**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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