

APPLICATION
for Protocol and Organizational Support for Signing Ceremonies
at the Eastern Economic 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 is planned before or after the ceremony, 10–15 minutes are added to the total duration of the ceremony, depending on the number of questions expected 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:**

**Document description (its
background, goals and
objectives):**
(please fill in if there are
three or more 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 any guests of honour be attending the ceremony?	Yes	No
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Participation format for guests of honour:	Invited together with the signatories. During the ceremony they will stand behind the signatories.	They will be seated in the hall and introduced by the moderator, but will not come onstage.
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Full names and job titles of guests of honour:		
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Professional assistants for signatories:	Required	Not required
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Folders for the ceremony:	Required	Not required
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Pens for signatories:	Required	Not required
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Will there be an official exchange of gifts? <i>(the day before the ceremony organisers should be informed about the dimensions and weight of the gifts)</i>	Yes	No
	At the beginning of the ceremony	At the end of the ceremony

Will participants
be delivering
speeches?

Yes

No

Before the start of the
ceremony

After the end of
the ceremony

Full names and job titles
of speakers:

Full names and job titles of
speakers in Russian:

Press briefing:
*(organisers can't guarantee
that media representatives will
have relevant questions)*

Yes

No

Before the speeches

After the speeches

Full names and job
titles of press briefing
participants:

Application contact person

Full name and job
title:

Mobile number:

Email:

Organization:

Contact person at Forum venue

Full name and job title:

Mobile number:

Email:

Organization:

The completed application form should be sent to veronika.soboleva@roscongress.org no later than 30 August 2019. Please allow five working days to review your request. We will contact you to confirm the information and deal with any organizational issues.

***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 organizational support services for events to be held in the Eastern Economic Forum 2019 press centre will be accepted only if a corresponding request to book a room in the press centre is submitted.*

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