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| **APPLICATION TO ORGANIZE A PRESS EVENT  AT THE INTERNATIONAL ARCTIC FORUM 2019**   * ***Requests should be emailed to the Roscongress Foundation at*** [***veronika.soboleva@roscongress.org***](mailto:veronika.soboleva@roscongress.org) ***by 5 April 2019.*** * ***The Organizing Committee will only consider request forms which have had all fields completed correctly in both Russian and English.*** * ***Photography and video recording are available as additional services and can be ordered via the personal web office.*** * ***Simultaneous interpretation is only available in the Briefing hall.*** * ***Please allow ten working days for consideration of your request.*** | | | | | | | | | | |
|  |  |  |  |  | |  |  |  |  |  | |
| **Type of event** | *Press conference*  *Press briefing*  *Agreement signing ceremony*  *Other (specify format): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  | |
| **Topic/subject of agreement** |  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  | |
| **Parties (organizations) signing agreement** |  |  |  |  |  |  |  |  |  |  | |
| **Speakers/representatives of parties signing agreement** | *Full name/job title* | | | |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  | |
| *Full name/job title* | | | |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  | |
| *Full name/job title* | | | |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  | |
| **Moderator** | *Full name* | | | |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  | |
|  | *Job title* | | | |  |  |  |  |  |  | |
| **Simultaneous interpretation**  **of event into English**  **(only available in the Briefing hall)** | *Yes\** | | | |  |  | No |  |  |  | |
| ***Protocol and*** |  |  |  |  |  |  |  |  |  |  | |
| ***administrative support*** |  | *Yes\** | | |  |  | No | | | |
| ***services* required for press event** |  |  |  |
|  |  |  |  |  |  |  |  |  |  | |
|  | *\* If protocol and administrative support services are required, you must also fill out a separate* ***application form****.* | | | | | | | | | |
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| **Date** | *\_\_\_\_\_\_ April 2019* | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| **Start time** | *1. Exact start time* | | | |  | \_\_\_\_\_:\_\_\_\_\_ |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | *2. Timeframe* | | |  | *from \_\_\_\_\_*: | \_\_\_\_\_ to \_\_\_\_\_:\_\_\_\_\_ | | | | |
|  |  | | |  |  |  |  |  |  |  |
|  |  |  |  |  | | |  |  |  |  |
|  | *If the exact start time of the event is important, complete part 1. If the start*  *time of the event is flexible, please indicate the timeframe during which*  *the event can be held by completing part 2.* | | | | | | | | | |
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|  |
| **Duration** |  |  |  |  |  |  |  |  | | |
|  |  |  |  | | | |  |  |  |  |
| **Location** | *Briefing hall (Press centre, 136 seats)*  *Signing ceremony point**(Passage)* | | | | | | | | | |
| **Contact person** | Full name/job title | | | | | | | | | |
| Tel. | | | | | | | | | |
| Organization | | | | | | | | | |