

# COP 10 side event request form



## A. Contact details

Lead institution  
/ organization:

Partner institution(s)  
/ organization(s):

Address:

Contact person(s):

Telephone:

Fax:

E-mail(s):

## B. Title and description of side event

Title:

Please give a detailed description of your proposed side event, including envisaged outcomes, relevance to COP10 discussions, side event moderator(s) and potential speakers (limited to approx. 600 words).

### C. Preferred dates and time

Please tick *several* options which suit you; note that side events are scheduled to take place at lunchtime only (1.5 hours). There will be no side events on 2 November (whole day excursions).

Date	29-Oct	30-Oct	31-Oct	01-Nov	02-Nov	03-Nov	04-Nov
13:15 - 14:45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-----	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

### D. Preferred room size

Please tick the appropriate size that you anticipate you'll need for your side event.

small (20-50 persons)       medium (51-120 persons)       large (121-400 persons)

Comments:

### E. Equipment needed

The following equipment is provided free of charge: 1 LCD projector plus screen, 2 microphones (one of them cordless), 1 lectern and 1 front table with 2 chairs. Please tick the *additional* equipment you'll need for your side event the costs of which you'll have to meet yourself (payable directly to the host organizers).

laptop computer       whiteboard & pens       flip chart & pens  
 interpretation facilities       other, namely:

Comments:

### F. Catering services

Catering services for side events will have to be arranged directly with the host organizers. Please note that you will have to meet all costs for catering services yourself. More information on this will be provided as it becomes available to all who answer the following question with "yes".

Are you anticipating that you'll need catering services for your side event?

yes       no

Comments:

Please fill in this form and send it back to the Ramsar Secretariat either by e-mail (kaeslin@ramsar.org) or by fax (+41 22 999 0169) no later than **10 August 2008**.