ANNEX 2: Canada Pavilion at COP27  
Networking Event Details

*The networking space at the Canada Pavilion at COP27 will be an open-air space where COP27 delegates will be able to walk in and out as they please. We will be unable to soundproof any area in the networking space. There will be chairs and tables throughout the space to encourage networking opportunities and engagement. Events in the networking space will provide the opportunity for exposure of your respective attraction/viewing/reception at COP27. However, in many cases, events will be simultaneously occurring in the event space. Simultaneous translation will not be available in the networking space.*

Form Submission Deadline: **October 3, 2022 at 5pm ET**

Return to: **pavillioncdp-coppavilion@ec.gc.ca**

Event Summary

|  |  |
| --- | --- |
| **Event Lead Name:** |  |
| **On-Site Lead Name:** |  |
| **On-Site Lead Contact Information (Email / Mobile)** |  |
| **Lead Organization:** | *<Insert name of primary lead organization>* |
| **Partner Organization(s):** | *<Insert name(s) of partner organization(s), if applicable>* |

Event Title & Description

Guidelines

* *The Event title should not exceed* ***90 characters*** *including spaces.*
* *The Event description should not exceed* ***925 characters*** *including spaces.*
* *Note: ECCC has final editorial approval on the title, description, and overall Event (all changes will be shared with the Event Lead)*

Overview

|  |  |
| --- | --- |
| ***Event Title*** |  |
| ***Event Description*** |  |

Event Title and Description – Alternate Language (Optional)

*Event titles and descriptions will be available in both English and French on the Canada Pavilion at COP27 website. ECCC will provide translation to the alternate language (provided above) based on the Event titles and descriptions, however, Event Leads are welcome to provide their own translated version of the title and description in the alternate language below if preferred.*

|  |  |
| --- | --- |
| ***Event Title (Alternate Language)*** |  |
| ***Event Description***  ***(Alternate Language)*** |  |

Describe your proposed event in detail

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| --- |
| **Description** |
| *This section should include information such as sequencing of the event/attraction as needed and any details that are required for the event to move forward (e.g. will the event lead be on site, are there any equipment needed for the event, how long will the event last, if hospitality is needed at what point will it be provided during the event etc.)* ***Please note that all these requests we will attempt at acquiring but cannot confirm availabilities at this time. Any equipment or hospitality services specific to your event will be charged to the event lead.*** |

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Speaker Information

Guidelines

* *The speaker biography should not exceed* ***1500 characters*** *including spaces.*
* *All speaker headshots should follow the below guidelines:*
  + *File size should be* ***under 2MB***
  + *Accepted formats:* ***jpg, .gif, .png, or .jpeg***
  + *Please ensure headshot clearly shows speaker’s head and shoulders with a clean or neutral background.*
* *All speaker headshots should be attached to the email when returning the completed form to the Event Management Team through email.*

Participant Information

*Please copy / paste this table as required for each participant included in your event – e.g., Event Lead, Moderator, Speaker(s).*

|  |  |
| --- | --- |
| ***Event Role*** | *<Event Lead / Moderator / Speaker>* |
| ***First & Last Name*** |  |
| ***Title*** |  |
| ***Organization*** |  |
| ***Biography***  MAX 1500 characters including spaces. |  |
| ***Email Address*** |  |
| ***Phone Number (Mobile for On-site Contact)*** |  |
| ***Social Media Tags*** | *<Twitter / LinkedIn / Instagram>* |
| ***Headshot*** | ***Please attach headshot as an attachment to the email based on above guidelines.*** |
| ***Accessibility Request (if any)*** |  |
| ***Gender*** | *<Male / Female / Non-Binary / Other / Do not wish to disclose>* |
| ***Identifies as underrepresented group*** | *<Yes / No>* |
| ***Identifies as an Indigenous Person?*** | *<Yes / No>* |
| ***Qualifies as Youth Delegate (under 35 years of age)?*** | *<Yes / No>* |
| ***Travel Information*** | *<Date of Arrival, Airline, Flight No.>* |
| ***Hotel Name*** |  |

Event Setup, AV, and Other Equipment

|  |  |  |
| --- | --- | --- |
| **Event Format:** | *ex: reception (breakfast, lunch, dinner must be indicated), activity, exhibit, film viewing, digital display, etc.* | |
| **Is hospitality needed?**  ***(Please note that hospitality costs will be charged to the event lead organization, unless otherwise indicated)*** | *Indicate yes or no* | |
| **If hospitality is requested, how many people are expected to attend?** |  | |
| **If hospitality is needed, please provide details as to the hospitality set up** | *Specify what services are requested (e.g. what type of food, beverages to be served, or other services you would like procured)* | |
| **Special requests for room set-up** |  | |
| **Equipment needed (e.g. tv screen, tablets, headphones, podium, easels, etc.)** |  | |
| **Microphones:**  ***(not guaranteed)*** | *# of Lapel Mics :* | *Enter quantity here* |
| *# of Handheld Mics :* | *Enter quantity here* |
| *# of Tabletop Mics :* | *Enter quantity here* |
| **Other Equipment provided by Lead or Partner Organization(s):** |  | |
| **Slide Deck Name (if any)** | *<Document naming convention: THEMATIC DAY\_LEAD ORGANIZATION.xxxx>* | |
| **Accessibility Needs (if any)** |  | |

|  |  |
| --- | --- |
| **Format of the visual presentation (if any)** | *<DVD or flash drive format>* |
| **Duration of the visual presentation (if any)** |  |