**Proposal to Host RCE Event 2022 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 **Tuesday, 15 March 2022** (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? | 14th Asia-Pacific Regional Meeting  12th African Regional Meeting  11th Americas Regional Meeting  Europe Regional Meeting (last half of 2022 or early 2023) |
| Proposed dates (usually 2-3 days): |  |
| Proposed modality:  (Please consider the regulations of the host region related to COVID-19) | Online  In-person  Hybrid |
| Proposed theme or thematic areas for the meeting: |  |
| Relevance of the theme to the region: (a short description no more than 100 words) |  |
| 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 2022 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 **Tuesday, 15 March 2022**.