

GUIDELINES FOR COLLABORATING WITH Y20 SECRETARIAT FOR OUTREACH EVENTS

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1. Introduction

The Y20 is an official engagement group of the G20, composed of young leaders from the G20 countries. Y20 India will act as a platform for dialogue and negotiations among young leaders in India and around the world, who will come together to address the challenges facing our generation and strive to make a positive impact on the world.

The Themes of Y20 India are:

- i. Future of Work: Industry 4.0, Innovation & 21st Century Skills
- ii. Climate Change and Disaster Risk Reduction: Making Sustainability a Way of Life
- iii. Shared Future: Youth in Democracy and Governance
- iv. Health, Wellbeing & Sports: Agenda for Youth
- v. Peace-building and Reconciliation: Ushering in an Era of No War

This document outlines the guidelines and procedures for organising and executing programs and events in partnerships with Y20 India. It is intended to ensure that such events are managed in a professional, transparent, and effective manner. The SOP covers the conditions for collaborating with Y20 and other important aspects such as logistics, communication, etc. It is important that all partners organising events in collaboration with Y20 India strictly adhere to these procedures to ensure the success of the event and the partnership.

2. Logo Usage

All organisations collaborating with Y20 must adhere to the following guidelines for usage of logo:

1. All the posters and hoardings for the event must have the G20 and Y20 logo.
2. The G20 and Y20 logo should be on the **top-left** and **top-right** corner respectively.
3. Organizing institute's logo should be **centre-aligned**.
4. Background colour for the logo should be white/off-white.
5. There must be sufficient space around all the logos.

3. Mandate for Sponsorship

1. The organisation must inform the Secretariat in advance if any other stakeholders are being involved for the event in any capacity.
2. If the organization conducting the event is raising sponsorships for the event, they must share a certain percentage of the total sponsorship raised with the Y20 secretariat. The share of Y20 Secretariat shall be decided while entering into an agreement.
3. Companies sponsoring the event should not be associated with the production/marketing/selling of sin goods and services.

4. Social Media Promotion

1. Every social media post must include the G20 and Y20 logo.
2. Collaboration with Y20 to be clearly highlighted in all tweets/posts.
3. Y20 handles must be tagged in all pre and post event releases.
4. The category of event (Y20 Talks, Y20 Chaupals, Y20 Walk, etc) must be highlighted in every post and must be mentioned on top centre of every poster of the event.

5. List of Speakers

1. The list of speakers must be communicated to the Y20 secretariat, at least three weeks in advance. The secretariat will provide approvals on the same.
2. Every event must have at least one speaker from the Y20 secretariat.

6. Event Brief

1. All outreach events focussed on formal/informal discussions, talks, lectures, etc. must be covered under the following three heads:
 - i) Y20 Talks: Talks or Panel Discussions on Y20 issues involving renowned speakers.
 - ii) Y20 Chaupals: Participatory discussions on youth-centric issues related to Y20 themes.
 - iii) Y20 Study Circle: Focussed discussions dedicated to Y20 themes in academic institutions.
2. For all other events that do not fall under those categories mentioned above, the events will be clubbed under other categories, on the discretion of Y20 Secretariat (Y20 Walks, Y20 Youth Festivals and Y20 College Festivals, etc.).

Particulars	Y20 Talks	Y20 Chaupal	Y20 Study Circle
Event Type	Talks or Panel Discussions involving Experts	Participatory Discussions	Thematic discussions
Venue	Indoor	Outdoor	Indoor/Outdoor
Minimum Audience	100	50	15
Speaker	Premier Speakers (A Moderator in case of a Panel Discussion with Experts)	No Speakers (Participatory discussion anchored by a Moderator)	Discussion led by a Moderator
Signature Element	G20 Country's Flags	Theme: Vasudhaiva Kutumbakam	Theme & Report: One Future

3. The theme of the event to be conveyed to the Y20 Secretariat for approval, at least three weeks in advance.
4. Minute to minute schedule of the proposed event to be shared with the secretariat for approval.
5. The format of the event to be conveyed to the Secretariat three weeks prior to the event.

7. Media and Communication

1. Use of Social media handles to be communicated prior to the event.
2. Promotion videos and posts to be posted on the official handle of the institution after the approval of the Secretariat.
3. The host institution will be responsible for the video recording and photography of the event.
4. The institution shall make necessary arrangements for transfer of pictures and video recording of the event in real time with joint ownership with Y20.
5. Press Releases to be vetted by the Secretariat at least 48 hours prior.
6. The host institution shall submit an Event Report in the format prescribed by the Y20 Secretariat within 48 hours after completion of the event.

8. Venue Guidelines

1. Venue to be communicated to the secretariat for approval at least three weeks prior to the date of event.
2. Proposed venue for the conference institute to be notified by the host in principle with details that will include:
 - i. Venue Category
 - a. Open- Stadium/Ground/Stage
 - b. Closed- Conference Hall/ Auditorium, etc
 - ii. Venue Capacity
 - a. Audience capacity of the venue
 - b. The number of special guests or VIPs that can be accommodated
 - iii. Accessibility
 - a. Distance of venue from City Centre and its accessibility from Railway Station/Airport and any National Highway
 - b. Distance from the place of accommodation of the delegation
3. Required permissions should be taken at least 7 days prior to the event and should be communicated to the Secretariat.

9. Hospitality

a. Accommodation

1. The logistics for travel of international speakers and guest delegates shall be in accordance with the guidelines of the Ministry of External Affairs, Government of India.
2. For the delegates, speakers and the Y20 Secretariat members, accommodation is to be arranged by the host.
3. In case the institution has accommodation, such as guest house, there would be requirement of
 - i. Premium Administrative Guest House
 - ii. Premium Administrative Suits
4. In case the institution does not have an accommodation, any hotel to stay near the institution is to be booked after consultation with the Y20 Secretariat.
5. The Host institution shall bear the cost of the accommodation, meals, Room Service, Laundry, etc. (Excluding Tobacco & Alcohol).

b. Travel

1. The speaker/ delegate should be provided with one Innova Car each for the entire stay.

c. Food

1. All meals during the stay from the time of arrival to be provided by the host.
2. High tea can be arranged for the speakers and the delegates with the host authorities.
3. Venue Hotel/Guest house shall be asked to provide suggested menus, ensuring a mix of Regional, Indian and International dishes, with a focus on use of Millets.
4. In case the State Governments and other organisations wish to host a dinner or lunch at their expenses, details to be sent to the Y20 Secretariat for approval.

10. Security

1. Security Protocols of the Speakers and Delegates, wherever applicable, has to be in sync with local administration.
2. All the information regarding the above-mentioned protocol should be conveyed to the Secretariat three weeks in advance.

11. Additional Guidelines

1. Intimation of Nodal Officers shall be submitted by the host institution at the very preposition state of the event.
2. Gifts are to be selected from the One District One Product (ODOP) list of the respective district where the meeting is being held.
3. Excursions could be planned for the delegate and the delegation in case there is time post event provided the security requirements are met, subject to the approval of the Secretariat.

12. Dispute

1. In case of any dispute regarding collaboration and use of logo, matter will be settled mutually by both the bodies.
2. In case the organisation fails to follow guidelines, the Y20 Secretariat has the authority to cancel the collaboration.

For collaborations, contact:

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