



# SIDE EVENT FORM

## de 2013 High-level Event of the President of the General Assembly to follow-up efforts made towards achieving the Millennium Development Goals

### Side Event Form<sup>1</sup>

PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.

#### PART A

Name of requesting organization: \_\_\_\_\_

Contact Person for organizational aspects \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person for the summary of the event: \_\_\_\_\_

Telephone: \_\_\_\_\_ 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 the High-level Event of the President of the General Assembly)

Date, time and location of your event:

*(If you are requesting a room in the United Nations premises, kindly fill out Part B)*

#### PART B

Preferred date / time (Please indicate more than one option)

Priority	Date	Time
First		
Second		

Room capacity (please choose one)

30-50 persons

50-100 persons

100-500 persons

Equipment and services (please note – laptops are not provided)

Projector for PowerPoint presentation

Projector for video playback (please provide format)

Room screen

Sound (in room microphones)

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 the signature) Tw( r(-)150)fin(e)-e#10021d title b-(e)0(low#0 Tw(4)8( CTT10100.2. 17 Tm.27 c0 T33501002 0 100