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

**Eighth Conference of States Parties to the Arms Trade Treaty (CSP8)**

**SIDE EVENT - PROPOSAL FORM**

**Monday 22 – Friday, 26 August 2022**

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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** 22 August | **Tuesday** 23 August | **Wednesday** 24 August | **Thursday** 25 August | **Friday** 26 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 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:*

* *Interpretation: Interpretation equipment is available in all rooms;*
* *Capacity: Rooms B & C hold 108 persons; Rooms E & F hold 60 persons;*
* *Technical equipment:* *Use of audio-visual equipment is charged at CHF 260.- per room. If you require additional equipment or room configuration, additional costs will be incurred.*

***Please submit this form to Elizabeth O’Brien, ATT Secretariat, at:*** ***elizabeth.obrien@thearmstradetreaty.org*** ***by 29 July 2022.***