**PROPOSAL FOR A SIDE EVENT**

**Submission deadline: 10 October 2024**

Please submit this form (one form per event) to:

ich@unesco.org with a copy to Ms Mathilde Crochet m.crochet@unesco.org.

Throughout the Committee session, a series of side events on the theme of living heritage safeguarding may be organized outside the plenary meetings, in coordination with the host country of the Republic of Paraguay and subject to available spaces. The information provided through the form will be translated and featured online.

Upon receipt of a proposal, the Secretariat will contact the main side event organizer to discuss the date of the event and space assignment as well as technical requirements and missing information, if any. Once the side event is validated, the organiser and the Permanent Delegation(s) of the country(ies) concerned will be notified of the side event’s inclusion in the 19.COM calendar of events. The calendar will be regularly updated with details of approved side events (see <https://ich.unesco.org/en/calendar-of-events-01360>).

Upon validation the event, the organizer will be brought in touch with the host country’s side events focal point to coordinate the logistical details. Technical requirements will be addressed within the resources and means available at the venue.

Please note that:

* There are two adjacent venues where side events can be held (see Annex for the space specifications): a) Conmebol Convention Centre and b) Gran Bourbon Asunción Hotel.
* All side events rooms listed in Annex are equipped with an LCD projector and a laptop computer used primarily for PowerPoint presentations. These rooms are also equipped with a sound system and microphones. An estimate of the additional costs (to be borne by organizers) and technical feasibility of meetings in hybrid format can be provided. The exhibition spaces are not equipped with audio systems. In addition, there will be a small live performance area with audio systems.
* It is recommended to plan the total duration to around 45 minutes for side events to be held during the lunch break and up to 60 minutes for side events to be held after the day’s session. Based on past experiences, the number of speakers per side event may be up to 4 speakers per side event to keep the events dynamic and to allow enough time for audience interaction.
* If interpretation is required, the side event organizers are responsible for the identification of interpreters and for covering the costs of interpretation for the event proposed.
* For book launch or film screening, the materials must be received by 10 October 2024.
* Events involving catering can only be held at the Conmebol Convention Centre. Please note the costs for catering services shall be covered by the organizers of the proposed side-event.
* Events related to ‘ongoing’ nominations in the 2024 cycle for inscription on the Lists of the 2003 Convention can be held once the Committee will have taken its decisions on the nominations concerned.

**A. organizational aspects and contacts**

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| **Lead applicant** |
| Country or Organization submitting the proposal | *Name:* |
| Focal point 1 | *Name & title:* |
| Phone number |  |
| Email address |  |
| Focal point 2 | *Name & title:* |
| Phone number |  |
| Email address |  |
| **Co-organising partners (if applicable)** |
| Co-organizer 1 | *Name:* |
| Co-organizer 2 | *Name:* |
| Co-organizer 3 | *Name:* |
| If applicable, UNESCO contact involved in the event. | *Name and contact information:* |

**B. event description**

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| **Title of the event***(maximum 150 characters including spaces)*….. |
| Type of event | [ ]  Round table/ Film screening\* / Book launch\*[ ]  Live performance (i.e. dance, song, theatre, food presentation)[ ]  Hands-on workshop[ ]  Other (please describe): ……………………… |
| Modality of the event | [ ]  Onsite[ ]  Online [ ]  Hybrid |
| **Brief description***(Provide a short description of the event, background, objectives. Not exceeding 150 words)**……* |
| **Speakers/panellists (if applicable)***(Please list names, affiliation, gender and geographical location of the speakers/panellists)* **Speaker/panellist 1:****Name:****Gender:****Affiliation:****Title:****Country:** |
| **Programme of the side event***(Please add programme items - even if preliminary - and rows as necessary)*

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| --- | --- |
| **Duration** **(in minutes)** | **Programme Items** |
| \_\_\_ min | Item 1 (e.g. introduction, icebreaker, etc.) |
| \_\_\_ min | Item 2 (e.g. presentations, panel discussion, roundtable, etc.)  |
| \_\_\_ min | Item 3 (e.g. Interactive exchange, etc.) |
| \_\_\_ min | Item 4 (closing, way forward, etc.) |

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| **\*Film screening or book launch***Indicate here the type of materials being provided**(Please provide the materials along with the completed form by 10 October 2024)* |
| **Logos & visuals***Logos of the organizers specifying the order of appearance, and a visual or photo to illustrate the event with caption and copyright* |

**C. Technical requirements**

Please see Annex for specifications of each side event rooms and spaces.

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| Preferred date and time | Preferred date: ………………………[ ]  Lunch time (12.45 – 2.30 pm)[ ]  Evening (after 5.45 pm) |
| Duration of the event | ................ min |
| Main language of the side event | [ ]  English [ ]  French[ ]  Other (please specify): ..................... |
| Interpretation is proposed in the following languages | [ ]  English[ ]  French[ ]  Other (please specify): ..................... |
| Number of people expected | Onsite: ……….Online: ………. Hybrid: ………. |
| Seating set-up (for onsite events) | [ ]  Theatre / classroom[ ]  Conference / rectangle[ ]  Other (please describe): ……………………… |
| Technical equipment (for in situ events) | [ ]  Microphone(s) */ Quantity:* ...[ ]  Table(s) */ Quantity:* ...[ ]  Laptop[ ]  Recording of the meeting (only for online/hybrid format and subject to technicalfeasbility)[ ]  Projector with screen[ ]  Additional screen |
| Other needs and comments |  |

**D. Catering requirements**

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| Number of people to be served: ……….Type of service required: *(e.g., lunch boxes, buffet, plated meals)* ……….Maximum budget: ………. |

**Annex**

**Side events space specifications**

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| **Conmebol Convention Centre (Foyer, ground floor)** |
| Zone 1 | Exhibitions booth / permanent stand Maximum recommended size 5 x 3 mNo audio system |
| Zone 2 | Exhibitions booth / permanent standMaximum recommended size: 5 x 3 mNo audio system |
| Zone 3 | Exhibition space (poster, roll up, banner)Maximum recommended size 4 m²No audio system |
| Live performance area | Live performance area with a movable lectern and mobile stageDimensions 3 x 5 mAudio system possible |
| **Gran Bourbon Asunción Hotel** |
| Room FIFA | Sixth floor107 seatsSetup: theatre, banquet, U-Shape, cocktail, classroom |
| Room Conmebol | Sixth floor70 seatsSetup: theatre, banquet, U-Shape, cocktail, classroom |
| Room Copa Sudamericana | Sixth floor12 seatsSetup: customizable |
| Room Copa Libertadores de América | Ground floor120 seats Setup: theatre, banquet, U-Shape, cocktail, classroom |
| Room Copa America | Ground floor180 seats2 interpretation boothsThis room is reserved for use by the ICH NGO Forum |
| Zone 4 | Ground floorMaximum recommended size: 5 x 3 mNo audio system  |
| Zone 5 | Ground floorMaximum recommended size: 5 x 3 mNo audio system  |