

## Hosting a side event

GLF partner organizations may opt to host related events alongside the Global Landscapes Forum Bonn 2018, at the World Conference Center Bonn (WCCB), and explore various options to incorporate the two. Join the GLF in Bonn by organizing a related side event that shares the aims and themes of the main event.

Price: **EUR 15,000 per 1.5 hours**

Session length: **Varies**

\* **Required**

## Application guidelines

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The GLF Coordination Team is calling for applications to host a side event at the Annual GLF conference in Bonn 2018.

Application dates and deadlines:

- Application opens: 10 September
- Application closes: 10 October
- Review process and announcement by: 19 October

## Host benefits

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Side event hosts will benefit from a wide range of services and complimentary items:

- Facilitation support from the GLF Coordination team if requested;
- A prime physical space for 150 participants at the GLF Bonn event in the World Conference Center with access to all event participants;
- Digital/print logo acknowledgement on all event communication and website materials;
- Social and traditional media, communications and outreach support; and
- 15 complimentary registration passes.
- Simultaneous translation services – Optional cost

# **Application to host a side event**

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**1. Organization name: \***

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**2. Organization address: \***

**3. Focal point name: \***

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**4. Focal point email: \***

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**5. Organization website:**

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**6. Organization twitter handle:**

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**7. Organization Facebook page:**

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**8. Event partners:**

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**9. Website:**

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**10. Tentative event title**

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**14. Event description (max 300 words):**

**15. How is your event aligned with the aims and mission of the GLF? (max 300 words):**

# Survey

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**16 Have you joint GLF events before?**

*Mark only one.*

- Yes** *Skip to question 17.*  
 **No** *Skip to question 18.*

**17. How can we improve this year's conference for you**

*Skip to question 19.*

**18. Please share your expectations for GLF Bonn**

## Payment Method

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**19. Payment Method**

- |                                     |                             |
|-------------------------------------|-----------------------------|
| Part of agreement under GLF Charter | <i>Skip to question 20.</i> |
| Part of special agreement with GLF  | <i>Skip to question 22.</i> |
| Use CIFOR Project Code              | <i>Skip to question 24.</i> |
| Bank Transfer                       | <i>Skip to question 27.</i> |

**Part of agreement under GLF Charter**

**20. GLF Contact Person**

**21. Email**

*Stop filling out this form*

**Part of special agreement with GLF**

**22. GLF Contact Person**

**23. Email**

*Stop filling out this form*

**Use CIFOR Project Code**

**24. Budget Holder Approval**

**25. Project Code Number**

**26. T4**

*Stop filling out this form*

**Bank Transfer / Invoice Details.**

*Please provide details to be put in the invoice*

**27. Organization Name**

**28. Organization Address**

***PIC for Invoice***

**29. Name**

**30. Email**

**31. Direct Phone**

**32. Skype ID (if any)**

**33. Other information need to be written in the invoice body or if you want to split the invoice please add how do you want to share it and the contact information**