ELEVENTH MEETING OF PARTNERS TO THE PARTNERSHIP FOR EAST ASIAN – AUSTRALASIAN FLYWAY
Brisbane, Queensland, Australia, 12-17 March 2023

**Side Event Application Information**

Instructions and information for the application:

1. Deadline for application: 15th February 2023
2. Below are the available time slots for the side events:
* 13th March, 12:30-14:00
* 14th March, 12:30-14:00
* 14th March, 18:00-19:30
* 15th March, 12:30-14:00
* 15th March, 18:00-19:30
* 17th March, 12:30-14:00
1. Two rooms are secured for the side events:
* Breakout room 1 – **Catalina** room – U-shape – Max capacity 33/ Classroom type – Max capacity 48
* Breakout room 2 – **Dehavilland** room – U-shape – Max capacity 33/Classroom type – Max capacity 48
* Free Catering Services: Only for the lunch sessions (12:30 – 14:00)
* After the deadline, the Secretariat allocates a time slotand notifies applicants by Mid-February.
1. Equipment: Tables and chairs, and electricity are free of charge. Please prepare laptops. The Secretariat will support projectors and audio facilities; hybrid meetings and live-streaming are not supported (Applicants can pay for the extra service if needed).
2. Security of display items: The Secretariat and the hotel will not be responsible for any loss and damage.
3. Leftover materials should be taken away by the participants. We do not want your publication to end up in the garbage.
4. Inquiries: Ms. Yeonah Ku at eaafpproject@eaaflyway.net

**Application form**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Applicant’s name**  |  |  **Title**  |
|  |  |  |
| **Name of Organization/Working Groups or Task Forces**  |  | **Contact email**  |
| **Preferred meeting setting** (please tick) **Preferred Timeslots**(Please rank the order of preference, we will try to allocate the preferred timeslot) |  | U-shape (Max capacity 33) Classroom (Max capacity 48) 13th March, 12:30-14:0014th March, 12:30-14:0014th March, 18:00-19:30 15th March, 12:30-14:0015th March, 18:00-19:30 17th March, 12:30-14:00  |

|  |
| --- |
| **Special request to the organizer (e.g., additional equipment, paid catering service in the evening, etc.):**  |

**Event Proposal**

|  |
| --- |
| **Event title:** **Purpose:** **Target audience:**  |

**Draft Programme**

Please provide the programme of the meeting below, e.g. meeting agenda, presentations and speakers