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**39th WEDC International Conference – Side Event Planning Form**

**What is a side event?**

A side event is a one and a half hour slot in the conference programme, whereby the content and format of the session is designed and decided by the convening organisation(s).

Four parallel side events will be held on each of the evenings of Monday 11th July, Tuesday 12th July & Wednesday 13th July 2016.

Side events provide conveners with access to a unique conference audience, which has a practitioner bias, and comprises participants from a diverse range of around 40 countries. More than 80 percent of the audience are nationals of low- and middle-income countries. Discussion in this forum of sector peers and practitioners enables sharing of similar experiences, which in turn enhances ownership and promotes uptake of new knowledge.

Side events provide excellent opportunities to:

* Disseminate, discuss and share findings or approaches from research, projects or programmes
* Facilitate discussions around emerging themes, challenges or concepts of interest to the sector - for example through formats which enable brainstorming questions of interest with the conference audience
* Launch, test and discuss the relevance of new ideas or approaches, for example conducting a consultation around the design of a new programme, or exploring and defining knowledge gaps for new research

If your organisation is interested to convene a side event, please complete this form and return it by email to: [cvfab@Lboro.ac.uk](mailto:cvfab@Lboro.ac.uk) We will aim to establish a balanced and diverse programme which encompasses topics that are relevant and timely for discussion with the conference audience.

**Section 1. Contact Details:**

**Title of Side Event:**

**Date preference:** Monday 11th July Tuesday 12th July Wednesday 13th July

(Time 17.30 – 19.00)

**Name of contact person:**

**Convening Organisation/Organisations:**

**Email:**

**Telephone:**

**Section 2. Convening preferences:**

*(Please note Convenor must be a delegate as side events are part of the conference programme)*

**Side Event Fee: £1,250 GBP**

**Room Preference: 30-40 people**

*(Dependent on room availability)* **40-100 people**

**Seating arrangement:**

*(We will try to accommodate but this cannot be* **Theatre**

*guaranteed and is dependent on availability)* **Café style**

**I would also like an exhibition space to be**

**provided at an additional charge of £200 YES/NO**

**Section 3. Equipment:**

**Equipment requirements:**

PC (laptop) **YES/NO**

Power point projector **YES/NO**

1 Flipchart **YES/NO**

**Other – please state:***(Dependent on availability)*

**\*** Posters must not be hung on the walls of the venue rooms.

**Section 4. Refreshment Options:**

**Please indicate whether you would like to receive**

**information about and book refreshments. YES/NO**

**Section 5. Programme Content:**

Please describe your event in 250 words, including who you would like to attend your event, the format (presentation or discussion) and what you hope to achieve in terms of objectives, outcomes and key messages.

Would you like the event included in the Conference Programme? **YES/NO**

If yes, we will include the following details in the programme:

* Title and Convening Organisation/s
* 100-word summary to describe your event (please provide summary)

**Section 6. Terms of Payment:**

Please complete and return booking forms as soon as possible. Deadline for receipt of applications is **1 March 2016**. Side events will be confirmed upon receipt of payment on a first come first served basis.

Please indicate who should receive and pay the invoice for this event. Event final confirmation will be issued upon receipt of payment.

**Name of person to whom invoice should be sent:**

**Address:**

**Telephone number:**

**Email:**

Any additional costs incurred during the event will be invoiced after the conference or can be settled at the registration desk after the event.

**\*CANCELLATION CHARGES Please read:**

**Before 1st June 2016 – 50% refund**

**1st June onwards no refund available**

In the event that Loughborough University cancels the event a full refund of charges will be made.

Please complete and return form by email.

For any questions please contact:

Anne Blenkinsopp [cvfab@lboro.ac.uk](mailto:cvfab@lboro.ac.uk)

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