


United Nations Nations Unies

Division for the Advancement of Women, Department of Economic and Social Affairs
 Two United Nations Plaza, Room DC2-1250, New York, NY 10017, USA
 E-mail: csw49@un.org Fax No. (212) 963-3463

Side Event Request Form

This form can be used to request a workshop, panel presentation or roundtable discussion by Member States, UN Agencies and NGOs that have been approved for accreditation to the forty-ninth session of the Commission on the Status of Women and invited by the United Nations. Due to limited space, we cannot guarantee that all requests will be honoured. Preference will be given to those event requests organized in collaboration with other NGOs.

Organization Name:				
Contact Person:				
Phone Number:		Fax number:		
e-mail address:				
Type of Event				
Workshop <input type="checkbox"/>	Panel <input type="checkbox"/>	Caucus <input type="checkbox"/>	Event <input type="checkbox"/>	
Title of the Event:				
Brief description of the event:				
Invited Co-sponsors:				
Date and Time				
Date 1st choice		Time 1st choice:		
Date 2nd choice		Time 2nd choice:		
Date 3rd choice		Time 3rd choice:		
Duration (max 2hrs.):		No. Participants:		
Technical Equipment				
Microphones <input type="checkbox"/>	Slide projector <input type="checkbox"/>	Overhead projector <input type="checkbox"/>	LCD projector <input type="checkbox"/>	
VCR <input type="checkbox"/>	TV <input type="checkbox"/>	Audio <input type="checkbox"/>	Interpretation booth <input type="checkbox"/>	
Speakers				
Title (Ms., Mrs. Mr., H.E., Dr.)	First Name	Last Name	Organization	
Support Staff				
Title (Ms.,Mrs., Mr.)	First Name	Last Name	Organization	

We, _____, agree to bear all costs incurred for the above space and services.

Signed by: _____ Date: _____
 (Authorized representative of the requesting organization)