

**APPLICATION**

**for Protocol and Organizational Support for Signing Ceremonies at the Russian Energy Week 2019**

**Date:**

*(format: DD.MM.YYYY)*

|  |  |
| --- | --- |
| **Exact start time:**  *(if agreed with the*  *Roscongress Foundation)* | **Planned start time:**  *(if still to be confirmed or agreed)* |

The average duration of a signing ceremony is around 5–10 minutes. If a press briefing is planned before or after the ceremony, 10–15 minutes are added to the total duration of the ceremony, depending on the number of questions expected from the media. Where several agreements are to be signed in succession, we recommend holding a single press briefing at the beginning or end of the ceremony.

**Full name of the document to be signed:**

**Number of parties to the agreement:**

**Document description (its background, goals and objectives):**

*(please fill in if there are three or more parties to the agreement)*

**Full names of parties (organizations) to the agreement:**

**Full names and job titles of signatories:**

**Full names and job titles of signatories in Russian:**

|  |  |  |
| --- | --- | --- |
| **Will any guests of honour be attending the ceremony?** | **Yes** | **No** |
| **Participation format for guests of honour:** | **Invited together with the signatories. During the ceremony they will stand behind the signatories.** | **They will be seated in the hall and introduced by the moderator, but will not come onstage.** |
| **Full names and job titles of guests of honour:** |  |  |
| **Professional assistants for signatories:** | **Required** | **Not required** |
| **Folders for the ceremony:** | **Required** | **Not required** |

**Pens for signatories: Required Not required**

**Will there be an official**

**exchange of gifts? Yes No**

*(the day before the ceremony*

*organisers should be* **At the beginning of the ceremony At the end of the ceremony**

*informed about the dimesions*

*and weight of the gifts)*

|  |  |  |
| --- | --- | --- |
| **Will participants be delivering speeches?** | **Yes**  **Before the start of the ceremony** | **No**  **After the end of the ceremony** |
| **Full names and job titles of speakers:** |  |  | |
| **Full names and job titles of speakers in Russian:** |  |  | |
| **Press briefing:**  *(organisers can't guarantee that media representatives will have relevant questions)* | **Yes**  **Before the speeches** | **No**  **After the speeches** | |

**Full names and job titles of press briefing participants:**

**Application contact person**

**Full name and job title:**

**Mobile number: Email:**

**Organization:**

**Contact person at Forum venue**

**Full name and job title:**

**Mobile number: Email:**

**Organization:**

***The completed application form should be sent to [presscentre@rusenergyweek.com](mailto:presscentre@rusenergyweek.com" \t "_blank)*** ***no later than***

***24 September 2019.******Please allow five working days to review your request. We will contact you to confirm the information and deal with any organizational issues.***

***Please note that if you plan to sign several agreements in succession, you must fill in a separate application form for each agreement and send all forms to the email address indicated above.***

***Should you have any questions concerning this application form, please contact us by phoning: +7 (905) 505 5587.***