**Application for protocol and organizational support for agreement signing ceremonies at IFEMS 2018**

|  |  |
| --- | --- |
| **Date** |  |
| *(date format: DD.MM.YYYY)* |
| **Exact start time***(if agreed with the Roscongress Foundation)* |  | **Planned start time (***if clarification and/or approval is needed)* |  |

*The average duration of one ceremony is 5-10 minutes.*

*If a press briefing is held before or after the ceremony, the duration increases by 10–15 minutes depending on the number of questions from the media. When several ceremonies are held in a row, we recommend holding only one press briefing upon conclusion or at the start of the ceremony.*

|  |  |
| --- | --- |
| Full name of document to be signed (*to be completed in Russian. Complete in English if the document is being signed with a foreign state*) |  |
| Number of parties signing the agreement |  |
| Full names of the parties (organizations) and participants signing the agreement |  |
|  |
|  |
|  |
| Full name of the signatories indicating their titles |  |
|  |
|  |
|  |
| Full names of the signatories in English (*for nameplates)* |  |
|  |
|  |
|  |
| Will the ceremony be held in the presence of honoured guests | Yes |  |
| No |  |
| Participation format for honoured guests | *Invited along with the signatories. They stand behind the signatories during the ceremony* |  |
| *Present in the room, introduced by the moderator, but do not take the stage* |  |
| Full name and titles of honoured guests |  |
|  |
|  |
|  |
| Services of professional assistants for signatories | Required |  |
| Not required |  |
| Folders for signing | Required |  |
| Not required |  |
| Pens for signing | Required |  |
| Not required |  |
| Press briefing | Yes |  |
| No |  |
| Full names of press briefing participants indicating their titles |  |  |
|  |  |
|  |  |
|  |  |
| Full names of the press briefing participants in English |  |  |
|  |  |
|  |  |
|  |  |
| Open the floor to the speakers | *Prior to the start of the signing ceremony* |  |
| *After the signing ceremony*  |  |
| Full names of the speakers indicating their titles |  |  |
|  |  |
|  |  |
|  |  |
| Will there be an official exchange of gifts during the ceremony | Yes |  |
| No |  |
| *Prior to the start of the signing ceremony* |  |
| *After the signing ceremony*  |  |

Contact information of person responsible for submitting application

|  |  |
| --- | --- |
| Full name, title |  |
| Mobile telephone |  |
| Email |  |
| Organization |  |

Contact information of representative present at the venue

|  |  |
| --- | --- |
| Full name, title |  |
| Mobile telephone |  |
| Email |  |
| Organization |  |

***The application should be sent to*** anna.shklyarova@roscongress.org ***prior to 26 July 2018. Applications are reviewed within 2 business days. We will contact you to clarify information and resolve organizational issues.***

***Please note that for multiple consecutive signings individual applications need to be completed for each agreement to be signed and sent to the aforementioned email address.***

***If you have any questions about completing the application, please contact our employee by phone: +7 (931) 314 62 47.***