Public Forum

Several thousand participants are expected from different walks of life to attend The Third UN World Conference on Disaster Risk Reduction. A number of events and exhibitions have been planned as part of a Public Forum that would be open to both accredited and unaccredited participants. It would be held over a number of venues across the city of Sendai and will run throughout the conference days from 14 to 18 March 2015. The Public Forum is a significant component of the World Conference and promotes a shared responsibility of reducing risk and building resilience. It would be open to all public and is a recognized part of the outcomes of the World Conference.

Brief Overview of the Application Process for the Public Forum

| Objective | The objective of the Public Forum is to,  
| | • Support the outcomes of the World Conference.  
| | • Raise awareness on disaster risk reduction and the building of resilience of nations and communities.  
| | • Contribute to promoting of knowledge on disaster risk reduction, resilience and reconstruction, for example the lessons and experiences of the Great East Japan Earthquake which devastated the region on 11 March 2011. |
| Dates | 14 – 18 March 2015 |
| Components of the Public Forum | 1. Public Forum Events such as symposiums, seminars and workshops  
| | 2. Exhibition booths  
| | 3. Poster exhibitions  
| | The Forum will be an opportunity for the following:  
| | • Showcasing lessons and good practices of the Hyogo Framework for Action  
| | • Promoting inputs and commitments to the post-2015 framework for disaster risk reduction  
| | • Highlighting innovation and lessons on disaster risk reduction, recovery and reconstruction including from the Great East Japan Earthquake |
| Time Duration | 1. Public Forum event (such as symposium, seminar and workshop): 90 minutes to a half day per event during the WCDRR (14-18 March 2015)  
| | 2. Exhibition booth: throughout the duration of the WCDRR (14-18 March 2015)  
| | 3. Poster exhibition: throughout the duration of the WCDRR (14-18 March 2015) |
| Organisers | Any organization which has been engaged in activities related to disaster risk reduction and recovery/reconstruction is eligible to organize an event or exhibition in the public forum irrespective of accreditation status. These include government organizations, local governments, international organizations, academic and research institutions, non-government organizations and non-profit organizations, community organizations, private sector entities, regional organizations etc.  
| | In order to ensure that as many organizers can be involved as possible, event applications with a collaborative partnering approach will be encouraged. Partnering with Japanese institutions would also be welcomed. For co-organized event, one of the co-organizers of the proposed event should be designated as a lead organizer. Proponents of similar issues would be encouraged to co-organize events. |
| Participants | • Events in the Public Forum are open to the public including accredited and non-accredited participants of the World Conference. Organizers can specify if the event is invitation-only. Though as a Public Forum, organizers are encouraged to have open invitations.  
| | • In Public Forum events, organizers are not to charge participants any participation or attendance fee. |

For detailed Guidelines and Application Form, please follow this link:  
| Venues | • Number of venues in Sendai City will be used for Public Forum, such as the Sendai Civic Auditorium and Tokyo Electron Hall Miyagi etc.  
• The Sendai Committee, Government of Japan and UNISDR as the WCDRR secretariat will consult and decide on the specific venues to be allotted. Applicants are welcome to provide their preference for type of venues in the application form. |
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<td>Room capacity</td>
<td>Capacity of the venues for public events would vary from 50 to 1,000 persons.</td>
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| Organization cost | Organizers need to cover organizational cost for events and pay for the same to the Sendai Committee in advance (Please see the annex No.1 (Venue and Organizing Cost) of the above mentioned detailed guidelines for the Public Forum. As summary of costs would be as follows:  
1. Public Forum event:  
   - The cost will vary according to the requested room size for an event (capacity of 50 people – 1,000 people) and also required equipment. Meeting room rental charges range between JPY 40,000 (approx. USD 400) and JPY 300,000 (approx. USD 3,000). The method of payment to the Sendai Committee would be informed to the organizers of the selected events along with the confirmation of selection.  
   - The organizers can request for additional equipment such as interpreter booths, additional microphone, etc. at their own cost.  
2. Exhibition Booth:  
   - The fee for one exhibition booth is JPY 98,000 (approx. USD 980), which includes a booth, two panel walls, a table and a chair, panel plate, and an electricity plug. Additional equipment and items can be requested at own cost.  
3. Poster exhibition is free of charge |
| Application procedure | • Applications for Public Forum events are to be completed online.  
• Applications are to be made in English; Japan-based organizers can apply in both English and Japanese.  
• Forms are available on the above mentioned web-link  
• Allocated venue and/or date might be different from applicants’ preference if the number of applications exceeds the number of available slots or there are multiple requests for particular slots.  
• Application from private individuals will not be considered. |
| Selection process | Sendai Committee for the UN World Conference on Disaster Risk Reduction (Consists of City of Sendai, Prefectural Governments of Tohoku region, business communities and private sector from Tohoku region- referred to as the Sendai Committee), the Government of Japan and the UN Office for Disaster Risk Reduction (UNISDR) as the World Conference Secretariat will be part of the selection process. Due to the high level of demand expected for public forum events during the World Conference, it might not be possible to accommodate all requests. All efforts will be made to accommodate eligible ones. |
| Milestones for application | • Announcement of request for application: Early July 2014  
• Deadline for submission of applications: 16 September 2014, 17:00 [JST: UTC +9:00]  
• Announcement of the selected events and schedule: 31 October 2014  
• Providing abstract for Conference Programme: 28 November, 2014  
• Cancellation and payment: by 31 January, 2015, 17:00 [JST: UTC +9:00] |
| Promotion | • Once the application is confirmed, organizers will be able to upload information pertaining to their event to on the relevant section of the World Conference website  
• Publicizing an event is the responsibility of its organizers. The Sendai Committee, the Government of Japan nor the Secretariat will not produce fliers, distribute notices, or run other publicity efforts for public events.  
• Organizers are encouraged to refrain from or extremely limit the amount of information materials including flyers, brochures and publications and to reduce wastage towards an environmentally-friendly conference. |
| Other points to note | • The Sendai Committee, the Government of Japan and the Secretariat remind applicants that they reserve the right to reschedule or cancel public forum events at any time in the |
interest of the Conference programme.

- The Secretariat will provide a comprehensive programme of events and daily updates during the Conference to be posted on the World Conference website. A programme in Japanese will be provided on the Sendai Committee website.
- The official accreditation process for the World Conference would not be necessary for organizing or participating in the Public Forum. The modality of participation in the Public Forum is different from other segments of the World Conference. Please note that only accredited entities will be able to attend the Intergovernmental Segment and Multi-stakeholder Segment of the World Conference including plenaries, working sessions, and official receptions etc.

| Inquiries | For international applicants: UNISDR (wdrr2015@un.org) (Applicants are requested to mention Public Forum in the subject-line of their email)
For Japan based organizers: Sendai Committee for the WCDRR (info@hostcity-sendai.jp) |