## PROPOSAL FOR A SIDE EVENT

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| **TITLE OF THE EVENT** | |
| **BRIEF DESCRIPTION**  (*Here, present the main idea behind the event, specifying the topic and a character of an event (lecture, seminar, celebration and so on*): *not exceeding 1500 characters.* | |
| **ORGANIZER** | |
| Name of the organization |  |
| Contact Person |  |
| Phone number |  |
| Email address |  |
| If applicable, name and contact in UNESCO that will cooperate in organizing your event. |  |
| Preferred date and time | Preferred date: ………………………  lunch time (12.30 – 2.30 p.m.)  evening (after 6 p.m.) |
| Duration of the event | ..................... |
| Language of the event | ENGLISH  other (please specify): .....................  FRENCH |

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| **TECHNICAL REQUIREMENTS**  *Please note that technical requirements will be addressed within the resources and means available.* | |
| Modality of the event | in presentia  online |
| Type of an event | exhibition  seminar/workshop  lecture  live performance (dance, song, theatre, etc)  film projection  other (please describe)  For exhibitions, please specify the scale (how many square meters that may take): :………………………………………………… |
| Number of people expected  (for in presentia and online events) | …………………....... |
| Seating set-up  (for in presentia events) | rows  block (for lectures)  u-shape  other (please describe)…………………………. |
| Technical equipment  (for in presentia events)  (NB: The organizers are responsible  for the identification of interpreters  and for covering the cost of  interpretation for the event proposed) | microphones  laptop  projector with screen  additional screen  table  interpretation facilities (cabin) |
| Channel/media (for online events) | zoom  youtube  facebook  others (please describe)………………………………. |
| Catering needs, if applicable  *(NB: catering costs shall be borne by*  *the organizers of the side-event*  *proposed*) |  |
| Other needs and comments: |  |