**Proposal to Host RCE Event 2020 Form**

Please complete this form, to be submitted with an official letter of interest, a tentative programme, budget sheet, and any other supporting documents (optional), to the Global RCE Service Centre ([RCEServiceCentre@unu.edu](mailto:RCEServiceCentre@unu.edu)) by **Friday 31 January, 2020** (11:59pm JST).

Please note that following the submission deadline, the Global RCE Service Centre will conduct interviews with host candidates to aid in the selection process.

|  |  |
| --- | --- |
| Name of RCE(s): |  |
| Which RCE Event are you proposing to host? | 12th Global RCE Conference  13th Asia-Pacific Regional Meeting  10th African Regional Meeting  Europe Regional Meeting 2020  9th Americas Regional Meeting |
| Proposed dates (usually 2-3 days): |  |
| Proposed theme or thematic areas for the meeting: |  |
| Location and capacity of proposed venue: |  |
| Accessibility of the proposed venue and accommodation (e.g. please describe transfer options from the nearest airport including durations): |  |
| Timeline showing preparation of the proposed meeting (please feel free to attach any supporting documents/timeline in a separate format): |  |
| Tentative sources of funding and proposed budget outline (attach budget spreadsheet): |  |
| Contact person(s) with relevant assigned tasks and/or responsibilities: |  |
| Any events that will be held back-to-back with the meeting (optional): |  |
| Visa requirement reference (for meeting participants) e.g. URL for a website of your country’s department of immigration: |  |

Before submitting, please ensure you have completed the necessary documents:

Proposal to Host RCE Event 2020 form (this form)

Official Letter of Interest

Tentative programme

Budget sheet

Any other supporting documents (optional) e.g. list of accommodation options near the meeting venue – such as student dorms, hotels etc.

Submit these to the Global RCE Service Centre at ([RCEServiceCentre@unu.edu](mailto:RCEServiceCentre@unu.edu)) by 11:59pm (JST) on **Friday 31 January, 2020**.