

Twenty-fifth meeting of the Plants Committee
Geneva (Switzerland), 17 & 20-23 July 2020

**Side-event request form***(please fill in and send to* *registration@cites.org* *by* ***12 June 2020
Side-events will be confirmed by Friday 19 June 2020 cob****)*

PLEASE NOTE THAN ONLY A PERSON WHO HAS COMPLETED THE REGISTRATION PROCESS AND RECEIVED THEIR PRIORITY PASS CAN REQUEST A SIDE-EVENT. IF THE REGISTRATION PROCESS HAS NOT BEEN COMPLETED BY THE DATE THIS FORM IS SENT, THE SIDE-EVENT REQUEST **WILL NOT BE CONSIDERED**.

**PART A**

Name of requesting Party or observer organization:

Contact person for organizational aspects:

Mobile:

E-mail:

If different from the above, person in charge on site during the meeting:

Mobile of the person on site:

E-mail of the person on site:

Title of the side-event to be displayed on the room entrance screen:

Brief description including organizing partners, thematic focus, name of speakers:

**PART B**

Preferred date:

*(Please indicate more than one option and choose a day when the Committee is in session)*

Preferred time: *12.45 p.m. to 1.45 p.m. or 6 p.m. to 6.55 p.m.*

Room capacity: *10 to 40 40 to 60 60 to 100 More than 100*

Equipment & services: 🞎 beamer (free of charge)

* laptop (CHF 205) – You are welcome to bring your own laptop, the technicians of the conference center will make the necessary cable connection free of charge.
* adaptor (CHF 15)
* Other, please specify:

For **catering services**, please contact directly the CICG at info@mpirestaurants.com once your side-event has been approved by the CITES Secretariat. Payment to the CICG is to be made by credit card before the event.

**Date: Signature:**

*(contact person as per Part A above)*

**Final allocation:** Room:

 Date:

 Time: