**APPLICATION TO BOOK AN INTERVIEW ROOM   
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 in which all fields have been completed correctly.***
* ***Please allow three working days for consideration of your request.***
* ***The Organizing Committee reserves the right to decline to provide services without explanation.***

|  |  |  |
| --- | --- | --- |
| **Requesting organization** |  | |
| **Contact person at**  **organization** | Surname: |  |
|  |  |
| First name: |  |
|  |  |
| Patronymic (if applicable): |  |
|  |  |
| Job title: |  |
|  |  |  |
| **Contact information** | Tel.: |  |
|  |  |
| Email: |  |
|  |  |
| Tel. (alternative): |  |
|  |  |
| **Date of interview** | \_\_\_\_\_\_ April 2019 |  |
| **Start time** | 1. Exact start time: | \_\_\_\_\_:\_\_\_\_\_ |
|  |  |  |
|  | 2. Exact finish time: | \_\_\_\_\_:\_\_\_\_\_ |

**Please note:** interviews must not exceed the maximum time limit of **30 minutes**.

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| **Location** | Press centre, interview room | | | | | | | | |  | | |
|  |  |  |  |  |  |  |  |  |
| **Speaker** | Surname: | | | | |  |  |  |  |  |  |  |
| First name: | | | | |  |  |  |  |  |  |  |
| Patronymic (if applicable): | | | | | | | | |  |  |  |
| **Speaker’s job title** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Organization that the**  **speaker is representing** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Interview language** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Do you require an**  **interpreter?**  (This service is available at additional cost and can be requested through the  personal web office) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Yes | | | | No | | | |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Which language(s) do you need interpreting services in?** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| *From* | |  | | |  |  | *into* |  |  |  | *(and vice versa)* |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |