



SIDE EVENT APPLICATION

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Application to host a Side Event must be made through completion of this application which should be sent to organisers@iuappa2013.com or faxed to +27 (0)86 724 2764

Please complete the request form fully as this information is used by the Local Organising Committee to assess if the Side Event can be accommodated in the official 2013 Congress programme.

Your Organisation _____

Your Name _____

Contact Number _____

Email address _____

Side Event Title	
Link to the Congress theme	
Speakers	
Preferred Date and Time Refer to information document for available slots on the programme	<i>[date, time]</i> <i>List in order of preference</i>
Outline of event Please limit to 300 words	<i>This information will be used to promote the event on the 2013 Summit website. It can be adjusted as the session develops.</i>
Format	<i>Type of event – round table discussion, presentations from stage etc.</i>
Technical requirements	<i>(seating style, staging, equipment, interpretation – please note that these requirements are at the expense of the side event organiser)</i>
Web link to more information (if appropriate)	
Logos for website promotion	<i>List appropriate logos for initial request.</i> <i>Upon acceptance of the request, logos will be requested by the Secretariat.</i>
Expected number of participants	<i>Please note that all persons you would like to attend your event, including speakers, must register for the Congress. Registration fees will apply.</i> <i>Upon acceptance of your side event request, the LOC will request an invitation list with full contact details (street and email addresses) so that official co-branded invitations can be sent.</i>