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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 [ ]  NoPlease 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*** ***by 22 April 2022.***