

**12th Meeting of the Conference of the Parties to the Convention on Wetlands (Ramsar, Iran, 1971)**

***“Wetlands for our Future”***

 **Punta del Este, Uruguay, 1-9 June 2015**

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| **Ramsar COP12 Information** | **Side Events** |

**Side events request form**

Dear participants,

The Ramsar Convention’s 12th meeting of the Conference of the Contracting Parties in Punta del Este, Uruguay, 1-9 June 2015), will provide the opportunity to hold a number of side events on global and regional themes relevant to the Convention and the COP12 issues.

If you wish to propose such a side event, please complete the “Side Event Request Form” and send it to the Ramsar Secretariat by e-mail (to strp@ramsar.org ) not later than **16 March 2015**.

Please be aware that requests received by the Secretariat after this deadline may no longer be considered, and that sending us a request before that deadline does not yet guarantee that your proposed side event can take place, since rooms and time slots available for side events are limited.

Following the request submission deadline, the Secretariat will review all proposals. Preference will be given to topics which are of high relevance for Contracting Parties and COP12-related discussions. The Secretariat will give you notice if your request has been approved or not within one month after the deadline.

We look forward to receiving your ideas and proposals for side events at COP12 and wish to thank you in advance for your active participation which will undoubtedly stimulate interesting discussions and thereby add value to Ramsar’s forthcoming Conference of the Parties.

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| **A. Contact details** |

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| Lead institution / organization: |       |
| Partner institution(s) / organization(s): |       |
| Address: |       |
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| Contact person(s): |       |
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| Telephone: |       | Fax: |       |
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| E-mail(s):  |       |

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| **B. Title and description of side event** |

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| Title:  |       |
| Please give a detailed description of your proposed side event, including envisaged outcomes, relevance to COP12 discussions, side event moderator(s) and potential speakers (limited to approx. 600 words). |
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| **C. Preferred dates and time** |

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| Please tick one or more date options which you would prefer. Please note that, owing to high demand for side events, we cannot guarantee that you will be allocated your preferred date(s).Side events are currently being scheduled to take place at lunchtime only (1.5 hours). There will be no side events on 7 June (whole day excursions).

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| **Date** | **3 June** | **4 June** | **5 June** | **6 June** | **7 June** | **8 June** | **9 June** |
| 13:15 - 14:45 | [ ]  | [ ]  | [ ]  | [ ]  | ------------ | [ ]  | [ ]  |

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| Side events may be possible in the evenings (18:30 – 20:00) on some days. Please indicate if you would be willing to hold your side event during the evening. (Yes/No)   |
| Comments:       |

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| **D. Preferred room size** |

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| Please tick the appropriate size that you anticipate you’ll need for your side event:

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

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| Comments:       |

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| **E. Equipment needed** |

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| The use of the room and the following equipment will be 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 below if you will need any ***additional* equipment** for your side event. You will have to meet the costs of additional equipment yourself (payable directly to the host organizers). More information about the costs will be provided once they become available.

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

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| Comments:       |

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| **F. Catering services** |

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| 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 will need catering services for your side event?

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| [ ]  | Yes | [ ]  | no | [ ]  |

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| Comments:       |

Please fill in this form and send it back to the Ramsar Secretariat by e-mail to strp@ramsar.org not later than **16 March 2015**.