

## Guidelines for organizers of Side Events

- i** All completed and signed application forms for side events during the 28<sup>th</sup> Session should be submitted to the Secretariat at [sideevents@isa.org.jm](mailto:sideevents@isa.org.jm) by 20 February 2023. *Only applications received by this date will be considered.*
- i** The Secretariat will make every effort to accommodate all applications. However, due to the high level of applications expected for side events, it might not be possible to allocate placement for all applications.
- i** All applications will be reviewed by an internal side events committee of the Secretariat and information on the allocated date for side events will be communicated to applicants and posted at the Authority's website by 27 February 2023.
- i** Side events will be accommodated between 6:00 p.m. to 7:00 p.m. on allocated dates.
- i** Side events are only open to accredited delegates attending the meetings of the Authority.
- i** There is a fee of **USD500** for each side event, which is to be paid as soon as the side event is confirmed and so notified by the Secretariat .
- i** All charges related to side events will be covered by the organizer of the side event.
- i** No catering will be provided during side events.
- i** Organizers should hold side events in English as interpretation services are not available from the Secretariat for side events.
- i** For more information on side events, please contact: [sideevents@isa.org.jm](mailto:sideevents@isa.org.jm)

# Side Events Request Form

28<sup>th</sup> Session, Part I - Council | 16-31 March 2023

Please complete the details below in block capitals

Kindly email all completed forms to [sideevents@isa.org.jm](mailto:sideevents@isa.org.jm) by the latest **20 February 2023**

NAME OF ORGANIZER

\* Please attach the logo of your organization in your email when you return the completed form.

CONTACT INFORMATION

Title: Professor  Dr  Mr  Mrs  Ms  Other

If other, please indicate:

First Name:

Last Name:

Address:

Telephone:

Email:



**Title/Topic of Side Event:**

**Use of projector and screen for PowerPoint presentation:** Yes  No

**SPEAKER(S) INFORMATION**

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**Name of Speaker**

**Job Title**

**Organization**

Name of Speaker	Job Title	Organization

**Kindly indicate preferred date**

Option	Date	TIME SLOT
		[Evening] 6:00 p.m. – 7:00 p.m.
First option		
Second option		



## Guidance Notes

- i** There is a fee of **USD500** for each side event, which is to be paid as soon as the request is approved.
- i** The final allocation of dates is made by an internal side-events committee. The results will be communicated to applicants by **27 February 2023**.
- i** All charges related to side events will be covered by the sponsor.

***We will do our best to facilitate your request!***

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Signature

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Name and Title