

Side Event Booking Form

Please fill this form to book your side Events and submit by 18 January 2019 .	
Title of event:	
Promoting organization(s) <i>(please provide names, telephone and e-mail addresses)</i>	Name and full contacts: Contact Person:
Give a short description of the event (300-350 words) indicating thematic focus, objectives, and potential contribution to the session of the Africa Climate Smart Agriculture in general.	
Expected number of participants	
Do you envisage inviting Ministers or other VIPs to the side event?	
Would you need any equipment for the side event? If yes, indicate the needed equipment	Note: this is for the purposes of determining the kind of venue particular side events may require.
Is interpretation required?	

Please note:

- *Limited rooms have been booked for side meetings. Participants are advised that the secretariat is responsible only for room allocation. Time slots and rooms will be accommodated according to availability and on a first-come, first-served basis. Additional services (such as catering, technical equipment, etc.) may be obtained at an additional cost. Please contact the events Manager (details below to make arrangements)*
- *A list of side events during the conference will be published on notice boards and on the website - <http://www.nepad.org/event/3rd-africa-climate-smart-agriculture-alliance-forum> . **All side events will be scheduled for 26 March 2019.***
- *No interpretation for side events will be provided by the NPCA. Information on interpretation, as well as on expected number of participants in the event, will be only used for the selection of appropriate meeting room and facilities. Providing and paying for interpretation is solely a responsibility of the promoting organization. (please contact the events manager for assistance.)*