



Side Event Request Form

PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.

Name of requesting organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Title of the Side Event (Please attach a separate page with a detailed description, including all organizing partners, the thematic focus, speakers and potential contribution to the Ocean Conference)

Preferred dates and times (Please indicate more than one option)

Priority	Date	Time Slot					
		9:00 - 10:30	11:00 - 12:30	13:15 - 14:30	15:00 - 16:30	17:00 - 18:30	18:15 - 19:30
First							
Second							
Third							

Room capacity (please choose one) :

30-60 persons..... 50-100 persons..... 100-300 persons...

Equipment and services (please note – laptops are not provided)

Projector for PowerPoint presentation

Projector for video playback (please provide format)

Room screen

Sound (in room microphones)

Any charges for services related to the side event will be covered by:

(Sponsoring Organization)

Signed by: _____

(Name and title)

Please indicate below the name and contact details in New York of the organizer or a representative.

Please send through <https://sustainabledevelopment.un.org/contact>
by 31 March 2017