



RUSSIAN
INVESTMENT
FORUM

APPLICATION FORM
for protocol and administrative signing ceremony
support services at the Russian Investment Forum 2019

Date:
(format: DD.MM.YYYY)

Exact start time:
*(if agreed with the Roscongress
Foundation)*

Planned start time:
*(if still to be confirmed
or agreed)*

The average duration of a signing ceremony is around 5–10 minutes. If a press briefing planned for before or after the ceremony, 10–15 minutes are added to the total duration of the ceremony, depending on the number of expected questions from the media.
Where several agreements are to be signed in succession, we recommend holding a single press briefing at the beginning or end of the ceremony.

**Full name of the document to
be signed:**

**Number of parties to the
agreement:**

**Full names of parties
(organizations) to the
agreement:**

Full names and job titles of signatories:

Full names and job titles of signatories in Russian:

Will honoured guests be attending the ceremony?

Yes

No

Honoured guests' participation format:

Invited together with the signatories. During the ceremony, they will stand behind the signatories.

Announced by the moderator. During the ceremony, they will be seated in the front row.

Full names and job titles of
honoured guests:

Professional assistants for
signatories:

Required

Not required

Folders for the ceremony:

Required

Not required

Pens for signatories:

Required

Not required

Press briefing:

Yes

No

Before the ceremony

After the ceremony

Full names and job titles of
press briefing participants:

Full names and job titles of
press briefing participants in
Russian:

Will honoured
guests be making a
speech at the
ceremony?

Yes

No

Full names and job titles of
speakers:

Will there be an official
exchange of gifts?

Yes

No

Application contact person

Full name and job title:

Mobile number:

Email:

Organization:

Contact person at Forum venue

Full name and job title:

Mobile phone no.:

Email:

Organization:

The completed application form should be sent to veronika.soboleva@roscongress.org no later than 5 February 2019. Please allow five working days to review your request. We will contact you to confirm the information and settle any organizational matters.

Please note that if you plan to sign several agreements in succession, you must fill in a separate application form for each agreement and send all forms to the email address indicated above.

Please be aware that applications for protocol and administrative support services for events to be held in the Russian Investment Forum 2019 press centre will be accepted only if a corresponding request to book a location in the press centre is submitted.

Should you have any questions concerning this application form, please contact us by telephoning: +7 (985) 226 7757