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

**Working Group Meetings and First CSP9 Informal Preparatory Meeting**

**SIDE EVENT - PROPOSAL FORM**

**Tuesday, 14 – Friday, 17 February 2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title**: | *Title of the side event* | | | |
| **Organizer:** | *Name of the organization(s) and any government(s) hosting the event* | | | |
| **Date →:**  **Room↓:** | **Tuesday**  14 February | **Wednesday**  15 February | **Thursday**  16 February | **Friday**  17 February |
| Room XXII  (130 persons) |  |  | not available |  |
| Room XXVI (322 persons) | not available | not available |  | not available |
| Room Tempus (600 persons) |  |  |  |  |
| **Speakers:** | *List the speakers by name in order of appearance* | | | |
| **Start time:** |  | | | |
| **Finish time:** |  | | | |
| **Language:** |  | | | |
| **Technical requirements:** | Do you require audio visual equipment?  Yes  No  Please specify: | | | |
| **Interpretation:** | Do you intend to provide interpretation?  Yes  No | | | |
| **Catering:** | Do you intend to provide catering?  Yes  No | | | |
| **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. Please note the following:*

* *Interpretation: Interpretation equipment is available in all rooms, but the provision of services is dependent on the availability of interpreters and on a reimbursable basis.*
* *Technical equipment:* *Use of technical equipment is free of charge.*

***Please submit this form to Tom Nijs, ATT Secretariat, at:*** [***tom.nijs@thearmstradetreaty.org***](mailto:tom.nijs@thearmstradetreaty.org) ***by 10 February 2023.***