**Side Event**

**Please note that only fully completed forms can be considered.**

**For any additional information, please contact: sideevents@lisboa21.gov.pt**

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| **ORGANIZER**  |
| Organizer: | [ ]  State [ ]  IGO[ ]  Public body [ ]  NGO |
| Name of contact person: |
| Contact e-mail: |
| Contact phone: |
| **EVENT** |
| Name of the event (title to be included in the programme and disseminated) |       |
| Co-organizers | Name of organization; contact person and email |
| Description of event  | Background |  |
|  | Objectives and Expected Outcomes |  |
|  | Format |  |
|  | Speakers | Please indicate the name and, if applicable, the Institution and position of the Speaker |
|  | Expected Audience |  |

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| High-level event? [ ]  yes | Name and function of high-level speaker:  |
| Preferred time for side event(please mark all viable options) | [ ]  14:00-15:15 Friday, June 21[ ]  15:30-16:45 Friday, June 21[ ]  17:00-18:15 Friday, June 21[ ]  18:30-19:45 Friday, June 21[ ]  10:30-11:45 Saturday, June 22[ ]  12:00-13:15 Saturday, June 22 | [ ]  13:15-14:00 Saturday, June 22[ ]  14:15-15:30 Saturday, June 22[ ]  15:45-17:00 Saturday, June 22[ ]  17:15-18:30 Saturday, June 22[ ]  18:45-20:00 Saturday, June 22 |
| **LOGISTICS** |
| Room capacity  | [ ]  100 persons[ ]  70 persons[ ]  50 persons[ ]  30 persons |
| Is interpretation planned for the event? | [ ]  Yes [ ]  No | **If yes, please note that interpretation has to be hired by the organizers.** |
| **ADDITIONAL COMMENTS** |
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