**Application Form to Organise a Side Event at GFMD 2020 Summit**

**Please return the form on the following page to the Support Unit (****support.unit@gfmd.org****)**

**by Tuesday 15 December.**

**Please note:**

1. There will be twelve slots available for side events during the UAE’s GFMD Summit.
2. Given the timing challenges created as a result of the decision to go entirely online, side event organisers will need to identify which time zone they wish to prioritise.
3. There are four slots available at a time that allows for participation by an audience in East Asia and Oceania; and four slots that are available at a time that allows for participation by an audience in the Americas.
4. The ‘morning’ slots (participation from East Asia and Oceania) will begin at 09:00 UTC. The ‘afternoon’ slots will begin at 15:00 UTC (participation from Americas).
5. Each side event will last for two hours.
6. The Chair will provide side event organisers with:
* Incorporation of the event in the online agenda
* Online access to the side event for speakers and audience
* Interpretation of one language pair (e.g. Spanish / English) from a choice of Arabic, English, French and Spanish
* Online technician to assist speakers and participants
1. Side events should be open to all Summit delegates.
2. Please note that, if organisers wish to make use of the ‘breakout’ function on Zoom during the event, interpretation will not be available in breakout rooms.
3. Organisers are encouraged to identify a session moderator who is comfortable with moderating via online video conferencing and is familiar with Zoom.
4. Organisers are encouraged to ensure that speakers are aware that the session will take place via Zoom and that speakers can access it via personal devices, if Zoom is blocked on their work devices.
5. Interpretation of further languages is available at an additional cost to the organiser.

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| Side event title |  |
| Name of organiser(s) |  |
| Preference for a morning (09:00 UTC) or afternoon (15:00 UTC) slot  |  |
| Outline description of the side event, to be used in the online agenda (no more than 200 words) |  |
| Indicative list speakers |  |
| Preferred language pair (from English, Arabic, French, Spanish) |  |
| Additional languages (at organiser’s expense) |  |