

UN COMMISSION ON SUSTAINABLE DEVELOPMENT

11th Session, New York, 28 April – 8 May 2003

Side Event Request Form

Name of requesting organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Title of the Event (Please attach a separate sheet with a detailed description, including all organizing partners, the thematic focus, speakers and potential contribution of the side event to the Session of the Commission) :

Preferred dates and times (Please indicate more than one option to help with the scheduling process.):

Priority	Date	Time Slot	
		1:15-2:45 pm	6:15-7:45 pm
First			
Second			
Third			

Need a room that can accommodate a total of (please chose one):

30-50 persons 50-100 persons 100-500 persons

Equipment and services requested:

Slide Projector Foldable Screen
 Overhead Projector Laptop-to-Screen Projection Unit
 Video Projector Sound (in room microphones)
 VCR/with TV monitor Sound recording

Other (please explain): _____

The costs related to the use of the above equipment and services will be covered by:

(Name of the requesting Organization)

Signed by : _____

Please print full name and title below the signature line.