



CONVENTION ON WETLANDS
 CONVENTION SUR LES ZONES HUMIDES
 CONVENCION SOBRE LOS HUMEDALES
 (Ramsar, Iran, 1971)

The Ramsar Convention

9th Conference of the Contracting Parties

Speke Resort, Munyonyo, Kampala, Uganda, 8-15 November 2005

Side Event Request Form

PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.

Name of requesting organization: _____

Contact Person(s): _____

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 Ramsar COP9)

Preferred dates (Please note that side-events will only be possible between 1:15 and 2:45 pm, due to transport limitations to and from the conference centre. Indicate more than one option to help with the scheduling process):

Priority	Date
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:

All the rooms are equipped with a screen, a laptop-to-screen projector (beamer), a DVD/VCR and in-room microphone facilities. Should you require any other specific equipment, please indicate below:

PLEASE NOTE – LAPTOP COMPUTERS ARE NOT PROVIDED!

Rooms for side-events are provided free of charge except for catering services.

If you require catering service for your side-event, please tick the box on the right.

Catering

The costs related to catering services (if provided) will be covered by:

(Name of the Organization)

Signed by _____

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

Indicate name and, where available, contact details in Kampala of the person(s) conducting the side event!

PLEASE FAX TO THE SIDE EVENTS TEAM AT +41 22 999 01 69 BEFORE 30 SEPTEMBER 2005
Please note that this request does not secure a venue for your side event. You will be contacted after 30 Sept. 2005 by the Side Events Team if your proposal is approved.