



APPLICATION
for Protocol and Organizational Support
for Signing Ceremonies at the Second Summit,
Russia – Africa Economic and Humanitarian
Forum

Date:
(format: DD.MM.YYYY)

Exact start time:
(if agreed with the Roscongress Foundation)

Planned start time:
(if still to be confirmed or agreed)

Format of the ceremony:
(full presence or remote signing)

Full presence ceremony
(all parties are present in person)

Remote online ceremony
(one of the parties is signing online)

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.

General information about the signed document (* this field is required)

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)

Information about the parties to the agreement (* this field is required)

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

Full names and job titles of signatories*:
(job title, organization, first name, surname)

Full names and job titles of signatories in
Russian*:

Details of the ceremony *(where applicable)*

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 on stage.

Full names and job titles of guests of honour:

(job title, organization, first name, surname)

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?

(organizers should be informed about the dimensions and weight of the gifts the day before the ceremony)

Yes

At the beginning of the ceremony

No

At the end of the ceremony

Giving the floor to the participants and/or a press briefing (media questions)

(where applicable)

**Will participants
be delivering
speeches?**

Yes

No

**Before the start of the
ceremony**

**After the end of
the ceremony**

Full names and job titles of speakers*:
*(job title, organization, first name,
surname, if not filled in before)*

Full names and job titles of speakers in Russian*:
(if not filled in before)

Press briefing:

*(the organizers cannot
guarantee that media
representatives will have
relevant questions)*

Yes

No

Before the speeches

After the speeches

**Full names and job titles of press briefing
participants*:**
*(job title, organization, first name, surname,
if not filled in before)*

**Full names and job titles of press briefing
participants in Russian*:**
(if not filled in before)

Application contacts *(* this field is required)*

Application contact person*

Full name and job title*:

Tel.*:

Email*:

Organization:

Contact person at the Forum venue* *(leave blank if same as application contact person)*

Full name and job title*:

Tel.*:

Email*:

Organization:

Contact person at the remote venue *(for remote online ceremony only)*

Full name and job title:

Tel.:

Email:

Organization:

The completed application form should be sent to presscentre@roscongress.org no later than 21 July 2023. Please allow five working days for consideration of your request. We will contact you to confirm details 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.

Please be aware that applications for protocol and organizational support services for events to be held in the Second Summit, Russia – Africa Economic and Humanitarian Forum press centre will be accepted only if a corresponding request to book a room in the press centre has been submitted.