## 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 responsiblefor the identification of interpretersand for covering the cost ofinterpretation 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: |  |