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

**ATT CSP10 Informal Preparatory Meeting**

**SIDE EVENT - PROPOSAL FORM**

**Thursday 16 – Friday, 17 May 2024**

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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\*↓:** | **Thursday** 16 May | **Friday** 17 May |
| Room B(108 persons) | [ ]  | [ ]  |
| Room C(108 persons) | [ ]  | [ ]  |
| Room E(60 persons) | [ ]  | [ ]  |
| **Speakers:** | *List the speakers by name in order of appearance* |
| **Start time:** |  |
| **Finish time:** |  |
| **Language:** |  |
| **Technical requirements:** | Do you require additional audio visual equipment?\*\* [ ]  Yes [ ]  NoPlease specify: |
| **Interpretation:** | Do you intend to provide interpretation?\*\* [ ]  Yes [ ]  No |
| **Catering:** | Do you intend to provide catering?  |
| **Address for invoice:** (if applicable) | *If applicable, name and email address of the person the invoice for interpretation services should be sent to* |
| **Focal point:** | *Name and email address* |
| **Description:** |

**\*** *Please indicate in this section which room you would prefer to hold the side-event in. You may select more than one option, if you have flexibility regarding dates. Rooms B and C hold 108 persons, Room E holds 60 persons.*

*\*\*Please note the following:*

* *Technical requirements:* *Use of standard audio-visual equipment is charged at CHF 390.- per room. This concerns use of the screen, beamer, microphones and headphones. If you require additional equipment or room configuration, additional costs will be incurred.*
* *Interpretation: Interpretation equipment is available in all rooms.*

***Please submit this form to Mr Tom Nijs, ATT Secretariat, at:*** ***tom.nijs@thearmstradetreaty.org*** ***by 06 May 2024.***