**Appendix. 1**

**Application form for display booth**

To provide opportunities for Partners and participants from NGOs to reach out to more participants during MOP10, display booths are provided at the meeting venue.

**Dates:** 10th, 11th, 12th, 14th December

**Time:** 09:00 - 17:00 (operation time mainly between programme sessions)

**Admission fee:** Free of charge

**Instructions for application:**

1. Submit the application form by 22nd November 2018
2. Secretariat allocate booths and notify applicants (Partners are in higher priority, then first-come-first-serve basis) by 24th November 2018

**Important notes:**

1. Deadline of application: 22nd November 2018
2. One application for booth per organization
3. All booths are free of charge, The Secretariat and hotel only provide the tables for the booths
4. Secretariat has all rights for final decision of the booth allocation
5. Selling of products for conservation purpose is allowed
6. Security of display items: safety of all items of the booth take care by the applicant. The Secretariat and the hotel will not be responsible of any loss and damages
7. Left over materials should be taken away by the participants. We do not want

your publication to end up in the garbage

1. We highly recommend that your set up and display materials are eco-friendly
2. Inquiries: secretariat@eaaflyway.net (Ms. Minshil Lee / Ms. Vivian Fu)

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of booth operator (if not the same as contact person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick the following time slot(s) which you prefer.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 10th Dec | 🞏 | 11th Dec | 🞏 | 12th Dec | 🞏 | 14th Dec | 🞏 |

**Appendix. 2**

**Application form for Partnership Talks**

<Partnership Talks> would like to devote to spreading idea to participants of MOP10 in the form of short and powerful talks. In the Partnership Talks, 3 or 4 talks will be given under a slogan: “Idea worth spreading”. The application for talk is open by 29th November 2018.

**Dates:** 11th - 12th December 2018

**Time:** 19:30 - 21:00 (after dinner)

**Venue:** 1) Hotel bar and lobby; 2) Outside open area

**Instructions for application of speech:**

1. Submit the application form by 29th November 2018
2. Any topic is acceptable under the slogan: Idea worth spreading
3. Speech time should be between 5 minutes - 30 minutes.
4. Video screening is also acceptable; video file should be sent into the secretariat by 29th Nov.

**Important notes:**

1. Deadline of application: 29th November 2018
2. The food and drinks are available in the lobby while in the talks, but are not provided by the

Secretariat.

1. After 29th Nov, the Secretariat will set a timetable of the talks and re-announce it.
2. Inquiries: secretariat@eaaflyway.net (Ms. Hyeonhee Do/ Ms. Yeonah Ku)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of** **a speaker** | **Organisation the speaker belongs to** | **E-mail** | **Subject of the speech** | **Date** | **Time**(5~30 min) |
|  |  |  |  | 11th Dec 🞏12th Dec 🞏 |  |
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|  |  |  |  | 11th Dec 🞏12th Dec 🞏 |  |
|  |  |  |  | 11th Dec 🞏12th Dec 🞏 |  |

**Appendix. 3 (please keep it within one page)**

Curriculum Vitae of \_\_\_\_Name\_\_\_\_\_\_

***Personal information***

[current position, address, phone number, email]

***Education background***

[year, degree, university (& school), major]

***Work experience***

[time, organization, position]

***Research interests [if any]***