

**Africa Regional Forum on Sustainable Development**

**Event request form**

|  |
| --- |
| **Please fill in using block letters** |
| Name of requesting organization: |  |
| Contact person: |  |
| Address: |  |
|  |  |
| Telephone: |  |  |  | E-mail: |  |
| **Proposed title of the side event** (please attach a detailed description of the event, no more than 1 page in length, that includes the names of all organizers, partners, speakers and panellists and that indicates the thematic focus of the event and its potential contribution to the Forum)  |
|  |
|  |
| **Preferred dates and times[[1]](#footnote-1)** (please indicate more than one option) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **25 February 2021** **(virtual)** | **26 February 2021** **(virtual)** | **1 March 2021 (virtual)** | **In person side events** **(only by host government)** |
| **Priority** | **Time** | **Time** | **Time** | **Time** |
|  | **9–10.30 am** | **11.00 am – 12.30** | **2 –****3.30 pm** | **4-5.30 pm** | **9–10.30 am** | **11am – 12.30** | **2 –****3.30 pm** | **4-5.30** **pm** | **9-10.30 am**  | **11-** **12.30** | **2 March****(1-2.30 pm)** |
| First |  |  |  |  |  |  |  |  |  |  |
| Second |  |  |  |  |  |  |  |  |  |  |
| Third |  |  |  |  |  |  |  |  |  |  |

If you choose lunch time (in person), it is recommended to organize small lunch bags with the hotel or with local caterers, as appropriate.

For any side event, it is the responsibility of the organizers to mobilize participants.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| **Room capacity** (**please choose one – only for in person meetings**) |
| 30–50 persons    |  |  | 50–100 persons    |  |  | 100–500 persons    |  |  |
| **Equipment and services (**note: laptops are **not** provided) |
| Projector for power point presentations |  |  | Interpretation (English and French)  |  |  |
| Sound set-up (in-room microphones) |  |  | Other services (please specify below) |  |  |
|  |  |
|  |
|  |
| **The costs related to the use of the above equipment and services will be covered by:** |
|  |
| (Name of organization) |
| ***Signed:*** |  |
| (Please print full name and title below the signature line)  |  |
|  |  |

***Please ensure that the completed application form, including the detailed proposal, is received no later than 22 January 2021 and addressed to the following:***

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1. Times are expressed according to Brazzaville time (UTC+1). [↑](#footnote-ref-1)