APPLICATION FORM TO HOST A SIDE-EVENT AT GCC5

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| --- | --- |
| Name of organisation |  |
| Type of organisation*Tick appropriate box* | National Government Department |  | Public Interest Non-Governmental Organisation  |  |
| Provincial Government Department |  | Business and/or Industry Association |  |
| Municipality |  | Specific Business and/or Industry |  |
| State-Owned Enterprise |  | Academic Institution |  |
| Parastatal |  | Donor/Embassy |  |
| Organised labour |  | Personal Interest |  |
| Other *please specify* |  |  |  |
| If this is a joint side event, please list collaborating organisations | Name of organisation | Type of organisation |
|  |  |
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|  |  |
| Organisational Information |
| Name of representative / contact person |  |
| Division |  |
| Position  |  |
| Contact details | Telephone |  | Fax |  |
|  | Email |  | Website |  |
| Description of the side event | Topic |  |
| Purpose of the side event |
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|  |
| Target audience |
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| Format of event |
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| Logistical requirements*Please read notes at the end of the application form before filling this out. Please note that preferred dates and times are not guaranteed. If there is no preference, please leave blank.* | Duration |  | Expected number of participants |  |
| Preferred date*Yes/No* | 30 Jan |  | 31 Jan |  | 1 Feb |  | 2 Feb |  |
| Preferred time  | Morning |  | Lunch  |  | Evening |  |
|  | Audiovisual equipment required*Yes/No* | Screen |  |
| Laptop with DVD player |  |
| Data projector |  |
| Microphone |  |
| Other (*please specify)* |  |
|  |
| Special requests or comments |  |
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Logistical Arrangements

Please note the following information in relation to the logistical arrangements for side events:

*Audiovisual equipment*

The following audiovisual equipment can be made available for your side-event free of charge:

* Screen
* Laptop with DVD player
* Data projector
* Microphone

*Refreshments*

It is highly recommended that refreshments be provided during your side-event; however, these will be to your account.

Arrangements for refreshments must be organised through the Conference Secretariat secretariat@gcc5@org.za

PLEASE EMAIL THE COMPLETED FORM TO: secretariat@gcc5.org.za