY OF WATER AND ENVIRONMENT, LUZIRA

#### GUIDELINES FOR ORGANISING A SIDE EVENT DURING THE UWEWK2024

The Ministry of Water and Environment through the Water Resources Institute (WRI) together with partners will hold the seventh Uganda Water and Environment Week (UWEWK) from **Monday 18th March to Friday 22th March 2024.**

The event will bring together Government Ministries, agencies and departments, Development Partners, Civil Society Organizations, NGO's, Cultural and Religious Institutions, Private Sector, Academia and Researchers, and other institutions within the Water and Environment network to engage and exchange information on water and environment management and development in general and across various sectors of the economy. The event has developed into a flagship program for advocacy, information sharing, and learning within the water and environment spectrum

The overall theme of UWEWK 2024 is *“Rethinking collective action and innovative solutions to water, environment, and climate change crisis in Uganda”* And will be guided by the four sub themes:

- a) Sustainable access and utilization of water and environmental resources for economic development,
- b) Nature-based solutions to solve water, environment and climate change crisis.
- c) Resilient built environment and infrastructure in urban settings
- d) Protection of lives, livelihoods, and property to support community resilience and stability.

As part of the UWEWK 2024, side events will be organized as an opportunity to show case and disseminate innovations, exchange ideas and reach out to a wider network of professionals, donors, policy makers, practitioners and users of water and environment resources. Side events will be held on the margins of the main conference allowed a maximum of three hours on the in the morning and afternoons of each day from Monday 18<sup>th</sup> to Friday 22<sup>nd</sup> March 2024

Interested organizers of side events are required to submit a proposal/concept paper that provide a title of the event, detailed description of the proposed event, including its thematic focus, speakers/presenters, target participants, lead organiser and organising partners. The side event should be aligned to the main theme or sub-themes of the UWEWK 2024 and should contribute to the outcome of the main Conference.

All entities proposing a side event must be accredited and registered to participate in the UWEWK 2024.

Please note that, publicizing the side events remains the responsibility of the event organizers. However, the side events will be included in the conference programme advertised on UWEWK conference webpage of the Ministry of Water and Environment. Side events are open to government institutions, Non-governmental Organizations, private sector, development partners, UN agencies, international organizations, Major Groups (women, youth etc.) as well as all accredited and registered participants. Side event organizers are expected to cater for side events expenses.

#### Detailed costs for conducting a side event.

The payment for the side event will depend on the facilities required and number of participants.

Category		Amount in UGX	Amount in USD
1.	Space (furnished large room or tent of between 50 to 150 participants with Computers, Internet Connectivity; Projector Screen; Meals and Refreshments)	25m	\$6,650
2.	Space (furnished medium room of between 20 and 50 participants with Projector Screen; Meals and Refreshments)	15m	\$3,890+
3.	Space (furnished small room or tent of not more than 20 participants with projection screen and simple refreshments)	10m	< \$2550

Payment Information



**Side Event Registration Form**

**7<sup>th</sup> Uganda Water and Environment Week 2024**

**Ministry of Water and Environment, Luzira**

**18<sup>th</sup> – 22<sup>nd</sup> March 2024**

**Account Name:** UGANDA WATER AND ENVIRONMENT WEEK - UWEWK

**Account number:** 01503616838089

**Name of Bank:** DFCU

**Branch:** Entebbe

**Mode of payment:** **Electronic Transfer, over the counter, cheques**

Please send your request to the Secretariat on [uwewk@mwe.go.ug](mailto:uwewk@mwe.go.ug) and copied to [wri.uga@gmail.com](mailto:wri.uga@gmail.com) not later than **Friday 23rd February 2024**.

*Your request will be confirmed upon payment of the costs associated with convening of the side event during UWEWK2024. Kindly send your evidence of payment to Secretariat on: [uwewk@mwe.go.ug](mailto:uwewk@mwe.go.ug); and copy to [wri.uga@gmail.com](mailto:wri.uga@gmail.com).*

**CONTACTS US:**

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<b>Title</b>	
<b>Theme</b>	
<b>Lead Organization(s)/Individual</b>	
<b>Organizing Partner(s)</b>	
<b>Speaker(s)</b>	
<b>Facilitator(s)</b>	
<b>Proposed date and time for event</b>	
<b>Duration</b>	
<b>Expected number of participants</b>	
<b>Space and equipment required</b>	
<b>Services required</b>	
<b>Contact person on-site</b>	
<b>Billing Address</b>	

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