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

**Tenth Conference of States Parties to the Arms Trade Treaty (CSP10)**

**SIDE EVENT - PROPOSAL FORM**

**Monday, 19 – Friday, 23 August 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↓:** | **Monday** 19 August | **Tuesday** 20 August | **Wednesday** 21 August | **Thursday** 22 August | **Friday** 23 August |
| Room B (108 persons) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Room C(108 persons) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Room E(60 persons) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Room F(60 persons) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | *Please indicate in the table above the room you would prefer to hold the side-event in. You may select more than one option, if you have flexibility regarding dates.* |
| **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?\* [ ]  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 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.*
* *Catering: Catering orders need to be submitted to Eurest by 12 August 2024.*

***Please submit this form to Mr Tom Nijs, ATT Secretariat, at:*** ***tom.nijs@thearmstradetreaty.org*** ***by 05 August 2024.***