**Application Period:**

**16 to 27 March 2020**

**via mail to unodc-sgb@un.org**

**Side Event Request Form**

**Only fully completed forms will be considered.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ORGANIZER** | | | | |
| **Organizer:** | *<Enter name of the requesting organisation>* | | | |
| **Status of the organizer:** |  | Member State |  | IGO |
|  | UN entity |  | NGO |
| **Confirmed co-organizers:** (additionally, please send the co-organization form by 27 April 2020, available here: <https://www.unodc.org/unodc/en/commissions/CND-and-CCPCJ_Side-Events.html>) | *<If applicable, enter name and email address of co-organizer>* | | | |
| *<If applicable, enter name and email address of co-organizer>* | | | |
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| *<If applicable, enter name and email address of co-organizer>* | | | |

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| **FOCAL POINT** | |
| **Name:** | *<Enter name of the contact person of the organizer>* |
| **Title:** | *<Enter title and affiliation of contact person>* |
| **Email address:** | *<Enter email address that should be used for all communication>* |
| **Phone number:** | *<Enter phone number including the country code>* |

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| **EVENT PROFILE** | | | | |
| **Title:** | *<Enter title to be included in the Programme>* | | | |
| **Description of event:** | *<Provide more details on the event>* | | | |
| **High-level event?**  (Confirmed participation on ministerial level) |  | Yes |  | No |
| <*If yes, provide name and function of high-level speaker(s)>* | | | |

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| **LOGISTICS** | | | | | | |
| **Room capacity:** |  | 35 persons | | |  | 75 persons |
|  | 130 persons | | |  | 300 persons |
| **Interpretation planned?** (Please note that UN interpretation is not available to side events) |  | Yes |  | No | | |

**Please chose one of the following options for each time slot.**

**“Preferred time” =** I would like to get one of these slots.

**“Impossible” =** The panellists cannot be present during these slots.

**“Possible” =** If my preferred time slots are not available anymore, I could have my event at this time.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 9-10 a.m. | **No event** | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 1-2 p.m. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| 2-3 p.m. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |

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| **Additional Comments** |

*<If applicable, insert additional comments.>*