



## UGANDA WATER AND ENVIRONMENT WEEK 2025

### MINISTRY OF WATER AND ENVIRONMENT, LUZIRA

#### **GUIDELINES FOR ORGANISING A SIDE EVENT DURING THE UWEWK2025**

The Ministry of Water and Environment through the Water Resources Institute (WRI) together with partners will hold the Eighth Uganda Water and Environment Week (UWEWK) from **Monday 17<sup>th</sup> March to Friday 21<sup>st</sup> March 2025**.

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 2025 is ***“Water and environment resources for enhanced resilience and improved incomes and livelihoods”*** And will be guided by the four sub themes:

- a) **Water and environment for a peaceful and sustainable future**
- b) **Water and environment for climate action.**
- c) **Equitable and sustainable use of water and environment resources for improved incomes and livelihoods**
- d) **Water and environment innovations, knowledge and capacity for empowering a new generation**

As part of the UWEWK 2025, 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 17<sup>th</sup> to Friday 21<sup>st</sup> March 2025

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 2025 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 2025.

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



### Side Event Registration Form

8<sup>th</sup> Uganda Water and Environment Week 2025

Ministry of Water and Environment, Luzira

17<sup>th</sup> – 21<sup>st</sup> March 2025

#### Payment Information

**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 21<sup>st</sup> February 2025**.

*Your request will be confirmed upon payment of the costs associated with convening of the side event during UWEWK2025. 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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**Facebook:** facebook.com/Ministry of Water and Environment