

UN COMMISSION ON SUSTAINABLE DEVELOPMENT

13th Session, New York, 11-22 April 2005

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 sheet with a detailed description, including all organizing partners, the thematic focus, speakers and potential contribution to CSD 13)

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 choose one):

30-50 persons

50-100 persons

100-500 persons

Equipment and services requested:

Slide Projector

Overhead Projector

Video Projector

VCR/with TV monitor

Foldable Screen

Laptop-to-Screen Projection Unit

Sound (in room microphones)

Other, please specify below

PLEASE NOTE – LAPTOP COMPUTERS ARE NOT PROVIDED!

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

(Name of the Organization)

Signed by _____

Please print full name and title below signature line ---

Indicate name and contact details in New York of the person or individual conducting the side event!

212 963 4260

BEFORE 10 MARCH 2005