**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](link%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 3rd PACA 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**

## 1. ****Personal Details****

### Please fill in each field Completely. Type in the blank space. All relevant information should be included on this form, but if necessary download the form in PDF or MS Word format to be filled in and submitted to paca@africa-union.org.

### ****NB:****  You will be sent a confirmation email from our team once your registration has been accepted. This form will be retained on our active Database for a period of two years. Please keep us advised of any changes in you information during this period.

Top of Form

#### \* 1. Title:

Mr.

Ms.

Dr.

Prof.

Other

#### \* 2. Last Name:



#### \* 3. First Name(s):



#### \* 4. Gender

Female

Male

#### 5. In what country do you work?

Bottom of Form

#### 6. Your Organization Name in full



#### 7. Job Title or Position



#### \* 8. Email Address



#### 9. Telephone Number (Please add country code e.g +251 xxx xxx xxx for Ethiopia)

Regular cell/mobile phone (not a smartphone)

Android

iPhone

Blackberry/RIM

Windows Mobile

I don't have a mobile phone

#### \* 10. What are your reasons for participating at the 3rd PACA PPM



#### \* 11. Please follow us on social media and get timely updates to all of the meeting content and related events

3



3



### Be an Active Supporter

Be the first to know about PACA in the fight against the harmful effects of Aflatoxins.

Top of Form

example@email.com

Zip

Bottom of Form



[@AUPACA on Facebook](https://facebook.com/UNICEFUSA)

Join our community of supporters working to save children's lives.



[@AUC\_PACA on Twitter](https://twitter.com/UNICEFUSA)

Be part of the conversation about children's issues around the world.

NEW QUESTION

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[P2: Passport Details](https://www.surveymonkey.com/create/?sm=4nMVJEvc03h3ICfyRs_2BYu_2FBNmvXGXvRCihyP7c_2FfI4c46USGym_2FLm4PXzCj0Xc5n)

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| THE 3rd PACA PLATFORM PARTNERSHIP MEETING (PPM) - REGISTRATION  |

## 2. ****Passport Details****

### Give details of your valid passport

Top of Form

#### \* 12. Passport Number



#### \* 13. Full Name as it appears on passport



#### \* 14. Country of Issue

Bottom of Form

#### \* 15. Date of Issue

Date / Time

#### \* 16. Date of Expiry

Date / Time

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[P3: Side Event Registration](https://www.surveymonkey.com/create/?sm=4nMVJEvc03h3ICfyRs_2BYu_2FBNmvXGXvRCihyP7c_2FfI4c46USGym_2FLm4PXzCj0Xc5n)

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| THE 3rd PACA PLATFORM PARTNERSHIP MEETING (PPM) - REGISTRATION  |

## 3. ****Side Event Registration****

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### During the 3rd PACA PPM meeting, a number of side events including seminars, workshops and panel discussions on issues related to ****Aflatoxin Control in Africa**** will be organized by partners, civil society organizations, governments and accredited institutions for the benefit of participants at the PPM meeting.

### The side event should be aligned to the PACA strategic thematic areas below;

### 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

### ****If you're interested in organizing a side event at the 3rd PACA PPM, kindly fill out a request form below and give a description of your side event.****

### ****NB****: You will be sent a confirmation email from our team once your registration has been accepted.You may be requested to supply documentary evidence supporting the statements you have provided below If the side event meets the PPM objectives, this form will be retained on our active Database for a period of two years. Please keep us advised of any changes in you information during this period.

Top of Form

#### \* 17. Name of  the side-event:



#### 18. Thematic area of this side event

Research and Technology for the Prevention and Control of
Aflatoxins

Policies, Legislation and Standards for the Management of Aflatoxins

Growing Commerce and Trade and Protecting Human Health from Aflatoxins

Enhancing Capacity for Effective Aflatoxin Prevention and Control

Public Awareness, Advocacy and Communication

Other

#### \* 19. Brief description of the  side-event and how it aligns to one of the PACA themes:



#### \* 20. Name of Organization / company ( Full name):



#### \* 21. Contact of the Convenor

Name 

Address 

Address 2 

City/Town 

State/Province 

ZIP/Postal Code 

Country 

Email Address

Phone Number

#### 22. Duration of side event:

30 - 60 Minutes

60 - 90 Minutes

90-120 Minutes

#### 23. Number of participants

20 - 30

30-60

50 - 100

over 100

#### 24. Meeting Room Layout

Classroom layout

U- shape

Boardroom style

Theatre style

#### 25. Logistical services required during the event

Projector

Interpretation (English and French)

Flip chart & markers

Roving Microphone

Coffee/Tea breaks

Other

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[P4: Exhibition Request](https://www.surveymonkey.com/create/?sm=4nMVJEvc03h3ICfyRs_2BYu_2FBNmvXGXvRCihyP7c_2FfI4c46USGym_2FLm4PXzCj0Xc5n)

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| THE 3rd PACA PLATFORM PARTNERSHIP MEETING (PPM) - REGISTRATION  |

## 4. ****Exhibition Request****

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### The exhibition and market place will  provide an excellent opportunity for institutions working on aflatoxin control to showcase their work and to exhibit their programs and products on aflatoxin control technologies, solutions and tools for a more sustainable approach to aflatoxin control in Africa

Top of Form

#### 26. Name of organization /Company



#### 27. Contact information of the Exhibitor(s)

Name 

Address 

Address 2 

City/Town 

State/Province 

ZIP/Postal Code 

Country 

Email Address

Phone Number

#### 28. What thematic area will the exhibition focus on?

Research and Technology for the Prevention and Control of
Aflatoxins

Policies, Legislation and Standards for the Management of Aflatoxins

Growing Commerce and Trade

Enhancing Capacity for Effective Aflatoxin Prevention and Control

Public Awareness, Advocacy and Communication

Protecting Human Health from Aflatoxins

Other

#### 29. Brief description of what will be exhibited



#### 30. Duration of the exhibition

1 Day

2 Days

3 Days

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