

# INTER-GOVERNMENTAL PREPARATORY MEETING of 13<sup>th</sup> Session of the UN Commission on Sustainable Development

## Side Events Request Form

**PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS !**

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 activity to the Inter-governmental Preparatory Meeting)

\_\_\_\_\_

**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

**PLEASE NOTE – LAPTOPS ARE NOT PROVIDED !**

**Other** (please explain): \_\_\_\_\_

\_\_\_\_\_

**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 conducting the side event!**

\_\_\_\_\_

\_\_\_\_\_

**FAX TO SIDE EVENTS TEAM +1 212 963 42 60 NO LATER THAN 8 FEBRUARY 2005!**