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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*** ***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.***
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| **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 |