

## Side Event Application Form

### 2018 International Conference of Data Protection & Privacy Commissioners

Please complete this form if you would like your event to be listed as a side event in the margins of the 2018 international conference.

**Criteria to host a side event:** The proposed side event content must relate to data protection, attract a minimum of 10 people and be organised during either the afternoon of 23 October or the afternoon of 25 October (see below for more details). The EDPS cannot guarantee that content between side events will not overlap but will work to coordinate with side event organisers to minimise this.

A number of convenient side event venues have been identified at which a meeting room can be booked, with the first step being to complete this form.

Your completed form should be submitted by email to [Forum Europe](#), the conference organiser, who will make an initial assessment and come back to you.

**Please note:** We will do our best to facilitate your request. Your request may be refused if it does not meet any of the side event criteria or for other practical and capacity restrictions.

### Please complete the details below

Name of Organiser

*\*Please attach the logo of your organisation in your email when you return the completed form.*

### Contact Information

Title: Prof Dr Mr Mrs Ms Miss Other

First Name:

Last Name:

Job Title:

Organisation:

Telephone:

Address:

Country:

Email:

Website:

Preferred date of side event:

Afternoon of Tuesday 23 October 2018

Afternoon of Thursday 25 October 2018

Preferred start time of side event: [i](#)

Title/topic of side event:

Description of the event:

Format of the event (e.g. presentation, panel discussion etc):

Expected no. of participants: [i](#)

Set-up of the room: [i](#)

Language: [i](#)

Duration: [i](#)

Target Audience: [i](#)

Is pre-event delegate registration required:

YES

NO

For the purposes of publishing the event on the website, please provide the following registration contact information.

Email:

Registration website link (if applicable): [i](#)

Speakers (if details are currently available) [i](#)

Name of Speaker	Job Title	Organisation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you already reserved a venue for your side event?

YES

NO

If so, please state the venue name and address:

### What do we offer to side event organisers?

- [+](#) Acknowledgment on the website (*side events page only*).
- [+](#) Acknowledgment in the programme, side events section (*printed copies if any and online version*).

### What we do not offer:

- [✗](#) We do not offer applicants venue or conference facilities. However, Forum Europe can recommend conference facilities and, where required, will send successful applicants details of the direct costs to be covered at the chosen side event venues.
- [✗](#) The side event host is responsible for the organisation of their side event.
- [✗](#) If required, Forum Europe can provide a quote for logistical support of side events.
- [✗](#) The EDPS is not responsible for the payment or organisation of side events or any associated conference fees.

### Guidance Notes

#### [i](#) Preferred start time of side event

If you are applying to hold your side event at one of the identified side event venues, all side events will take place within the following windows: 14:00 – 17:00 on 23 October and 14:00 – 17:30 on 25 October. Each side event can last no more than 90 minutes. Preferred start times will, where possible, be accommodated. In order to be included in the online programme of the ICDPPC, your application must be submitted as soon as possible but no later than 15 September 2018. The European Data Protection Supervisor (the ‘Conference Host’) reserves the right to make the final decision on the room allocation for side events within the side event venues.

#### [i](#) Expected no. of participants

Meeting spaces at the side event venues will be allocated on a first come, first served basis and according to, inter alia, the expected number of participants.

#### [i](#) Set-up of the room

Tables, chairs and basic audio-visual equipment including 3 microphones (each additional microphone will be charged at €90, with a maximum of 4 microphones in one room), a projector and projection screen, will be provided to the side event organiser if you choose a package at one of the side event venues. The side event organiser is responsible for any other requirements, included but not limited to extra audio-visual equipment (other than those listed above), special decoration, extra lighting, furniture, carpeting, catering and office equipment. If you require additional logistical and technical support, you are welcome to contact Forum Europe for a quote for services (other service providers are very welcome to support logistical arrangements).

#### [i](#) Language

No simultaneous interpretation services will be provided for side events.

#### [i](#) Duration

Each side event runs for 90 minutes maximum.

#### [i](#) Target Audience

E.g. data protection authorities, businesses, general public, etc.

#### [i](#) Registration website link (if applicable)

If a registration link is foreseen but is not available right now, this can be provided at a later date.

#### [i](#) Speakers (if details are currently available)

The EDPS will only publish confirmed speakers. If possible, please list all speakers that you envisage for the event. Final list of confirmed speakers should be provided to us no later than 2 days before the event (23/25 October). We cannot guarantee that speakers confirmed after 15 September will be listed in any printed versions of the programme.

### Further Information

For further information, please contact:

Fiona Hosking  
Event Manager  
Forum Europe, on behalf of the ICDPPC and the EDPS

Tel: +44 (0) 2920 783 077

Email: [ICDPPCsideevents@forum-europe.com](mailto:ICDPPCsideevents@forum-europe.com)