***Registration form for a Side Event at the “COMIFAC- ECCAS Initiatives Pavilion”***

**Date: Proposed time: Venue: *COMIFAC- ECCAS Initiatives Pavilion***

Please return this form to [louisetteyebel@comifac.org](mailto:louisetteyebel@comifac.org) ; [herve.effa@giz.de](mailto:herve.effa@giz.de); [ingrid.biwole@giz.de](mailto:ingrid.biwole@giz.de); [julian.harbrecht@giz.de](mailto:julian.harbrecht@giz.de); and CC to [dany.pokem@pfbc-cbfp.org](mailto:dany.pokem@pfbc-cbfp.org) and [cnchoutpouen@comifac.org](mailto:cnchoutpouen@comifac.org) before **24 October 2022**

1. **Organizer(s) details :**

|  |  |
| --- | --- |
| Main organizer: |  |
| Contact person/e-mail : |  |
| Country |  |
| Co-organizer : |  |
| International partners: |  |

1. **Event details :**

|  |  |
| --- | --- |
| Title of the event: |  |
| Theme : |  |
| Background : |  |
| Goal : |  |
| Thematic area, format of the event – What type of activity will the event entail: Thematic sessions, High-level bi- and multilateral VIP meetings – Country Thematic Day and / or « Congo Basin Stakeholders Voice » and / or - Exhibition – Film - Video |  |
| Expected results : |  |
| Target audience & number of participants |  |
| Draft agenda and speakers |  |
|  |  |

1. **Identifying needs**

|  |  |
| --- | --- |
| Desired day and time – Please specify more than one more option with the start at 8:30am and end at 8:30pm |  |
| Duration of event (no more than 1h30min per event = 90min |  |
| Desired space: Exhibition area or Office? |  |
| Logistic needs, equipment, video projector, screen, public address system, etc… to be specified |  |
| Simultaneous translation/ Interpretation needs |  |
| Catering needs |  |
|  |  |

**Details:**

Side events may cover any of the thematic areas described above. However, you may suggest other thematic areas not included in the list. Collaboration between organizations is strongly recommended.

Some sessions may be repeated during the second week to accommodate the turnover of delegates and party observers.

Catering and interpretation costs will be covered by the organizer.

Organization of the sessions: It is recommended that each session be structured in two parts:

**VII. Template of Side Event agenda**

**Theme of the Session :**

|  |  |
| --- | --- |
| X min. | **Brief introduction** |
|  | Names of speakers, title, organization |
|  | **Presentation** |
| X min. | Title of Presentation :  Names of speakers, title, organization |
| X min. | Titre of Presentation  Names of speakers, title, organization |
| X min. | **Panel Discussion** |
|  | Moderator:  Panel member :   * Name, Title, Organization |
| X min. | **Discussion with the audience** |

N.B. Side events - Each panel member is invited to : (a) share - in at most five minutes - innovative initiatives for nature-based solutions in Central Africa in the Congo Basin, initiatives aimed at combating climate change, major conservation, sustainable management and community development projects underway in his country or at the sub-regional, international level that benefits the Congo Basin, by describing successes, challenges and opportunities to bring about change; (b) clearly describe the initiative that requires the international community’s attention and support.

A 30 to 45-minute segment of each session will be devoted to interactive discussions with the audience; including a question-and-answer session, other announcements and statements from partner organizations, etc.

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