## INFORMATION ON SIDE EVENT ORGANIZATION

Should you wish to propose a side event, please fill in the following form and send it to [ichmeetings@unesco.org](mailto:ichmeetings@unesco.org), with a copy to [m.crochet@unesco.org](mailto:m.crochet@unesco.org) as soon as possible and in any case **by 10 May 2024** - proposals received after this deadline may not be treated.

The calendar of events will be featured and regularly updated on the dedicated webpage: <https://ich.unesco.org/en/10ga>.

**Rooms capacity**

All the conference rooms listed below are equipped with an LCD projector and a laptop computer used primarily for PowerPoint presentations. With the exception of Rooms III and V, all rooms are equipped with a sound system, headphones, a table microphone for every three seats, audio recording equipment and booths for simultaneous interpretation.

**Technical specifications** (indications only:on the basis of the information provided, the Secretariat will contact the requestors for further details and to indicate the room assignment.):

|  |  |
| --- | --- |
| **Room III** | Ground floor  50 seats  No audio system  Setup: Semi-circle |
| **Room IV** | Mezzanine  356 seats  6 interpretation booths  Setup: Theatre, 1 speaker lectern |
| **Room V** | Ground floor  20 seats  No audio system  Setup: Circle |
| **Room VI** | -1 level  56 seats  6 interpretation booths  Setup: Hollow rectangle |
| **Room VIII** | -1 level  45 seats  6 interpretation booths | Videoconference  Setup: Conference |
| **Room IX** | -1 level  96 seats  5 interpretation booths | Videoconference  Setup: Theatre |

*For more information please consult the* [*UNESCO house event planners’ guide*](https://unesdoc.unesco.org/ark:/48223/pf0000366652?posInSet=1&queryId=6328fd5b-874f-418c-af01-c72f27b9aa08)*.*

**topic**

Please take note that UNESCO does not promote events related to ongoing nomination files for inscription on the Lists of the 2003 Convention.

## PROPOSAL FOR A SIDE EVENT FORM

|  |  |
| --- | --- |
| **TITLE OF THE EVENT** | |
| **BRIEF DESCRIPTION**  (*Please 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 5.30 pm) |
| Duration of the event | ..................... |
| Language of the event | ENGLISH  other (please specify): .....................  FRENCH |
| **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 event  *(NB: no exhibition space is available for side-events)* | seminar / lecture / film projection  live performance (dance, song, theatre, food presentation, etc.)  hands-on workshop  other (please describe): ……………………………………... |
| Number of people expected  (for in presentia and online events) | …………………....... |
| Seating set-up  (for in presentia events) | theatre / classroom  semi-circle  circle  hollow rectangle  conference  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)* | microphone / How many: ...  laptop  projector with screen  additional screen  table / How many: ...  interpretation facilities (cabin) |
| Catering needs, if applicable:  *(NB: catering costs shall be borne by*  *the organizers of the side-event*  *proposed*) |  |
| Other needs and comments: |  |