**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) 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.

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| --- | --- |
| 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) by 11:59pm (JST) on **Friday 31 January, 2020**.