**Guidelines of the 3rd PACA PPM side event**

* All interested organizations must fill in the online application form [here](https://docs.google.com/forms/d/11heM0mDkdNuqprkbHvBHxwMdoFP_0EEQj4j0N7QC8lk/edit?userstoinvite=wintasg@gmail.com&ts=5b5035ea).or an offline application form and attach a detailed description of side event, including the topic, theme as it relates to the PACA strategic thematic areas, speakers/presenters and its potential contribution to the overall to the PACA PPM
* Completed application forms must be submitted online no later than **20 August 2018**.
* Email requests will not be accepted.
	+ Cancellations of applications requests should be sent to paca@africa-union.org
	+ If approved, all arrangements for the side event will be the sole responsibility of the organizers.
	+ Confirmation of approved events, date and time will be sent to organizers by **26 August 2018.**
	+ Sale of printed materials or any goods during the PPM is strictly prohibited.

To express your interest, please fill applications form below before **20 August 2018**

The list of side events will be available[here](file:///C%3A%5CUsers%5CAdmin%5CDesktop%5CPACA%202018%5CPPM%202018%5Clink%20it)

The side event should focus on the five thematic strategic areas of PACA:

Theme 1: Research and Technology for the Prevention and Control of Aflatoxins

Theme 2: Policies, Legislation and Standards for the Management of Aflatoxins

Theme 3: Growing Commerce and Trade and Protecting Human Health from Aflatoxins

Theme 4: Enhancing Capacity for Effective Aflatoxin Prevention and Control

Theme 5: Public Awareness, Advocacy and Communication

**General guidelines**

1. The proposed side event should be directly related to the goals and objectives of the 3rd PACA Partnership meeting and should reflect an approach to the PACA themes
2. Each side event organizer can be involved in organizing one side event.
3. The PACA Secretariat will include approved side events on the programme and will provide an update on a daily basis.
4. Publicizing a side event is the responsibility of its organizers. PACA will not produce fliers, distribute notices, or engage in other publicity efforts for side events.
5. Side events are open to all participants.
6. Side event organizers can request equipment and services for their event including: projectors, laptop-to-screen, microphones or use of the sound system in the conference rooms, and projection screens.
7. Food and drinks are prohibited inside the conference rooms.

**Submission of Requests**

Organizations interested in organizing a side event at the 3rdPACA PPM must submit a request using the Side Event Request Form that includes a description of the event, including all organizing partners, thematic focus, speakers/presenters and its potential contribution to 3rd PACA PPM.

All completed forms must be sent to the PACA secretariat Email: paca@africa-union.or **before 20 August 2018**