## 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, with a copy to 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 floor50 seatsNo audio systemSetup: Semi-circle |
| **Room IV** | Mezzanine356 seats6 interpretation boothsSetup: Theatre, 1 speaker lectern |
| **Room V** | Ground floor20 seatsNo audio systemSetup: Circle |
| **Room VI** | -1 level56 seats6 interpretation boothsSetup: Hollow rectangle |
| **Room VIII** | -1 level45 seats6 interpretation booths | VideoconferenceSetup: Conference |
| **Room IX** | -1 level96 seats5 interpretation booths | VideoconferenceSetup: Theatre |

*For more information please consult the* [*UNESCO house event planners’ guide*](https://unesdoc.unesco.org/ark%3A/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

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| --- |
| **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: |  |