|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION TO ORGANIZE A PRESS EVENT AT THE RUSSIAN INVESTMENT FORUM 2019**   * ***Requests should be emailed to the Roscongress Foundation at*** [***veronika.soboleva@roscongress.org***](mailto:veronika.soboleva@roscongress.org) ***by 8 February 2019.*** * ***The Organizing Committee will only consider requests in which all fields have been correctly completed in Russian and English.*** * ***Photography and video recording are available as additional options and can be ordered via the personal web office.*** * ***Only the briefing hall supports simultaneous interpretation.*** * ***Please allow ten working days for consideration of your request.*** | | | | | | | | | | |
|  |  |  |  |  | |  |  |  |  |  |
| **Type of event:** | *Press conference*  *Press briefing*  *Agreement signing ceremony*  *Other (specify format)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| **Topic/subject of agreement:** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Organizations signing agreement:** |  |  |  |  |  |  |  |  |  |  |
| **Speakers/representatives of organizations signing agreement:** | *Full name/job title* | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| *Full name/job title* | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| *Full name/job title* | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Moderator:** | *Full name* | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | *Job title* | | | |  |  |  |  |  |  |
| **Simultaneous interpretation**  **of event into English**  **(only available in press conference hall)** | *Yes\** | | | |  |  | No |  |  |  |
| ***Protocol and*** |  |  |  |  |  |  |  |  |  |  |
| ***administrative support*** |  | *Yes\** | | |  |  | No | | | |
| ***services* required for press event:** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | *\* If protocol and administrative support services are required, a separate* ***application form*** *should be filled out.* | | | | | | | | | |
|  |  | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | *\_\_\_\_\_\_\_\_February 2019* | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| **Start time:** | *1. Exact start time:* | | | |  | \_\_\_\_\_:\_\_\_\_\_ |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | *2. Range of* | | |  | *from \_\_\_\_\_*: | \_\_\_\_\_ to \_\_\_\_\_:\_\_\_\_\_ | | | | |
|  | *times:* | | |  |  |  |  |  |  |  |
|  |  |  |  |  | | |  |  |  |  |
|  | *If the exact start time of the event is important, complete part 1. If the start*  *time of the event is flexible, please indicate a range of times within which*  *the event can be held in part 2.* | | | | | | | | | |
|  |
|  |
| **Duration** |  |  |  |  |  |  |  |  | | |
|  |  |  |  | | | |  |  |  |  |
| **Location:** | *Media work area (press centre, 230 seats)*  *Press conference hall (press centre, 104 seats)*  *Agreement signing hall 1 (press centre, 36 seats)*  *Agreement signing hall 2 (conference hall area, 80 seats)*  *Signing ceremony point 1(In the gallery near the plenary session hall)*  *Signing ceremony point 2(In the exhibition area)* | | | | | | | | | |
| **Contact person:** | Full name/job title | | | | | | | | | |
| Tel. | | | | | | | | | |
| Organization | | | | | | | | | |