**APPLICATION TO ORGANIZE A PRESS EVENT AT THE FIRST MINISTERIAL CONFERENCE OF THE RUSSIA–AFRICA PARTNERSHIP FORUM**

* ***Applications should be emailed to*** [***press.centre@roscongress.org***](mailto:press.centre@roscongress.org) ***at the Roscongress Foundation by 4 November 2024.***
* ***The Organizing Committee will only consider applications in which all fields have been correctly completed in Russian and English\*.***
* ***Photography and video recording are available as additional services and can be ordered via the personal web office.***
* ***Please allow five working days for consideration of your application.***

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| --- | --- | --- | --- | --- |
| **Type of event:** | | *Press conference*  *Press briefing*  *Signing ceremony*  *Interview*  *Press point*  *Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
| **Date:** | | \_\_\_\_\_\_\_\_ November 2024 | | |
| **Start time:** | | 1. Exact start time: | | \_\_\_\_:\_\_\_\_ |
| 2. Range of times: | | From \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ |
| If the exact start time of the event is important, complete part 1. If the start  time of the event is flexible, indicate the range of times within which  the event can be held in part 2. | | |
| **Duration:** | |  | | |
| **Location:** | | Media work area  Press conference hall (press centre, 50 seats)  Signing ceremony point 1 (passage to the right of the entrance to the conference hall area)  Signing ceremony point 2 (in the zone where conference halls 1–6 are located)  Press point 1 (passage by the escalator)  Press point 2 (passage to the left of the entrance to the conference hall area)  Press point 3(in the zone where conference halls 1–6 are located)  Press point 4 (press centre)  Interview rooms 1–6 (opposite the entrance to the media work area)  Interview room 7 (press centre) | | |
| **Application contact person:** | | Full name/job title: | | |
| Tel.: | | |
| Organization: | | |
| **The fields below should only be filled in if a signing ceremony, press conference, or press briefing is to be conducted (maximum duration of events in the hall – 60 minutes, at the signing ceremony points – 15 minutes)** | | | | |
| **Topic/subject of agreement:** | |  | | |
| **Organization(s) signing the agreement:** | |  | | |
| **Speakers/representatives of organization(s) signing the agreement:** | | Full name/job title: | | |
| Full name/job title: | | |
| Full name/job title: | | |
| **Moderator:** | | Full name: | | |
| Job title: | | |
| ***Protocol and administrative support services* required for press event:** | | Yes\* No  \*  Where necessary, a separate ***application form*** should be filled out when  requesting protocol and administrative support services.. | | |
| **Simultaneous interpreting of event (Russian/English):** | | Yes No | | |
| **Connection required for remote speaker:** | | Yes No | | |
| **The fields below are only to be filled in if an interview is to be conducted (maximum duration – 45 minutes)** | | | | |
| **Speaker:** | | | Full name/job title: | |
| Organization: | |
| **The fields below are only to be filled in if a press point is to be set up (maximum duration – 45 minutes)** | | | | |
| **Event name:** |  | | | |
| **Topic:** |  | | | |
| **Speakers:** | Full name/job title: | | | |
| Full name/job title: | | | |
| Full name/job title: | | | |
| **Moderator:** | Full name/job title: | | | |
| Tel.: | | | |

**\* Please send any questions you may have about completing the application to our Press Event Producer, Anna Kibitkina:** [**press.centre@roscongress.org**](mailto:veronika.soboleva@roscongress.org)