UN75 Info Sheet for UNAI Member Institutions

- A Dialogue Toolkit has been produced by the UN with the goal of providing an overview of what is expected from the UN75 dialogues as well as answers to the most frequently asked questions. While the toolkit has not been developed exclusively for universities, it can serve as a starting point for those UNAI member institutions who undertake dialogues. The document can be found [here](#) and is available in all 6 UN official languages (Arabic, Chinese, English, French, Russian, Spanish).

- There is no preestablished or preferred format for conducting these dialogues, as the contexts vary greatly from one institution to another. You can either take advantage of pre-existing academic spaces, such as classes, conferences, seminars or workshops, or create brand new ones for this purpose; the dialogue should not entail any costs or expenses for you.

- Due to prevailing circumstances, if your campus is now closed to students you can also host an online dialogue to allow real-time participation and interaction with people even located off campus, including in other cities and even countries and regions. If convening an activity of this kind, you may use online video conferencing platforms such as BlueJeans, Zoom or any other of your choice and, even your institutional social media channels that could also serve to mobilize and encourage discussions.

- If the dialogue is hosted online, make sure that potential participants are properly informed in advance about the various technical requirements to join and have instructions on how to use the selected videoconferencing platform.

- We suggest that your dialogue be as informal as possible, but with some basic and general ground rules in order to foster the discussion around whatever topics you may want to highlight and the free exchange of ideas among participants, while respecting everyone's opinions. The UN75 dialogue is intended to be an open forum for interaction and not a rigid or confined event. The more diverse and gender-inclusive the audience is, the better. This will allow a truly inclusive dialogue and contribute to more meaningful outcomes.

- There are no specific requirements in terms of duration of the activity or number of participants that must attend, but a moderator should be selected to ensure the proper flow of the dialogue and consideration of key points during the activity as well as reporting back on the discussion via the reporting mechanisms listed below. The moderator can be a student leader, faculty member or university administrator.

- The dialogue could be thematic or could cover a wide range of critical issues within the current and future UN agenda. Some of these issues are already presented as framing questions to guide the dialogue and the UN has published Issue Briefs to provide an overview as well as further information on each one of them, including helpful resources.

- Ideally it would be good to start the dialogue with a short introduction to the topics, possibly by someone with expertise, professional experience or teaching background related to them, and an overview of relevant documentation, which could be sent prior to the actual dialogue for the participants to have a better understanding of whatever is to be discussed.

- Once background information has been provided to the participants, the moderator should encourage the exchange of ideas among them in an orderly fashion. While the dialogues are not meant to be debates, the different points of view might lead to debates, which should not be discouraged as long as the discussion is done in a respectful manner. Note-takers should be assigned or should volunteer to write summaries of the dialogues which can be used to report back using the methods below.

- It is important to let the UN know about the dialogue you held so that your inputs can be included in the final report to UN Member States in September at the UN General Assembly. To report on your discussion please complete this Registration Form and once the activity takes place, kindly fill out the Feedback Form. For our own records you will find attached both forms in Word format so you can send them to us as well. You can then copy and paste the information in the online versions of both. **Please fill out the forms online and email your completed forms in a Word document to UNAI at academicimpact@un.org to let us know you held a dialogue on your campus.**

- We encourage you to share information and visuals about the dialogue on your campus through your social media channels. Some useful assets can be found on this Trello board. The Branding Package of UN75, including the logo for use by non-UN entities such as universities and colleges is available here. Guidelines for its use can be found in this document.

#UN75