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**First Multi-Stakeholder Forum on Science, Technology and Innovative (STI Forum)**

**New York, 15-16 May 2017**

**Side Event Request Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.** | | | | | | | | | | | | | | | |
| Name of requesting organization: | | | |  | | | | | | | | | | | |
| Contact person: |  | | | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
| Telephone: |  | |  | | |  | | | | | E-mail: |  | | | |
| **Title of the Side Event** (Please attach a detailed description, including all organizing partners, thematic focus, speakers and potential contribution to the STI Forum) | | | | | | | | | | | | | | | |
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| **Preferred date / time** (Please indicate more than one option) | | | | | | | | | | | | | | | |
| **Priority** | **Date** | | | | | | | | | **Time** | | | | | |
| **15 May 2017** | | | | **16 May 2017** | | | | | **1:15-2:30 PM** | | | **6:15 – 7:30 PM** | | |
| **First** |  | | | |  | | | | |  | | |  | | |
| **Second** |  | | | |  | | | | |  | | |  | | |
| **Third** |  | | | |  | | | | |  | | |  | | |
|  |  |  |  | | | |  | |  | |  | | |  |  |
| **Room capacity** (please choose one) | | | | | | | | | | | | | | | |
| 30-50 persons |  |  | 50-1000 persons | | | |  | |  | | 100-500 persons | | |  |  |
| **Equipment and services (**please note – laptops are not provided) | | | | | | | | | | | | | | | |
| Projector for Power Point presentation | |  |  | | | Projector for video playback (please provide format) | | | | | |  | |  | |
| Room screen | |  |  | | | Sound (in room microphones) | | | | | |  | |  | |
| **The costs related to the use of the above equipment and services will be covered by:** | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | |
| (Name of the Organization) | | | | | | | | | | | | | | | |
| ***Signed by:*** | | | | | | | |  | | | | | | | |
| (Please print full name and title below the signature line) | | | | | | | |  | | | | | | | |
|  | | | | | | | |  | | | | | | | |
| **Please indicate below the name and contact details of a New York- based contact point for the side event!** | | | | | | | | | | | | | | | |
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**Please send completed form through** [**sustainabledevelopment.un.org/contact**](https://sustainabledevelopment.un.org/account.php?menu=1727) **no later than 10 April 2017 (New York time) with the subject: STI Forum Side Event Application.**