

October 15-19, 2018

**Side Event Request Form**

Please submit applications at:

 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. |  |  |  |  |  |

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| 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 [ ]  NoIf 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** |
|       |
|       |

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)