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|  | **Issued by the ATT Secretariat** |

**Working Group Meetings and Second CSP8 Informal Preparatory Meeting**

**SIDE EVENT - PROPOSAL FORM**

**Tuesday, 26 – Friday, 29 April 2022**

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| **Title**: | *Title of the side event* | | | |
| **Organizer:** | *Name of the organization(s) and any government(s) hosting the event* | | | |
| **Date →:**  **Room↓:** | **Tuesday**  26 April | **Wednesday**  27 April | **Thursday**  28 April | **Friday**  29 April |
| Room B  (214 persons) |  |  |  |  |
| Room C (214 persons) |  |  |  |  |
| **Speakers:** | *List the speakers by name in order of appearance* | | | |
| **Start time:** |  | | | |
| **Finish time:** |  | | | |
| **Language:** |  | | | |
| **Technical requirements:** | Do you require audio visual equipment?  Yes  No  Please specify: | | | |
| **Interpretation:** | Do you intend to provide interpretation?  Yes  No | | | |
| **Catering:** | Do you intend to provide catering?  Yes  No | | | |
| **Address for invoice:** | *Name and email address of the person the invoice for any additional equipment should be sent to* | | | |
| **Focal point:** | *Name and email address* | | | |
| **Description:** | | | | |

**\*** *Please indicate in this section the room you would prefer to hold the side-event in. You may select more than one option, if you have flexibility regarding dates. Please note the following:*

* *Interpretation: Interpretation equipment is available in both rooms;*
* *Capacity: Rooms B & C hold 214 persons;*
* *Technical equipment:* *Use of technical equipment is charged at CHF 260.- per room. If you require additional equipment or room configuration, additional costs will be incurred.*

***Please submit this form to Sarah Parker, ATT Secretariat, at:*** [***sarah.parker@thearmstradetreaty.org***](mailto:sarah.parker@thearmstradetreaty.org) ***by 22 April 2022.***