

October 15-19, 2018

**Side Event Request Form**

Please submit applications at:

[untoc.cop@un.org](mailto:untoc.cop@un.org)

by **27 July2018.**

Only fully completed forms submitted within the deadline will be considered.

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| --- | --- | --- | --- |
| **SUBMITTED BY** | | | |
| Name of country and organization |  | | |
| Name of **focal point**[[1]](#footnote-1) for the organization of the side event |  | | |
| Email address of focal point |  | | |
| Phone number of focal point |  | | |
| **COOPERATING PARTIES** | | | |
| Division/Unit |  | | |
| Member State |  | | |
| Other Co-sponsor |  | | |
| **EVENT PROFILE** | | | |
| Title to be included in programme |  | | |
| Subject matter to be covered |  | | |
| Description of event (subject, speakers) |  | | |
| Preferred slot | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **MON**  **15 Oct** | **TUE**  **16 Oct** | **WED**  **17 Oct** | **THU**  **18 Oct** | **FRI**  **19 Oct** | | 9-10 a.m. | No event |  |  |  |  | | 1-2 p.m. |  |  |  |  |  | | 2-3 p.m. |  |  |  |  |  | | | |
| Target audience:  (level of participants) | Delegation Members  Experts  NGOs  IGOs | | UNDOC staff  Other.  Please Specify: |
| **PLANNING REQUIREMENTS** | | | |
| Anticipated number of participants\*: |  | | |
| Number of Panellists\*\* |  | | |
| Expected High –level participation | Yes  No  If yes, please specify :  (i) Head of State:  (ii) Minister (including Vice Minister):  (iii) Head of international organization: | | |
| Any special requirements: | over-head projector  computer connection  materials for distribution | other  Please Specify: | |
| \*Please note that all panellists and organizers of side events must pre-register for the Conference in order to gain access to the Vienna International Centre. For more information, please see Information for Participants at <http://www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session9.html>.  \*\*\*Organizers are strongly encouraged to ensure the participation of women on panels during side events. | | | |
| **CLEARANCE** | | | |
| Cleared by Director (UNODC internal use only) | Yes  No | | |
| **COMMENTS** | | | |
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|  | | | |

1. This should be the person taking care of all organizational matters related to the event. All relevant information will be sent to this email address. [↑](#footnote-ref-1)